

Pleasant Street Elementary School Student & Parent Handbook



2011 – 2012 School Year

Table of Contents

| | |
|--|---------|
| Anti-Hazing Policy | 15 |
| Attendance | 5 & 6 |
| Bicycle and or Scooters..... | 8 |
| Board of Education Members..... | 2 |
| Board of Education Meeting Dates..... | 3 |
| Building Administrators..... | 2 |
| Central Office Staff..... | 2 |
| Classroom Assignments..... | 9 |
| Control of Casual Contact Communicable Disease and Nuisances..... | 11 |
| Detention..... | 8 |
| Emergency Closings and Delays | 12 |
| Enrolling in the School..... | 9 |
| Fire and Tornado Drills..... | 12 |
| Hallway Rules | 8 |
| Handicapped Student Identification & Funding | 15 |
| Homework | 13 |
| Immunizations | 10 |
| Individuals with Disabilities | 15 |
| Injury and Illness | 7 |
| Inside Recess..... | 8 |
| Intervention Assistance Team | 15 |
| Lost and Found | 9 |
| Lunchroom Rules | 8 |
| Meal Service | 12 |
| Medication Policy | 10 & 11 |
| Memorandum to Parents Regarding School Board Policy on Drug-Free Schools..... | 16 |
| Notification of Application of Chemicals | 15 |
| Playground Procedures..... | 7 & 8 |
| Pleasant Street Staff | 4 |
| School Dress..... | 9 |
| School Parties | 13 |
| School Rules | 7 |
| Student Code of Conduct..... | 6 |
| Student Fees..... | 11 |
| Student Grievance for Alleged Discrimination..... | 14 |
| Student Records | 11 |
| Student Rights and Responsibilities..... | 5 |
| Transfer Out of District | 9 |
| Transportation | 13 |
| Visitors | 13 |
| Welcome | 1 |
| Withdrawal from School | 9 |

PLEASANT STREET ELEMENTARY SCHOOL



305 East Pleasant Street Mount Vernon, Ohio 43050
Telephone: (740) 393-5990 Fax: (740) 393-3175

Web Site: www.mt-vernon.k12.oh.us/pleasant

Dear Parents:

Welcome to Pleasant Street Elementary. Throughout the year, many questions arise about the rules and procedures at Pleasant Street. To help parents and students who are new to Mount Vernon become acquainted with our school, this handbook of general information has been assembled. Please read this book carefully so you become familiar with most of the policies and procedures. If this handbook does not give you the information you need, please contact me or your child's teacher about your question.

Though we try our best to provide all the needed learning experiences for our students, we invite you to join us in our efforts to make the best education possible for students. Optimal learning occurs when parents and teachers work together. Students are given homework assignments to reinforce the instruction given that day. It is the student's responsibility to return completed assignments on time. Assignments not returned completed on time will result in lower grades. Responsibility is a desired life skill, and with the home and school working together, the outcome will be responsible students.

The staff is proud of Pleasant Street, our students, and our parents. It is our desire that our students develop a sense of pride for their school. Hopefully, your child will develop a wholesome, enthusiastic attitude toward Pleasant Street and obtain academic progress through our joint efforts.

Sincerely,

Karen Boylan
Principal
393-5990 Extension 6401

Pleasant Street Mission Statement

Pleasant Street School's Mission is to provide a quality education using effective instructional processes. We expect high achievement in all areas of the curriculum and strive to empower each student with the skills to become a life-long learner and a responsible citizen.

5/02

Board of Education

Dr. Margie Bennett – President - 392-8387
Mrs. Jody Goetzman – Vice President jgoetzman@mvcasd.us
Mrs. Sharon Fair sfair@mvcasd.us
Mrs. Paula Barone pbarone@mvcasd.us
Mr. Steve Thompson sthompson@mvcasd.us

Central Office Administration and Support Staff
397-7422

Steve Short, Superintendent
Barbara Donohue, Treasurer
Dr. Mitchell Emmons, Director of Teaching and Learning
Pam Rose, Director of Student Services
Nancy Bevan, Food Service Coordinator
Randy Krebs Transportation/Maintenance Coordinator
Rick Stutzman, School Psychologist

Building Administration

Columbia Elementary School – Dr. Eric Brown, Principal - 393-5975
Dan Emmett Elementary School - Margy Arck, Principal - 393-5950
East Elementary School – Dr. Eric Brown, Principal - 393-5985
Twin Oak Elementary School - Suzanne Miller, Principal - 393-5970
Pleasant Street Elementary School - Karen Boylan, Principal - 393-5990
Wiggin Street Elementary School - Lynn Rigggenbach, Principal - 393-5922
Mt. Vernon Middle School – Matthew Cox, Principal - 392-6867
Mt. Vernon Middle School – Gary Hankins, Assistant Principal - 392-6867
Mt. Vernon High School - Kathy Kasler, Principal - 393-5900
Mt. Vernon High School - Sam Shuman, Assistant Principal - 393-5900

RESOLUTIONS

Resolution Number 1-10

Establish Regular Meeting Dates and Planning Session of the Board of Education

Be it resolved, that the Mount Vernon City Board of Education shall hold its regular meetings in 2010 on the following dates and location:

| | | |
|--|-----------|--|
| January 11 Organizational followed by Regular Meeting | 6:00 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| February 8 298 Martinsburg Road | 7:30 p.m. | Mount Vernon Middle School Library |
| March 8 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| April 12 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| May 10 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| June 7 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| July 12 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| August 9 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| September 13 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| October 11 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| November 8 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |
| December 13 | 7:30 p.m. | Mount Vernon Middle School Library 298 Martinsburg Road |

“Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity.”

PLEASANT STREET ELEMENTARY SCHOOL
Personnel—2010-2011

Karen Boylan, Principal
Mary Ann Gutman, Secretary

| | |
|--------------------------------|--------------------------|
| Kindergarten | Mrs. Bev Stockberger |
| Kindergarten | Mrs. Brittany Carruthers |
| First Grade | Mrs. Emi Ward |
| First Grade | Mrs. Angi Tripp |
| First Grade | Mrs. Callia Ahlbeck |
| Second Grade | Mrs. Jill Harris |
| Second Grade | Mrs. Nancy Lewis |
| Second Grade | Mrs. Dawn Porter |
| Second Grade | Mrs. Julie Fowler |
| Third Grade | Mrs. Jackie Hatch-Miller |
| Third Grade | Mr. Matt Bonaudi |
| Third Grade | Mrs. Dee Severns |
| Fourth Grade | Mrs. Mary Lou Jacklin |
| Fourth Grade | Mr. Jim Thayer |
| Fourth Grade | Mrs. Tracy DeBord |
| Fifth Grade | Mrs. Kathy Luckmeier |
| Fifth Grade | Mrs. Aimee Humphrey |
| Fifth Grade | Mr. Jennifer Campbell |
| Special Education Teacher | Mrs. Joan Fithian |
| Special Education Teacher | Mrs. Tiffany Burke |
| Intervention Specialist | Mrs. Raye Ellen Nixon |
| Intervention Aide | Mrs. Tara Gilmore |
| Title I Aide | Mrs. Jenny Sargent |
| Title I Literacy | Mrs. Kay Gunderson |
| Title I Math | Mr. Chris Bartal |
| Art | Mr. Bruce Jacklin |
| Music | Mrs. Laura Ackert |
| Physical Education | Mr. Brock Evans |
| Gifted Intervention Specialist | Mr. Mark Bohland |
| Speech and Hearing | Ms. Jessica Rocker |
| Nurse | Mrs. Janet Stutzman |
| Health Aide | Mrs. Pat Metcalf |
| School Psychologist | Mr. Rick Stutzman |
| Library Aide | Mrs. Marilyn Chidester |
| Food Service | Mrs. Jean Fry |
| Food Service | Mrs. Kathie Chapman |
| Food Service | Mrs. Jennifer McNeil |
| Custodian | Mr. Gordon Biggs |
| Custodian | Mr. Jerry Richert |
| Custodian | Mr. Steven Wenzinger |
| Preschool Classroom | Mrs. Christa Strickland |

STUDENT RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her teacher or principal.

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 has been fulfilled.

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain 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 with doctors and dentists during non-school hours to the extent possible.

Any student who is absent from school for all or any part of the day without parent knowledge shall be 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 393-5990 by 9:00 a.m. and provide an explanation. 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.

An excused absence allows the student to make up all possible work. **It is the responsibility of the student to obtain missed assignments.** Students will be given the number of days of excused absence within which to make work up. It is possible that certain kinds of school work such as skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If a student misses a teacher's test due to excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses an achievement test or other standardized test, the student should consult with the Principal to arrange for taking the test.

Following an absence from school, your child is required to 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 and,
4. Your signature.

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

A student who is not in his/her assigned location by 9:00 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

STUDENT CODE OF CONDUCT

The Student Code of Conduct conforms to the philosophy that good order and discipline within the school setting provides the most favorable atmosphere for learning to occur.

All students are encouraged to treat others as they would like to be treated themselves, to respect the rights and property of others, to observe school procedures that are designed for the students' protection and safety to strive always for self-control and self-discipline.

Any student who has more than 20 days of detentions may not be allowed to accompany his/her class on field trips, attend assemblies or participate on field day.

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, in-school suspension, out-of-school suspension, alternative school (grades 4 &5), removal or expulsion.

1. Fighting in or around the school building, school property or while under the authority and responsibility of the school system.
2. Smoking in or around the school building or having cigarettes, cigars or smoking tobacco in one's possession.
3. Throwing of objects on or around school property.
4. Leaving school grounds without permission.
5. Setting off a false fire alarm.
6. Possession of or use of chewing tobacco, snuff, alcoholic beverages, narcotics, marijuana and other dangerous drugs or substances.
7. Damage or destruction of school or personal property.
8. Provoking, assaulting or harassing a school employee.
9. Stealing of personal or school property.
10. Refusal to accept reasonable punishment set forth by a teacher, aide or administrator.
11. Indecent exposure.
12. Repeated disrespect of school regulations.
13. Physical or verbal intimidation of fellow students.
14. Possession of or the lighting of firecrackers, a fire in the building or on the school grounds.
15. Truancy.
16. Gross sexual activity.
17. Initiation of a bomb threat.
18. Disruption of or interference with curricular or extra-curricular activities.
19. Possession of dangerous weapons/fire arms.
20. Use of obscene language, symbols or gestures.
21. Cheating and/or plagiarism.
22. Possession or use of counterfeit drugs.
23. Violation of bus rules.
24. Other, as stated in the Ohio Revised Code 3313.661 and 3313.662.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and returned to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SCHOOL RULES

Students should arrive at school no earlier than 8:40 a.m. (unless coming for breakfast - then not to arrive before 8:30 a.m.). When arriving at school, students should go directly to the playground unless it is raining or unduly cold. In this event, the teacher on duty at 8:45 a.m. will have the children come in the building and wait quietly in the hall. Students are to come directly to school each morning and go directly home each evening. Children are not to stay on the playground after school. Once students are at school, they may not leave the school grounds without permission from a teacher or the principal. **Students are to walk on sidewalks and cross the street in the crosswalk lines. Students will cross with the safety patrols.**

Students are **not** permitted to bring items to school, which are distracting to the educational process. These items include cellular telephones, electronic games, MP3 players, CD players, etc. These items may be confiscated by staff. Staff will not be held accountable for inappropriate items that are lost or misplaced.

PLAYGROUND PROCEDURES

Slides

Students go down one at a time in a forward sitting position only

No climbing up slides

No climbing down the poles

Swings

No pushing each other

One person on a swing, in a seated position

No twisting up or jumping off

No climbing up the poles

Stop the swing before dismounting

General Procedures

No running around swings, slides or climbing equipment

No throwing sticks, stones, snow, etc.

Teeter Totter

One person on each end

No "cherry bumps"

Glider

One person at a time

No pushing each other

Basketball

No climbing up the pole

No hanging from the rims

Balls

No balls from home

No footballs

No throwing balls against the building

If ball goes in the street, teacher monitors retrieval

Courtyard
No jumping off tables
No chase games

Field
Stay in the short grass
No going into the ditch down the hill

Lining Up
Students come quickly at first bell
Students line up at room numbers quietly (Challenge class also needs to line up)
Teacher dismisses one class at a time to go into the building

HALLWAY RULES

Walk on right side
Walk quietly
No talking

LUNCHROOM RULES

Enter the lunchroom quietly and orderly
Talk softly to neighbors
Last 5 minutes “quiet talking” (optional)
Raise hand for help
Remain seated until dismissed

INSIDE RECESS RULES

1. Walk quietly and orderly from the lunchroom to your classroom.
2. Remain quiet in the classroom until the teacher on duty gives permission to use games, etc.
3. No running or throwing of objects in the room.
4. Follow the individual classroom rules set up by your teacher.

BICYCLES AND OR SCOOTERS

1. Children riding bicycles or scooters to school are **not** to ride on sidewalks near the school.
2. While riding bicycles in the street, all traffic laws are to be observed.
3. Once at school, bikes are to remain locked in the racks until school is dismissed.
4. Children eating lunch at school who also ride bikes may not ride their bikes at noon.
5. Children are advised to keep their bikes locked while they are at school.
6. Children are to carry their scooters on school property and keep them in their locker during the day.

DETENTION

Students that do not follow school rules, classroom rules or school district code of conduct will serve detention. Detention will be served during noon recess or after school. A detention slip will be sent home for the parent to sign and the student will return it to school. After a student receives five (5) detention points, a letter will be sent home to the parents and a copy of the letter placed in the student’s cumulative folder. Students that receive six (6) points during a nine week grading period will not attend assemblies. A student that receives six (6) detention points each nine weeks will not participate in Field Day.

SCHOOL DRESS

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk will not be permitted.

Cut-off tops (midriff showing), mesh shirts, spaghetti strap tops, shoe skates and flip-flop sandals are not acceptable. Socks must be worn with sandals for safety reasons. Tennis shoes must be worn for physical education classes. All sport jerseys must be worn with a tee shirt.

During cold weather, appropriate warm clothing should be worn. Children will be expected to go outside for recesses.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through Central Office at 397-7422 ext. 6025.

Students who are new to Pleasant Street School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring: a Health Department issued **birth certificate**, court papers allocating parental rights and responsibilities, or custody (if appropriate), proof of immunizations, and **social security card**.

CLASSROOM ASSIGNMENTS

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Pleasant Street School, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school district. (14 days required by missing children laws).

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents.

LOST AND FOUND

The lost and found box is in the main entrance. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the close of the school year.

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 5910.

| VACCINES | FALL 2009 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.

STUDENT RECORDS

Access to student records is based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the 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 FEES

The Mount Vernon Board of Education establishes a fee for students to help underwrite a part of the cost of consumable items your child uses.

Fees are due in August and may be paid by cash, check or money order. All checks and money orders should be made payable to the Mount Vernon City Schools. School fees for the 2011-2012 school year are \$25.00 for Kindergarten students and \$30.00 for students in grades 1-5.

Failure to pay fees will result in grade cards being held. Fees (including fees from elementary school) must be paid before a student can graduate from High School.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without the written permission from the parent. No soda, pop or carbonated beverages are permitted at school.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the principal's office. Breakfast is served from 8:30 - 8:55 a.m. Breakfast is free for students who qualify for the lunch program.

The cost of lunch is \$2.25 per day and breakfast is \$.80 per day. Milk can be purchased for students who pack their lunch for \$.40. If they choose to bring drink from home it should be in a thermos or disposable (paper or plastic) container. Kindergarten milk will be available payable by the week or month.

Students are expected to have their lunch money daily or larger sums of money can be applied to the lunch/breakfast account. Students will use their pin number for the lunchroom computer from the previous year. New students will be assigned a pin number. Every week, pink lunch room notices will be sent home for overdrawn lunch/breakfast accounts. All payments for lunch/breakfast should be made payable to Mount Vernon City Schools.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of ringing the recess bell on and off for 30 to 60 seconds.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio station: **WMVO/WQIO (AM - 1300/FM - 93.7)**

Two hour delay - buses will run 2 hours later (usual pick up at 8:30 will be at 10:30). School day will start at 11:00 with regular dismissal at 3:30. The lunch schedule will remain the same. There will be no breakfast served on two hour delays.

Kindergarten two hour delay - Morning kindergarten students will attend school from 11:00 am to 1:00 pm and afternoon kindergarten students will attend school from 1:30 pm to 3:30 pm. Morning kindergarten students will be picked up at their homes two hours later than the regular time; afternoon kindergarten students will be picked up one hour later than usual.

Parents and students are responsible for knowing about emergency closings and delays. Dismissal for weather or other unforeseen circumstances is rare. However, discuss with your child NOW what he/she is to do if school closes early. Please give two options: 1. Go Home, or 2. Go to Bob and Betty's house.

If your child rides a bus, select a person most likely to be home on your child's bus route. Remember it is almost impossible for your child to use the phone during such emergencies.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in. If a person wishes to confer with a member of the staff, he or she must call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining permission from the principal.

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.

Request for homework in case of your child's absence should be made by 9:00AM and may be picked up in the office between 3:45 PM and 4:15 PM.

SCHOOL PARTIES

Classroom parties are held at **Fall** (Character Parade), **Christmas** and **Valentine's Day**. Usually, these parties are cooperatively planned between the students and their teacher.

Birthdays may be observed and treats may be brought to school to share. We encourage parents to schedule these parties in advance for your child's treat with the classroom teacher.

TRANSPORTATION

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students.

Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.

Students must wait in a location clear of traffic and away from the bus stop.

Behavior at school bus stop must not threaten life, limb, or property of any individual.

Students must go directly to an available or assigned seat.

Students must observe classroom conduct and obey the driver promptly and respectfully.

Students must not use profane language.

Students must refrain from eating and drinking on the bus except as required for medical reasons.

Students must not use tobacco on the bus.

Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.

Students must not throw or pass objects to, from or into the bus.

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.

Students must not put head or arms out of the bus windows.

Students may carry on the bus only objects that can be held in their laps. We recommend that any items your child brings to school be carried in a book bag or paper bag - musical instruments are an exception.

A student who becomes a behavior problem on the bus shall be disciplined and may be deprived of the privilege of riding the bus.

STUDENT GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION

The Mount Vernon Board of Education recognizes that, in the interest of compliance with Title VI or 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 or after the grievance hearing, if a hearing is requested.

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

- Step 1. The student shall first discuss the grievance with the building principal.
- Step 2. If the grievance is not resolved to the student's satisfaction at Step 1 the student may appeal the grievance in writing to the building principal.
- Step 3. If the grievance is not resolved to the student's satisfaction at Step 2, the student may appeal the grievance in writing to the superintendent or his designee, through the Title IX Compliance Officer.
- 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: Steve Short, Superintendent

Except in the case of alleged Title IX violations which should be directed to:
Cindy Weiss, Director of Student Services

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

INTERVENTION ASSISTANCE TEAM

The purpose of the Intervention Assistance Team (IAT) is to collaboratively discuss ways to help individual children who may have problems academically, behaviorally, or emotionally. Pleasant Street Elementary 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.

INDIVIDUALS WITH DISABILITIES

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

The Mount Vernon School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Cindy Weiss at 392-7722 ext. 6022.

HANDICAPPED STUDENT IDENTIFICATION AND FUNDING

Children between the ages of 10 and 22 may be referred for evaluation to determine whether they are handicapped and in need of special education. Programs for handicapped students are supported in part by Title VI-B and Preschool Federal Grants. You may make a referral or discuss the Title VI-B and Preschool grants by contacting your school principal or the Director of Student Services at 397-7422 ext. 6022.

NOTIFICATION OF APPLICATION 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.

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.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD 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 or school approved vehicles or at any school-related event. Drugs include any alcoholic beverages, anabolic steroid, 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 law enforcement officials.