

TWIN OAK ELEMENTARY SCHOOL

A School of Excellence

STUDENT / PARENT HANDBOOK

2011-2012

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MOUNT VERNON, OHIO 43050

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“A GREAT SCHOOL FOR GREAT KIDS”

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The Mount Vernon City School District Mission Statement

WE BELIEVE THAT.....

- ...individuals are unique and worthy of being treated with dignity and respect.
- ...education should be positive and student focused.
- ...student effort and achievement are equally important and should be recognized.
- ...motivation is the key to learning.
- ...all students must attend school ready to learn.
- ...local control of our school is an imperative.
- ...the community is responsible for providing adequate resources to accomplish the mission of the district.
- ...we must address the specific needs of individual students.
- ...schools should reflect the most generally accepted highest standards of the community.
- ...people are our greatest resource.
- ...we must relentlessly pursue excellence.
- ...educators, in general, are worthy of the support of the community.
- ...education is worthwhile and improves and enriches an individual's life.
- ...there is a basic body of knowledge which all students must master.
- ...the family is the student's first and most important teacher.

MOUNT VERNON CITY SCHOOLS – BOARD OF EDUCATION

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

mbennett@mvcasd.us
jgoetzman@mvcasd.us
sfair@mvcasd.us
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School Board Meetings – 7:30 p.m. in the Middle School Library

September 12
October 10
November 14
December 12

The 2012 meeting dates will be determined in December and posted on the district's website.

The Twin Oak Mission Statement

The Twin Oak Elementary School Community is committed to meeting the needs of each student and providing a quality educational environment that upholds a high standard of student and teacher performance, fosters good citizenship, and instills the value of being a life-long learner.

TWIN OAK DAILY SCHEDULE

8:00 to 8:45 A.M.	Teacher preparation and conference time
8:40 A.M.	Supervision on playground begins
8:50 A.M.	First bell (students line up outside)
9:00 A.M.	Morning classes begin (students are tardy if not in room)
11:45 A.M.	Morning kindergarten students dismissed
11:45 to 12:45A.M.	Lunch (11:45 Grades 1, 2, 3), (12:10 Grades 4), (12:15 Grade 5)
12:35 P.M.	Primary recess ends, Intermediate lunch ends, students return to classrooms
12:45 P.M.	Afternoon kindergarten begins Grades 1-5 classes begin afternoon session
3:30 P.M.	All students dismissed
3:45 P.M.	Teacher workday ends

Twin Oak Staff Information

Name	Position	Extension	Email Address
Sue Miller	Principal	6501	smiller@mvcasd.us
Marsha Majovsky	Secretary	6500	mmajovsky@mvcasd.us
Peggy Mahar	Literacy Coach	6523	pmahar@mvcasd.us
Bonnie Brenneman	Reading Specialist	6535	bbrenneman@mvcasd.us
Terri Farnham	Speech Pathologist	6522	tfarnham@mvcasd.us
Loretta Kent	Intervention Specialist	6512	lkent@mvcasd.us
Casey Gray	Intervention Specialist	6521	cgray@mvcasd.us
Kathy Israel	Intervention Specialist	6511	kisrael@mvcasd.us
Mandy Peterson	Title I teacher	6521	apeterson@mvcasd.us
Dr. Rick Stutzman	Psychologist	6026	rstutzman@mvcasd.us
Christine Hohman	Library Aide	6529	chohman@mvcasd.us
Mary Lonzo	Special Ed Aide	6504	mlonzo@mvcasd.us
Dawn Mann	Special Ed Aide	6517	dmann@mvcasd.us
Janet Stutzman	District Nurse	5888	jstutzman@mvcasd.us
Pat Metcalf	Health Aide	5888	pmetcalf@mvcasd.us
Scott Darr	Head Custodian	6528	sdarr@mvcasd.us
Mark Zolman	Custodian	6528	mzolman@mvcasd.us
Shane Lucas	Custodian	6528	slucas@mvcasd.us
Tonya Latham	Food Service	6530	tlatham@mvcasd.us
Elayne Brown	Food Service	6530	ebrown@mvcasd.us
Lisa Boyle	Food Service	6530	lboyle@mvcasd.us
Pat Eaton	Music	6526	peaton@mvcasd.us
Patti Coates	Art	6525	pcoates@mvcasd.us
Jerry Clinger	PE	6527	jclinger@mvcasd.us
Laura Cliff	MH	6524	lcliff@mvcasd.us
Denise Thrift	Kindergarten	6519	dthrift@mvcasd.us
Heidi Craigo	Kindergarten/Title I	6520	hcraigo@mvcasd.us
Theresa Kouba	First Grade	6513	tkouba@mvcasd.us
Amy Kramp	First Grade	6514	akramp@mvcasd.us
Kristen Campbell	First Grade	6518	kcampbell@mvcasd.us
Kristi Beatty	Second Grade	6515	kbeatty@mvcasd.us
Sherry Richey	Second Grade	6516	srichey@mvcasd.us
Michelle Dallas	Second Grade	6517	mdallas@mvcasd.us
Trina Sims	Third Grade	6537	tsims@mvcasd.us
Kathryn Dessert	Third Grade	6503	kdessert@mvcasd.us
Lindsey Staats	Third Grade	6504	lstaats@mvcasd.us
Elayne Watkins	Fourth Grade	6505	ewatkins@mvcasd.us
Debbie Marn	Fourth Grade	6506	demarn@mvcasd.us
Brenda VanValkenburg	Fourth Grade	6507	bvanvalkenburg@mvcasd.us
Allison Elifritz	Fifth Grade	6510	aelifritz@mvcasd.us
Rob Murphy	Fifth Grade	6508	rmurphy@mvcasd.us
Emily Lyons	Fifth Grade	6509	elyons@mvcasd.us
Deb Ronk	Occupational Therapist	6500	dronk@mvcasd.us
Linda Owens	Physical Therapist	6500	lowens@mvcasd.us
Anthony Springer	Orchestra	6500	aspringer@mvcasd.us
Andrew Sundman	Band	6500	asundman@mvcasd.us

2011-2012 Twin Oak Calendar (Subject to change)

August 15	Twin Oak Free Clothing Drive Drop Off
August 16	Twin Oak Clothing Drive in gym
August 16	K Registration at Twin Oak (9:00 AM-1:00 PM)
August 23	Back to School Night (6:30-7:30 PM)
August 24	First Day Back For Students
September 5	No School –Labor Day
September 13	Grade 2 Literacy Night (6:30-7:30 p.m.)
September 15	K-1 Literacy Parent Night (6:30-7:30 p.m.)
September 16	Fundraiser Kick-off Assembly
	Family Fun Night
September 23	Interims Home
September 29	Early Release (2:30 p.m. School Ends)
October 3	Fundraiser Ends
October 3-14	ITBS/Cog At Testing –Grade 4
October 4	Ohio Achievement Reading Assessment –Grade 3
October 11	Twin Oak Family Open House (grades 3-5)
October 13	Twin Oak Family Open House (grades K-2)
October 14	Fall Pictures
October 24	Red Ribbon Week begins
	Scholastic Book Fair
	Bring a Friend to Lunch (Grades 1, 2, 3)
October 25	Scholastic Book Fair
	Bring a Friend to Lunch (4, 5)
October 27	Early Dismissal (2:30 PM School Ends)
October 28	Fall Parties and Character Parade
November 4	Grade Cards Home
November 9	Veteran’s Day Recognition Program (10:00 a.m.)
	Parent/Teacher Conferences (5:00-8:00 PM)
November 10	Parent/Teacher Conferences (1:00-8:00 PM)
November 11	Parent/Teacher Conferences (8:00-11:00 AM)
November 18	Picture Retakes and Group Activities
November 23-25	No School -Thanksgiving
December 2	Interims home
December 7	Early Release (2:30 p.m. School Ends)
December 16	Holiday Shop
December 20	Holiday Parties
December 21	No School - Winter Break Begins
January 3	School Resumes
January 13	End of second grading period

January 16	No School – Martin Luther King, Jr. Day
January 17	No School- Teacher Work Day
January 20	Grade Cards Home Today
January 31	Early Dismissal (2:30 PM)
February 6-10	Yearbook Sale
February 14	Valentine Parties
February 17	Interims Home
February 20	No School –President’s Day
February 29	Early Dismissal (2:30 PM School Ends)
March 5-16	ITBS/Cog At Testing –Grade 2
March 9	Spring Pictures
March 15	Battle of the Books (6:00 PM)
March 21	Third Grading Period Ends
March 29	Early Release (2:30 p.m. School Ends)
March 30	Grade Cards Home
April 2-6	Spring Break
April 9	School Resumes
April 10 – 11	Kindergarten Registration
April 23-24	Ohio Achievement Assessments–Grades 3
April 25-26	Ohio Achievement Assessments – Grade 4
April 27	Interims Home
April 30	Ohio Achievement Assessment – Grade 5
May 1-2	Ohio Achievement Assessments – Grade 5
May 7-11	Staff Appreciation
May 10-11	Camp Ohio – Grade 5
May 31	Tentative Last day of school

The Twin Oak Elementary School calendar is usually revised monthly as field trips and school events are added. Please check the monthly newsletter for the most up-to-date calendar. The newsletters are sent home with the youngest child in a family. On the front page can be found dates for the current month and the next month.

There are no scheduled late starts in this calendar. Please note that there may be announced late starts for weather and these will be as needed. There are early dismissal dates scheduled for staff professional development. Please be sure that your child knows where they are to go after school on those days. The early release/dismissal dates for the 2011-2012 school year are as follows:

September 29	2:30 p.m.
October 27	2:30 p.m.
December 7	2:30 p.m.
January 31	2:30 p.m.
February 29	2:30 p.m.
March 29	2:30 p.m.

TWIN OAK ENROLLMENT INFORMATION

State law requires students to enroll in the school district in which their parent or legal guardian reside unless enrolling under the District's open enrollment policy or unless enrolling and paying tuition. New students under the age of 18 must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- A birth certificate
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)*
- Proof of residency
- Proof of immunizations

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

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file in the Twin Oak Office in order for a student to participate in any activity off school grounds, including field trips. The Emergency Form is provided at the time of enrollment and at the beginning of each school year. If a student's address, phone number, or contact information changes during the school year, the parent must advise the office of the change as soon as possible and go to the Board Office at 300 Newark Road to register the change of address.

IMMUNIZATIONS

Each student should have the immunizations required by the Ohio Department of Health or have an authorized waiver. If a student does not have the necessary shots or waiver, the Principal may remove the student or require compliance deadline. This is for the safety of all students and is in accordance with State Law. Immunizations can be obtained from your child's doctor or at the Knox County Health Department. Any questions about immunizations or waivers should be directed to the school nurse.

WITHDRAWAL/TRANSFER FROM SCHOOL

Parents must notify the Twin Oak Office about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of enrollment at the new school. All school fees, library and text books, and other school materials must be returned to Twin Oak prior to withdrawal from school.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Twin Oak staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the Twin Oak Office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the Twin Oak office.

SAFETY AND SECURITY

In order to properly monitor the safety of students and staff, all doors will be locked except the front main entry door. Visitors, particularly parents are welcome at the school, but you must report to the main office and sign in. All visitors will be asked to wear a visitor badge. When leaving the school, visitors must sign out in the office. Any visitor found in the building without signing in or wearing a pass shall be reported to the Twin Oak Office.

If a parent wishes to confer with a member of the staff, he/she must call for an appointment. Classroom visitations require 24-hour notice and should be arranged through the school office.

Students may not bring visitors to the school without first obtaining permission from the principal.

EMERGENCY CLOSING AND DELAYS

If school is canceled or delayed due to inclement weather, WMVO radio station (AM 1300/FM 93.7) and television stations will periodically announce this information, beginning at 6:00 AM and earlier.

The Mount Vernon City School District may call a 2-Hour delay which is a good way to ensure your child's safety. Buses will pick up children approximately 2 hours later than the normal pick up time. School will begin at 11:00 AM and will be dismissed at the regular time of 3:30 PM. Kindergarten students on a 2-hour delay have the following schedule:

Morning Kindergarten Times 11:00 a.m. -1:00 p.m.

Afternoon Kindergarten Times 1:30 a.m.-3:30 p.m.

Both sessions will receive a milk break, but lunch will not be served. Morning kindergarten students should a solid meal before coming to school since they will not have lunch until they arrive at home.

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 she he/she is to do if school closes early.

EARLY DISMISSAL

No student may leave school prior to dismissal without a parent or guardian either submitting a signed written request or coming to the Twin Oak Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

If your child leaves the building during the school day, you must sign him/her out of the building. The sign-out sheet is located in the office. If your child returns to school, he or she is to check in at the office and the adult must sign the child back in to school before the child returns to class.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the Mount Vernon City School District's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. We will make every attempt to contact you by telephone. In the event that we can't reach you, we will contact one of the people whom you have listed on your child's Medical Emergency Authorization card.

If the illness is serious, we will contact the Emergency Squad. If your child should have to be transported to the hospital, a member of the staff will accompany your child. The staff member will take the Medical Emergency Authorization card, which you completed, to the hospital, so that the hospital will have your written permission to treat your child.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

Twin Oak Elementary is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials. A copy of the Mount Vernon City School's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos plan is available for inspection at the Board offices upon request.

STAYING INSIDE AT RECESS FOLLOWING AN ILLNESS OR INJURY

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

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

MEDICATION POLICY

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually, and as necessary, for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/ or reactions, or asthma inhalers during school hours provided the student has written permission from apparent or physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, "epi pens", or inhalers to any other student for their use or possession.
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/ or bus aide) at parental request. This should be arranged in advance.
 - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parent shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written request.

ALLERGY POLICY AND "NO BAKE/NUT-FREE" TWIN OAK PROCEDURE

As required by law, the Mount Vernon City School District has adopted an Allergy Policy that may be viewed at the Board Office upon request. Twin Oak has a "No Bake and a Nut-Free" Procedure in place for the 2011-2012 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 holiday 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(s), please contact the office.

Control of Communicable Diseases and Nuisances to Public Health

The Board directs the Superintendent to assign to building principals and school nurses the responsibility for the control of communicable diseases. Communicable diseases may include chicken pox, conjunctivitis, diphtheria, fifth's disease, encephalitis, hepatitis, herpes, impetigo, jaundice, measles, pertussis, ringworm, rubella, scabies, tetanus, tuberculosis, and other conditions indicated by the Local and State Health Departments.

The Board also directs the Superintendent to assign to building principals and school nurse responsibility for the inspection and abatement of nuisances dangerous to public health or comfort. These nuisances may include head lice.

When a child is suspected of having head lice or has symptoms of head lice or nits, he/she shall be examined by the teacher, school nurse, administrator, or person designated by the administrator. If head lice or nits are identified, the classmates, playmates, and siblings of the infected child may also be examined for head lice. The parents of the infested children shall be notified so that treatment can be started as soon as possible.

Control of communicable diseases and nuisances may include exclusion of students and/or adults, and disinfection of the school buildings. During an epidemic or threatened epidemic, or when a dangerous communicable disease is unusually prevalent, schools may be closed for such time as necessary

Information regarding any disease found as a result of any school medical examination shall be communicated only to the parent of the child.

Control of Blood-Borne Pathogens

The Mount Vernon City School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities where physical injuries or other actions can cause bleeding.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the Office and assist the student in completing the requisite documents. The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the Know Health Department.

- The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B or HIV virus either in cooperation with his/her physician or the Knox County Health Department.

- The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

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 juvenile court involvement. 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.

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 Ohio. If you have not notified the school of your child's absence, the office will attempt to reach you by telephone at home and/or work as required by state law. If the office cannot reach you, your child will receive an "unexcused" absence in their attendance record. If your child is absent without an acceptable reason, an unexcused absence will be recorded in the student's absence record.

A student who is not in his/her classroom by 9:00 a.m. (and 12:45 for afternoon kindergarten students) shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Tardies are considered as unexcused and are reported on the student absence record. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

If a student is going to be absent, the parent must contact the school office at 393-5970 ext. 6500 by 9:00 a.m. and provide an explanation. 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 up work. It is possible that certain kinds of schoolwork 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 the Ohio Achievement Assessment or other standardized test, the student should consult with the principal to arrange for taking the test.

Doctors' excuses are requested in the case of prolonged or repeated absences or when the situation involves a communicable or infectious disease. An excuse from a doctor is the only way that an absence will be marked as "medical".

A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year.

If a student is habitually or chronically truant, and the student's parent fails to cause the student's attendance, a Diversion Hearing will be scheduled with a representative with Juvenile Court. If the attendance does not improve, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy.

Parents are encouraged to not 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 and classroom teacher to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip, but not all assignments will be able to be made up due to the nature of the classroom. 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.

If your child participates in "Bring Your Child to Work", this absence from school will be counted as an authorized, unexcused absence. We encourage parents to bring their child to work during the school vacations or during the summer rather than during the school year.

REPORTING STUDENT PROGRESS TO PARENTS

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Parents may access their student's grades (grades 3-5) through Progress Book. Directions and personal passwords are sent home at the beginning of every school year, but this information can also be obtained from the Office.

Twin Oak Elementary School has a standard grading procedure as determined by the Mount Vernon City School District. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students. Students begin receiving letter grades at the third grade level. Parents of students in grades 3-5 can access their child's grades at any time through Progress Book on line.

The school applies the following grading system in grades 3-5:

A+ =100-100.99	C+ = 77-79.99	F=0-59.99
A =93-99.99	C = 73-76.99	
A-= 90-92.99	C- = 70-72.99	
B+ = 87-89.99	D+ = 67-69.99	
B = 83-86.99	D = 63-66.99	
B- = 80-82.99	D- = 60-62.99	

When a student is appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk to the teacher about what actions can be taken to improve poor grades.

PARENT-TEACHER CONFERENCES

Parent-teacher conference days are scheduled at the end of the first grading period. If you feel that there is a need for a conference with your child's teacher at other times during the school year, do not hesitate to contact the teacher at school to schedule a conference time that is convenient for both of you. Teachers in grades K-2 present literacy information for parents at the Literacy Night scheduled in September. All teachers will share curriculum information with parents at the October Open House.

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.

KINDERGARTEN:

1. Report cards are sent home to parents at the end of each semester (January and June).
2. Interim reports are sent home to parents, as needed, during the middle of each 9-week period.

GRADES 1-5:

1. Report cards are sent home at the end of each 9-week grading period.
2. Interim reports are sent home, as needed, during the middle of each nine-week grading period.
3. Achievement is indicated with letter grades in grades 3-5 only.
4. Effort is indicated in all academic areas.

CARE OF PROPERTY

Students are responsible for the care of their own property. Twin Oak is not responsible for personal property. Valuable such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student/parents will be required to pay for the replacement or repair. If the damage was intentional, the student will be subject to discipline according to the Code of Conduct.

HOMEWORK

Homework may be assigned as a supplement to the instruction given by teachers in their classes. Homework shall reinforce and enrich a student's activities beyond the school day and teachers are expected to avail themselves of the opportunity to further stimulate the learning of students by such assignments. The type, frequency, and quantity, will be determined by the nature of the subject and the needs of the individual student.

Homework shall be seen as one of the many activities in the total life of the student. It should be shared with responsibilities for family living, participation in extracurricular activities, pursuit of cultural interest, and exploration of personal interests.

In accordance with this belief, homework assignments will be graded or reviewed. Assignments shall be returned to the student in the time appropriate for the nature of the assignment. Parents may view their child's progress on Progress Book at any time.

Daily homework shall be returned within five (5) school days so that students receive immediate feedback. Projects or term papers shall be returned within one (1) week of the due date.

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. Twin Oak 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 or the building principal.

STUDENT PSYCHOLOGICAL SERVICES

Any student who is experiencing learning difficulties may be referred to the school psychologist for evaluation. A referral may be made by a teacher, a principal, or at a parent's request. Parent permission is required for an evaluation by a school psychologist. The school psychologist shares the results of the evaluation with the teacher and the parents during a conference. At that time, a plan is developed to meet the needs of the student. This plan may or may not include a special education placement.

Children between the ages of 0 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 393-5944

STUDENT SPEECH AND THERAPY SERVICES

Each elementary building has the services of a speech therapist for two half-days per week. A student experiencing difficulty in one or more of the following areas may qualify for speech therapy: Articulation, Hearing, Voice, Stuttering, and Language Development. Selection for participation in the Speech Therapy program is based on maturity, severity of the problem, hearing acuity, and prognosis for improvement. Parent permission is required, before a student may be tested for and/or enrolled in the program.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No minor student may participate in any school-sponsored trip without parental permission and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the Mount Vernon City School District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

STUDENT RECORDS

Pupil records are subject to the privacy rights under Federal and State law, and parents may request to see their children's records by contacting the principal and making the request in writing.

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 basis of a disability. This protection applies not just to the student, but all individual who have access to the District's programs and facilities.

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

A student can access special education services through proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parents to be an active participant. To inquire about the procedure or programs, a parent should contact the district's compliance office at 397-7422 extension 6021.

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 principal or the Director of Student Services at 397-7422 extension 6021.

CONCERNS

If at any time, you have a concern, please follow the following procedures:

1. Contact the teacher regarding your concern. Many situations can be resolved through communication with the staff member.
2. If the concern is not resolved, contact the building principal.

STATEMENT OF NON-DISCRIMINATION

The Mount Vernon Board of Education determines to be an equal education opportunity and an equal employment opportunity institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination and Employment Act of 1976, Title IX of the Education Amendments of 1972, and with Section 504 of the Rehabilitation Act of 1973.

The Board of Education directs the Superintendent to see that the above statement is disseminated to students, staff, parents, and the general public, and to appoint appropriate compliance officers.

STUDENT GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION

The Mount Vernon Board of Education recognizes that, in the interest of compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, procedures are necessary to assure prompt and equitable resolution of individual student complaints involving the application and/or interpretation of the aforementioned laws and their implementing regulations.

The grievance procedure shall be available to all students in the Mount Vernon City Schools, and no reprisals of any kind shall be taken against any student initiating or participating in the grievance procedure.

The lodging of any grievance shall be the exclusive right of the individual student.

The primary purpose of the grievance procedure shall be to obtain, at the lowest possible level and in the shortest period of time, solutions to grievances which may arise from time to time. The following grievance proceedings shall be handled in a confidential manner.

All grievances shall be lodged within thirty (30) calendar days following the condition which is the basis for the grievance. All grievances shall be appealed to the next step in the procedure within five (5) school days of the decision in the previous step, or such right of appeal shall be forfeited.

All grievances shall be acted upon within five (5) school days after the receipt of the grievance or after the grievance hearing, if a hearing is requested.

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

Step 1- The student shall first discuss the grievance with the building principal.

Step 2- If the grievance is not resolved to the student's satisfaction at Step 1, the student may appeal the grievance, in writing, to the building principal.

Step 3- If the grievance is not resolved to the student's satisfaction at Step 2, the student may appeal the grievance, in writing to the superintendent of his designee through the Title IX Compliance Officer or the Director of Instruction as appropriate.

Step 4- If the grievance is not resolved to the student's satisfaction at Step 3, the student may appeal the grievance, in writing to the Board of Education.

Step 5- If the grievance is not resolved to the student's satisfaction at step 4, the student may appeal the grievance, in writing, to the Office for Civil Rights, 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:

Pam Rose, Director of Student Services
740-397-7422, ext. 6022

LIBRARY SERVICES

The students make good use of all the books in our library. New books are added several times during the year. Because of the importance of good reading throughout a child's life, it is hoped that you will encourage your child to take advantage of the school library. All children enjoy sharing the books they borrow with their parents. The desire to read is not born in a child. It is planted by teachers and parents.

Each student has a regularly scheduled 30-minute period weekly when his/her class comes to the library. In addition, individuals and small groups are encouraged to make unscheduled visits to the library for research work.

The large volume of books circulating from our library makes it necessary to have certain rules and responsibilities for the students and their parents.

- A maximum of two books may be borrowed by your child for one week at time. (Kindergarten students may check out one book.)
- Your child may renew a book two times.
- No overdue charges are collected.
- A book overdue for a month is considered lost and a note will be sent home about the charge.
- If your child has an overdue book, he will not be able to take out any more until the overdue one is paid for or returned. However, he will be able to use the materials in the library during his visit.
- At the end of the school year, grade cards will be held until all books are returned and lost or damaged books are paid for.

STUDENT FEES

Student fees help to underwrite a part of the cost of some of the consumable items that your child uses at school. The **kindergarten student fee** for this year is **\$25.00** and the **student fee for Grades 1-5** is **\$30.00**.

You may pay your child's student fee in 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 Twin Oak, you need not send individual checks or money orders for each child. You may write one check. Please be sure to include your child's/children's name(s) on the Memo section of the check. Fees are due at the start of school in August.

If you feel you qualify to have your child's fees waived, please contact the school office. Not paying fees could result in grade cards being held at the end of the school year. Fees (including fees from elementary school) must be paid before a student will graduate from high school.

FOOD SERVICE

Twin Oak Elementary participates in the National School Lunch Program and makes lunches available to students for the regular price of \$2.25 and the reduced price of \$.40. Milk is available for \$.40. Students may also bring their own lunch to school to be eaten in the school cafeteria. **Carbonated beverages (pop) and candy are not permitted in the cafeteria.** Bringing fast food lunches to school is discouraged. No student shall be allowed to leave school premises during the lunch period without the written permission from the parent. Students leaving during the lunch period must be signed out in the Office.

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 for the form.

Breakfast is served from 8:40-8:55 a.m. Breakfast is free for students who qualify for the lunch program. The reduced price is \$.30 and the full price is \$.80.

Your child may not accumulate a large number of charges at any given time during the school year. A cafeteria charge should be paid on the school day following the charge. If charges continue to accrue, a notice will be sent home asking for payment. If payment is not paid, an alternate lunch may be provided to your child.

At no time will a cook deny a child a lunch, but the lunch may vary from the expected school lunch. At the end of the school year accumulated charges will be carried over to the following school year.

LOST AND FOUND

You are encouraged to put your child's name on coats, jackets, gym clothing, hats, boots, lunch boxes and anything else that could get misplaced at school. There is a large wooden box in the hallway by the elevator for lost and found articles. Please have your child check this box if he/she has lost anything. At the end of the school year the items not claimed will be put in our Twin Oak Clothing Drive.

VOLUNTEER PROGRAM

Twin Oak has always had volunteers who have come in on their own time to help teachers or the librarian. Some of these volunteers are college students but most are parents. If you feel you would like to come in and help out in some way, we would be most grateful to you for any time and talents that you could share with us. Please schedule your time with the classroom teacher. All volunteers must sign in and out when volunteering and wear an identification badge. Regular volunteers must complete an emergency form that is kept on file in the office.

PARENT-TEACHER ORGANIZATION

Our school is fortunate to have an active and enthusiastic parent-teacher organization. Through the efforts of the P.T.O. officers, parents, and teachers, many improvements and special activities have been made at Twin Oak Elementary School for the children. The current PTO initiative is to continue to support the Twin Oak staff and children by helping to defray the costs of many of the school related activities such as field trips as well as classroom purchases that are made to enhance instruction.

Parents are encouraged to attend the regular meetings conducted by the P.T.O. We encourage all parents to get involved in the school activities. Meeting times will be sent home at the beginning of the school year. Please watch for sign-up sheets in the monthly newsletters asking for volunteers for various events held throughout the school year. The PTO column in the Twin Oak monthly newsletter will keep parents informed of upcoming meetings, fundraising events, and special activities.

SCHOOL PARTIES AND OTHER TWIN OAK INFORMATION

Classroom parties are held several times during the school year. Room parents work with the classroom teacher to plan fun events for the students. Please see the guidelines below regarding snacks in the classroom.

Students are welcome to bring treats for their birthday to share with the ENTIRE class. We encourage parents to notify the classroom teacher the day before. Please note the specific guidelines listed below. Please no cakes.

- **Kindergarten, First Grade, Second Grade, Third Grade, Fourth Grade, and Fifth Grade have a ‘No Bake/Nut-free’ procedure this year.** All snacks for parties or special occasions must be prepackaged. No nuts or peanut butter in the party or birthday snacks are allowed at any time. Teachers must be able to read the ingredients on the package.

Children may pass out invitations at school to a birthday party as long as everyone in the class is invited. If only some classmates are invited, then the invitations are to be mailed by the host parent. The school is not allowed to give out student addresses. The PTO creates a Student Directory soon after the new school begins. This is an optional service provided by the PTO. Many student addresses and phone numbers can be found in the TOES directory.

Please do not have deliveries of flowers, balloons, etc. made to the school for students’ birthdays or special occasions. It is very disruptive in class. It causes hurt feelings of other children who never receive such treats. These items are never allowed on our school buses. Thank you for your help with this matter.

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. Students must arrive at school, on time, prepared to learn and participate.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Twin Oak, however, may use the mail or hand delivery when appropriate. This year the youngest child in a family will bring home notices. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Twin Oak Elementary School begins each day with all students reciting together the *Pledge of Allegiance* and the *Twin Oak Learning Pledge*:

I am here to learn.

I will respect everyone's body.

I will respect everyone's feelings.

I will respect everyone's property,

and

I will respect everyone's learning

because I am here to learn.

GENERAL RULES FOR STUDENT BEHAVIOR

- Students should walk at all times while in the building and on the sidewalks.
- Students should keep hands and feet to themselves.
- Students should show respect for others and their property.
- Students should not act in any way that will cause injury to oneself or others.
- Students should observe Quiet zones in the hallways and restrooms.
- Racial slurs, profanity, or other offensive language, act or gesture is forbidden.
- Twin Oak and the Mount Vernon City Schools have a 'zero tolerance policy' for weapons or 'look alike' weapons in school.
- In general, students should ask themselves "Is it safe? Is it courteous and respectful?"

PLAYGROUND RULES

- Students will not chew gum or eat food on the playground.
- Jackets must be worn unless the outside temperature is warmer than 60°.
- The teacher on duty must give students permission before leaving the playground to retrieve a ball, use the rest room, etc.
- Students must remain on the school grounds during the noon hour unless given permission by their parents to leave and an adult signs them out.
- Bats and hard baseballs are not permitted on the playground.
- No throwing leaves, snow, ice, rocks, or anything except balls. NO tackle football.
- Portable radios, CD players, MP3 players, cell phones, cameras, electronic equipment, toys, other than balls, are NOT permitted at school, on the playground, or on the bus.

RECESS OFFENSES

- Throwing snowballs or rocks.
- Fighting or pushing on the playground or when lining up to come inside.
- Leaving the playground without permission or not lining up when the bell rings.
- Swearing or using inappropriate language.
- Talking back to the teacher and being disruptive.
- Using playground equipment inappropriately.
- Playing tackle-like games.
- Any other offense that a teacher feels is unsafe and presents a problem.

DETENTION AND BEHAVIOR SCHOOL

If a student breaks a school rule, then the student may serve detention. In most cases the detention will be served during the next recess period for either 15 or 30 minutes depending on the severity of the offense. Usually the detention will be served in the office or classroom. Parents will be notified through the agenda book or phone calls if the same problems persist.

A student may be referred to Twin Oak Behavior School which is held during the lunch period and after the student has eaten lunch. A Twin Oak teacher conducts the Behavior School and the student's behavior is discussed and role-playing may be utilized during the session. Parents will be notified if their child attends Behavior School. The classroom teacher will record the child's referrals on a Behavior Record sheet. Your child's classroom teacher is available to answer any questions regarding this Behavior Plan.

Some offenses such as fighting in school will be referred to the office immediately and will involve more severe consequences such as loss of playground and/ or other privileges or after school detention. Parents will be notified.

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, Behavior School, a telephone call to parents, a written communication to parents, a parent conference, assignment of additional work, in- school suspension, out of school suspension, removal or expulsion. Furthermore, any criminal acts committed at or related to School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Fighting in or around the school, school property or while under the authority and responsibility of the school.
2. Smoking in or around the school building or having cigarettes, cigars, or smoking tobacco in one's possession.
3. Throwing 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 school building or school grounds.
15. Truancy.
16. Initiation of a bomb threat.
17. Disruption of or interference with curricular or extra-curricular activities.
18. Possession of dangerous weapons.
19. Use of obscene language, symbols or jesters.
20. Cheating or plagiarism.
21. Improper behavior as determined by the principal (in the case of suspension) or the Superintendent (in the case of expulsion).

Policy Prohibiting Harassment, Intimidation or Bullying

The Board of Education does not tolerate harassment, intimidation or bullying of any student on school property or at a school -sponsored event, regardless of whether the school-sponsored event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

For purposes of this policy, the term "harassment, intimidation, or bullying" means any intentional written (including electronic terms of communication), verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Reporting Procedure

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation, or bullying to a teacher, guidance counselor, coach, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to their building principal. A complaint form can be found on the District web site under 'Forms'.

Any staff member who receives a report of harassment, intimidation shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available in the office of the principal of each school building, the Board of Education's central administrative office, student handbook, and downloadable from the Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal for administrative response.

Administrative Response

The building principal or designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

- A. The principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
- B. The principal or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
- C. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.

TWIN OAK ELEMENTARY SCHOOL DRESS CODE

The following dress code applies to all K-5 students

While fashions may 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. Students should dress for their comfort, safety, and the weather. Students should also follow this dress code when attending out-of-school events such as field trips or performing at special events such as the holiday program.

- Shorts are permitted in warm weather, but please be sure that the length is appropriate. Shorts, skorts, or skirts should be at least fingertip length.
- Tennis shoes are strongly recommended at all times, but no wheels, please. **Tennis shoes must be worn in gym class.** Your child's teacher will let you know which days are gym days.
- **Sandals are only to be worn with socks.** This is for safety reasons. If a child is wearing sandals, he/she will not be allowed to play in the mulched area of the playground. Absolutely no flip-flops are to be worn in school. Shoes should have backs. Shoes with higher heels are not allowed. These higher heels are not safe on our stairs.
- Students are not to wear make-up. Your child's hair should be a natural color. Hair colors such as burgundy, pink, orange, green, blue, purple will not be allowed to be worn in school. This hair color list is not inclusive.
- Students should not wear wide-armed shirts unless another shirt is worn underneath. Thin-strapped dresses or shirts, or outfits that show the midriff, should not be worn to school.
- Pants must be worn at the waist and should not be baggy or dragging on the ground. Underwear should not be visible. Jeans or pants must not be tattered or have holes above the knees.
- Studded belts, chains, and studded bracelets are not allowed. Sweatbands and wristbands are not to be worn in school. No body piercings other than pierced ears. No large earrings, please.
- Messages on clothing should be appropriate for school and not disruptive. There should be no letters or messages on the back of pants or sweatpants.
- No bandanas or headscarves are allowed. Gloves are not to be worn in school. No hats in school unless it is a special hat day and it has been announced.
- No tattoos (either permanent or temporary) on visible parts of the body including the face. No writing on arms or legs. No face paint in school.

DISCIPLINE

It is important to remember that the Twin Oak Elementary School rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In such cases, a student can be suspended from school transportation for infractions of school bus rules.

Twin Oak Elementary School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by the Twin Oak staff.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SEARCH AND SEIZURE

Administrators may search a student or his/her property with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Student lockers are the property of the Mount Vernon City School District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasium. The Mount Vernon City School District may use video cameras in such areas and on all school vehicles transporting to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police.

INTERROGATION OF STUDENTS

Twin Oak Elementary School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While Twin Oak believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

BUS CONDUCT AND TRANSPORTATION RULES

Buses will load and unload in front of Twin Oak. **Only buses are permitted in the bus lane by the school between 8:30 AM and 9:00 AM in the morning and between 3:00 PM and 3:50 PM in the afternoon.** Twin Oak Elementary has several different buses. Usually, the buses are on time. Occasionally a bus may be late due to a breakdown or a new substitute who is not familiar with the route. During bad weather, we ask that you be patient because bus runs take longer in bad weather and the safety of your child is always the number one consideration.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the building administrator. The principal and the Transportation Department may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change. If you have questions regarding busing, you may contact the Transportation Department at 393-5995.

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school), students:

- shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
- must wait in a location clear of traffic and away from where the bus stops
- must stay off the road at all times while walking to and waiting for school transportation
- must line up single file off the roadway
- behavior at school bus stops must not threaten life, limb, or the property of any individual.
- must wait until the school bus is completely stopped before moving forward to board the bus and must refrain from crossing a roadway until the driver signals it is safe to cross
- must properly board and depart the bus and go directly to an available or assigned seat.

While on the bus, students:

- must remain seated keeping aisles and exits clear.
- must keep head, hands, arms, and legs inside the school bus at all times.
- must observe classroom conduct and obey the driver promptly and respectfully.
- must not use profane language.
- must refrain from eating and drinking on the bus except as required for medical reasons.
- must not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment)
- must not use tobacco.
- must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- must not throw or pass objects on, from or into the bus.
- must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- animals, firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
- as a safety precaution, we would appreciate you putting any items your child may take to school in a bag. One item such as a book bag or a paper bag is much easier for a child to handle than a number of individual items.

Exiting the school bus, students:

- remain seated until the bus has completely stopped
- cross the road, when necessary, at least 10 feet of the vehicle, but only after the driver signals that it is safe
- be alert to a possible danger signal from the driver
- only exit at their assigned bus stop unless a bus pass has been issued by the school

Suspension of Bus Riding/Transportation Privileges

A student who misbehaves on the bus shall be disciplined in accordance with the Student Code of Conduct and may lose the privilege of riding on the bus.

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After the informal hearing, the principal or the administrator will decide whether or not to suspend his/her bus riding transportation privileges for all or part of the school year.

Car Drop Off and Pick Up

When students are brought to school by a parent, babysitter, etc., the driver should follow the sign for "Student Drop-Off". Please be sure that your child can exit the car on the sidewalk side. Students may be dropped off any time after 8:40 AM and before 8:55 AM. A staff member will help your student out of the car. Please remain in your car and allow staff to assist your child. Students should enter the school building and proceed to the playground on the lower level.

The pick-up at the end of the day is at the lower level area near the playground. When the parent has driven around the circle and pulled up to the sidewalk, the teacher on duty will dismiss the student. Students will give the teacher on duty the Dismissal Pass and then the student will be dismissed. The student will only be released to someone who is on the student's dismissal pass.

If a parent chooses not to drive around the circle, they may walk to the dismissal area for their child. Students will only be dismissed to an adult. Middle school students are not to pick up students at car pick up. Students will not be allowed to cross the driveway to get into their car unless accompanied by the adult.

We ask that everyone at car pick up stay with their child at all times once their child has been dismissed by school personnel. No one should be on the Twin Oak playground until dismissal is completed. No child should be in the parking lot area unless with an adult.

We try very hard to make sure that our pick up is orderly and completed safely and quickly. Your patience and cooperation is greatly appreciated.

Mount Vernon City School District Bylaws & Policies

No Liability for Good Faith Compliance

A School District employee, student or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith and in compliance with the procedures as specified in this policy.

R.C. 3313.666, 3313.661, 3313.663, 3313.666, 3313.667

Adopted 12/3/07

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

ANTI-HAZING POLICY

The Mount Vernon Board of Education forbids hazing. The employees of the school district, students, or any other person must not encourage or condone hazing at any school activity, on or off school premises. Incidents of hazing shall be reported immediately to the superintendent.

DRUG FREE SCHOOL

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school-approved vehicles, or any other school related event. Drugs include any alcoholic beverages, anabolic steroid, dangerous or controlled substances as defined by State statute, or any substance that could be considered a “look-alike” controlled substance. Compliance with policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in District policy up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

A Note for Your Information

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated into the Twin Oak Student/Parent Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2011. If you have any questions or would like more information about a specific issue or document on the District's website: www.mvcsd.us.

You may also contact any of the administrators listed below.

CENTRAL OFFICE ADMINISTRATION AND SUPPORT STAFF

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

BUILDING ADMINISTRATION

Columbia Elementary School – Dr. Eric Brown, Principal
Dan Emmett Elementary School – Mrs. Margy Arck, Principal
East Elementary School – Dr. Eric Brown, Principal
Pleasant Street Elementary School – Mrs. Karen Boylan
Twin Oak Elementary School – Mrs. Suzanne Miller – Principal
Wiggin Street Elementary School – Mrs. Lynn Riggenbach, Principal
Mount Vernon Middle School
Mr. Matt Cox, Principal
Mr. Gary Hankins, Assistant Principal
Mount Vernon Senior High School
Mrs. Kathy Kasler, Principal
Mr. Samuel Shuman, Assistant Principal

