FAMILY HANDBOOK

Mission: We will empower students with the necessary tools to succeed in a changing world, to discover their strengths, and achieve their maximum potential through diversified experiences.

2025-2026 SCHOOL YEAR

400 53rd Street, Mount Vernon, WA 98273
(360) 428-6199 Fax: (360) 428-6250

Mount Vernon Schools

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Welcome to the 2025-2026 school year! We are thrilled to have your child as part of the Mount Vernon School District community and are eager to work together to ensure a successful and enriching experience for all students.

This handbook is designed to provide you with essential information about our district's policies, and procedures. We believe that open communication between families and schools is vital to student success, and this guide aims to answer many of the questions you might have throughout the year. We encourage you to review the handbook thoroughly and keep it for reference.

The Mount Vernon School District purposefully prepares every student for success by ensuring inclusion and belonging, providing high-quality instruction, and empowering learners with the skills and confidence to thrive in a diverse and dynamic world.

School List and Directory

Elementary Schools

Centennial
Julie Sager, Principal
360-428-6138
3100 Martin Rd.

Harriet Rowley
Dr. Jordanne Nevin, Principal
Jenifer Rolie, Assistant Principal
360-428-6199
400 53rd St

Jefferson
Jody Ziemer, Principal
360-428-6128
1801 E. Blackburn Rd

Little Mountain
Ashleigh Moe, Principal
360-428-6125
1514 S. LaVenture Rd.

Madison
Susan Husband, Principal
360-428-6131
907 E Fir St.

Washington
Stephanie Jones-Flores, Principal
360-428-6122
1020 McLean Rd.

Middle Schools

LaVenture
Dave Riddle, Principal
360-428-6116
1200 N. LaVenture Rd.

Mount Baker
Leanne Plumly, Principal
360-428-6127
2310 E. Section St

High School

Mount Vernon High
Dr. Colette Roche, Principal
360-428-6100
1075 E. Fulton St.

Choice Schools

Aspire Academy
Dr. Kecia Fox, Principal
360-428-6216
3302 Cedardale Rd., #B300

Northwest Career & Technical Academy
Lynette Brower, Director
360-848-0706
2205 West Campus Pl.

Skagit Academy
Dr. Kecia Fox, Principal
360-428-6206
2001 Cleveland Ave

School Start and End times

Elementary

Centennial/Jefferson/Harriet Rowley
8:30 am -3:00 pm
Early Release Days 8:30 am - 1:00 pm

Little Mountain/Madison/Washington
9:00am -3:30pm
Early Release Days 9:00 am - 1:30 pm

Middle Schools

LaVenture/Mount Baker Middle Schools
7:30 am - 2:00 pm
Early Release Days 7:30 am-12:00 pm

High Schools

Mount Vernon High
8:00am - 2:30pm
Early Release Days 8:00 am - 12:30 pm

Aspire Academy
Morning Session - 830 am - 1130 am
Afternoon Session - 12:00 pm - 3:00 pm

**Please see specific schools for bell schedules, including Early dismissal times and other schedules. Each building varies with bell schedules.*

Harriet Rowley Elementary

Office Hours: 8:00 AM - 4:00 PM

Arrival

Supervision is not available until 8:00 AM. Please do not drop off students before.

8:00 AM	Students are expected to go to the cafeteria or directly to the playground upon arrival.
8:25 AM	Warning bell rings, students line up
8:30 AM	School begins TK-5

Student:	Recess:	Lunch:	Recess:
TK	11:15-11:35	11:35-11:55	9:50-10:05
Kindergarten	11:15-11:35	11:35-11:55	9:50-10:05
1 grade	10:50-11:10	11:10-11:30	9:50-10:05
2 Grade	10:50-11:10	11:10-11:30	9:35-9:50
3 Grade	11:40–12:00	12:00-12:20	1:25-1:40
4 Grade	11:40–12:00	12:00-12:20	1:10-1:25
5 Grade	11:15-11:35	11:35–11:55	1:10-1:25

Teacher Lunch:

TK	11:20 - 11:50
Kindergarten	11:20 - 11:50
1 Grade	10:55 - 11:25
2 Grade	10:55 - 11:25
3 Grade	11:45 - 12:15
4 Grade	11:45 - 12:15
5 Grade	11:20 - 11:50
Specialists	12:25 – 12:55

Dismissal

3:00 PM **Monday, Tuesday, Thursday, Friday - dismissal is at 3:00 PM**
Wednesday dismissal is at 1:00 PM

- Walkers and bikers are expected to go directly home.
- Car Pick Up students will wait in the foyer for their ride to arrive. Only people listed on Skyward will be allowed to pick up students. For your child's safety, an ID may be requested for verification.
- Bus riders will wait under the covered area, seated in rows by bus number. School expectations continue to apply while riding the bus. Students must follow the directions of the driver.

If after-school plans change, a parent/guardian must notify the office before 12:00 PM. This includes attending another activity or a change in dismissal pick-up plans. Please provide your child with a back-up plan in the event they arrive home and you are not there.

School Board

The Mount Vernon School board consists of five citizens elected by the voters to serve four years as members of the Board of Directors for Mount Vernon Public Schools. The school board is responsible for establishing the mission and goals of the district. The Mount Vernon School Board is committed to model the leadership expected at every level of the district. We will follow learning community practices, believing better decisions will result from our individual commitment to learn and understand varying perspectives as we work to build consensus.



Laura Cailloux
Director District 1
Legislative Representative
360-421-8230
lcailloux@mvsd320.org



Christopher Gudger-Raines
Director District 2



Larry Otos
Director District 5
President
360-424-0418
lotos@mvsd320.org



Wendy Ragusa
Director District 4
Vice President
360-770-9906
wragusa@mvsd320.org



Griffin Uchida
Director District 3
guchida@mvsd320.org

District Office

Victor Vergara, Ed.D.
Superintendent
vvergara@mvsd320.org

Dr. Kate O'Brien, Ed.D.
Asst Superintendent of Teaching, Learning & Leadership (TLL)
kobrien@mvsd320.org

Melissa Van Straten
Director of Elementary TLL
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Miguel Perez
Director of Secondary TLL
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Clint Carlton
Executive Director of Student Support Services
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Bill Cheney
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bcheney@mvsd320.org

Susan Fraley
Program Improvement Supervisor for Special Education
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Dr. Mayra Gomez
Director of Equity and Family Engagement
mgomez@mvsd320.org

Christina Mitchell Crim
Supervisor of Categorical Programs
cmitchellcrim@mvsd320.org

Tim Papendorf
Supervisor of Technology
tpapendorf@mvsd320.or\

HARRIET ROWLEY ELEMENTARY

Staff

Principal: Dr. Jordanne Nevin
Assistant Principal*:* Jenifer Rolie
Head Secretary: Johana Ocampo-Becerra
Attendance Secretary: Kyle Stahly
Multilingual Liaison: Marisol Rosas-Cardoso
Behavior Intervention: Cindy Niman
Instructional Coach: Shelly Flaig

Transitional Kindergarten Kat McNeil **Kindergarten Teachers** Marci Anderson Nikki Macomber Brianna Vandenbrink	**Primary Paraeducators -** Blanca Maestas, Kathy Stroosma, Amanda Reynoso **Counselor** - TBD **Social Worker** - Lindsay Phillips **Community In Schools** - Martha Flores
1st Grade Teachers Whitney Doran Kristie Lindsay Angie Olson	**Specialists** Health - Kara Buckalew Library - Becky Ray Music – Nicole Dayton VanPatten PE - Julie Scott Performing Arts- Rocio Bradley
2nd Grade Teachers Kris Hudson Hannah McNayr Ashley Young	**Reading Intervention Specialist** - Aimee Schuh **Para Educators** - Stephanie Tesarik, Sam Walters **Math Intervention Specialist** - Sarah Gregory **Para Educator** - Renee Crandall **English Language Specialist** - Theresa Smiley **Para Educator** - Sylvia Cortez
3rd Grade Teachers Jessica Hensey Bailey Lowe Wendi Wall	**Psychologist -** Ally Vadakin **Speech Language Pathologist -** Misty Parker, Natasha Swink **Occupational Therapist -** Healey Miller **COTA** - Allyson Burbee, Meagan Minefee **Physical Therapist -** Laura Torseth **Vision Therapist -** Zac Small, Johanna Tracy
4th Grade Teachers Kylie Arellano Jenny Jungels Susan Kruckenberg Gracie Williams	**Structured Learning Class –** Eden Mayfield, Colleen Tilland-Stafford **Para Educators** - Valerie Conley, Imelda Garcia, Jaxon Hansen, Jean Lederle, Liliana Lopez Quezada, Emily Ramirez, Erica Sotelo-Salgado, Connie Talbot **Resource Room** – Jordan Crim, Hadley Hobbs, Denise VanZandt **Para Educators** - Marilyn Gill, Linda Holeman, Laurel Medina, Hallie Thomas
5th Grade Teachers Sundarah Hammontree Tye Power Ali Skjei	**Nurse** - Tori Jackson **Health Room Assistant** - Mindy Gordon **Kitchen Staff** – Virginia Barrios, Jessica Ammons, Nuvia Cruz **Custodians -** Cody Stiles, Ivan Giz, Jayson Hathaway

Registration Process for New Families/Students

Families are able to enroll new students through Skyward Family Access. If you do not already have a Skyward Family Access account, please create an account by clicking on New Families to sign up for an account and begin the enrollment process. (If you are not able to complete enrollment online, paper registration packets are available at all school sites, district offices, and online).

As you are completing the enrollment process, you will have the opportunity to scan and attach the required documents as part of the enrollment application. If you do not have access to a scanner, please bring the following documents to your child's school and the school will make copies. *This step is required to complete the enrollment application*.

- Child's proof of age*
- Child's immunization records
- Child's withdrawal grades from previous school (middle and high school only)

**Proof of age: Documents which can be used for this purpose include a birth certificate; a religious, hospital, or physician's certificate showing date of birth; a passport; an adoption record; previously verified school records; an affidavit from a parent; an entry in a family Bible; or any other documents permitted by law.*

If you have questions about any of the required documents for enrollment, please feel free to speak with the staff in the main office of your child's school or call the district office at (360) 428-6110. **Please note, completing the registration does not guarantee placement in the Dual Language Program or in Choice Schools.*

Additional Documents to Provide if Applicable

- Parenting plan / court order
- Proof of guardianship if the child is living with an adult other than the parent(s)

Important Information for Families Enrolling Students

- Children must be at least five years old on or before August 31st to be enrolled in kindergarten. Children must be at least six years old on or before August 31st to be enrolled in first grade.
- Children of age 8 and less than age 18 are required by law to attend a public school, an approved private school or educational center, unless they are receiving approved home-based instruction.

Communication with Families

Mount Vernon School District believes that our families bring tremendous amounts of knowledge and experiences to support their children's development and the overall success of our community. We are committed to learning from and with our families, and we are dedicated to providing equitable access to all. Two-way communication is the foundation of our students' success.

Skyward Family Access is the Student Information System used by the school district, and contains important information such as student attendance, grades, and demographic information. Using Skyward, parents/caregivers can control how the district and schools contact them for emergencies, attendance calls, food & nutrition services, and other communications. Mount Vernon Schools will use the phone numbers, email addresses and text-capable numbers we have on file within Skyward for communication purposes. Please contact the main office of your child's school to update your contact information.

Mount Vernon School District uses a web-based notification system called ParentSquare as its primary communication tool to communicate with families. ParentSquare is a unified

communication platform that offers a whole host of tools that allows district, school administrators and teachers to more effectively communicate and engage with families and students. This means you should be receiving text messages, emails, and calls from your student's teachers or school. Parents will receive an activation email for their ParentSquare account. Those who do not register will still receive text, email, and phone notifications. Parents who do create an account can interact by viewing photos, downloading attachments, leaving comments, messaging teachers, signing permission slips and managing their communication settings and preferences.
Please contact the main office of your child's school if you would like assistance with the activation process.

Emergency Information

In the event of a school emergency, school closure, or late start, we will contact parent/guardian using ParentSquare. It is very important that the school office have accurate information in the event of any emergency. Each student is required to have a completed emergency form on file in the school office. **Your student will be sent home with a packet of important forms to be completed by parents/caregivers. Please make sure to read and sign all relevant forms. *Please return all forms to the office during the first week of school*.** If phone numbers or addresses change throughout the school year, please notify the school with all updates. All parents/guardians listed in Skyward will receive all school and district communications unless a parenting plan is provided to the school and in place stating otherwise.

Standard Response Protocol

Our schools have adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol. The SRP is based on an all hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter. These are the actions that staff and students will take when they practice drills throughout the school year.

The SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders and other threats to personal safety. The SRP's development is ever-evolving, created with extensive collaboration between experts such as first responders, public safety, school, districts, and communities. Its tactics are data-driven, researched and based on experience and contemporary practices.

For more information on the Mount Vernon School District's emergency preparedness plans, please contact your child's school.

Family-student reunification

In the event of a school lockdown or evacuation for an actual emergency, the district will provide notification of a family reunification site. Please wait for that notification and do not respond to the school unless instructed to do so. Students will only be released to parents/caregivers or emergency contacts authorized in Skyward Family Access to pick up their child. Please ensure that you have identification (ID) during an emergency and have updated your Skyward Family Access information with proper contact information for you and any friend(s) or family member(s) who may be responsible for picking up your student.

Attendance and Reporting Student Absences

For your child to benefit from the social, physical, and academic learning that happens at school, they need to attend regularly; this is as important for elementary students as it is for

middle and high school students. Regular school attendance is critical because it provides opportunities for your child to:

- Build routines that foster predictability and help reduce stress
- Make new friends and/or maintain existing friendships
- Engage in meaningful interactions with peers and teachers
- Develop empathy, cooperation, and conflict-resolution skills
- Engage in learning that leads to self-discovery, the development of interest, and future school and career opportunities as adults
- Gain access to meals, health care, and fun activities

While occasional absences are inevitable, please prioritize regular attendance. Missing more than 10% of the school year or 18 days of school can impact your child's social development, academic learning, and path toward high school graduation. If a problem arises with health, food, transportation, housing, or anything else, please call your child's school or the district office so we can assist.

Mandatory attendance laws require children aged 8 to 17 to attend school. Children aged 6 or 7 are not required to enroll but must attend if enrolled.

All schools must take daily attendance and notify you of unexcused absences. A conference will be scheduled if your child has 3 unexcused absences in a month. In elementary school, a conference is required if there are 5 excused absences in a month or 10+ excused absences in a year unless the absence was pre-arranged in writing with an academic plan. For students with an IEP/504 plan, the plan's team must reconvene.

If your child has 7 unexcused absences in a month or 15 unexcused absences in a year, a petition will be filed with the Juvenile Court, and intervention measures like a Community Engagement Board may be initiated. Continued truancy may require court involvement.

To report an absence, contact your child's school within 5 school days via phone, email, text, or written note. The school will work with you and relevant healthcare providers to support learning for extended illness.

We understand that there are times when students may need to miss school, even with communication from parents or caregivers. However, frequent absences can add up and affect a student's learning progress. According to Washington state rules (WAC 392-401-020), there are specific reasons that a school can excuse a student's absence. The school principal or a designated person has the responsibility to decide whether an absence meets these criteria.

In our district, once a student has reached 15 excused absences, the school principal or their designee may choose not to excuse any additional absences, even if they fall under the allowed reasons.

To ensure consistency across our district, we have an agreement that allows up to five parent or caregiver-approved activity days for absences not listed in WAC 392-401-020. While we encourage parents and caregivers to arrange these days in advance, it is not required for the absences to be excused.

To Report an Absence
We request that you call the school every day the morning your child is going to be absent. This procedure gives us an immediate check to see that all students have arrived safely at school. In the event we do not hear from you and your child does not arrive at school, we will contact you through an automated call.

Click on 'Report Student Absence' on Harriet Rowley Elementary website (http://harrietrowley.mountvernonschools.org)
Email: Kyle Stahly at *kstahly@mvsd320.org*
Call: 360.429.6199

Late Arrivals/Tardies
It is our policy that students are here and arrive on time. **The first bell rings at 8:25am.** Students meet their teacher on the blacktop and walk to class. Acceptable reasons for being late would be doctor, dentist, or therapy appointments for the student, however, please make every effort to make appointments before or after the school day. Students who arrive late to school must go to the school office to obtain a tardy slip for class.

Leaving School Early
If your student needs to leave school during the day for a medical appointment or emergency, please write a note to the teacher and sign your child out in the office. The secretary will call the classroom. And your child will be sent to the office. If your student leaves school for an appointment, we ask that you bring them back to the school after the appointment if school is in session.

End of the Day
School ends at 3:00 PM. Learning activities are taking place until the time students leave. ***If after-school plans change, a parent/guardian must notify the office before 12:00 PM. The office phone will not be answered in the last 20 minutes of the school day.*** Families who are picking up their child should wait in their cars in a single file car line in the car pick up lane that is indicated by the solid white line. If there is an emergency, the office staff will assist you. Please attempt to keep your child's end of the day routine as consistent as possible. Families **are not allowed** in the student gathering areas during dismissals.

Student Health
In addition to the information provided below, more information about student health and the MVSD Student Health Services can be accessed at www.mountvernonschools.org:

MVSD Illness Instructions

MVSD Illness Instructions for Students (1.2024)

Please contact your school's attendance office to report student absences and return dates.
If your child is sick for 3 days or more, the school nurse recommends a doctor visit.

	Stay home from school	Return to school
 **Fever**	• temperature 100F or higher, OR • feeling warm to the touch	• no fever for at least 24 hours without taking fever-reducing medication (Tylenol, ibuprofen, Motrin, etc.).
 **Cold/flu**	• any new symptoms: • runny or stuffy nose, sore throat, coughing, sneezing, unusual headache, chills, body aches, unusually tired.	• symptoms are improving, AND • feeling well enough to participate in school all day without medication or a nap.
 **Vomiting/ diarrhea**	• 2 or more episodes of vomiting or loose stools within the last 24 hours.	• no vomiting/diarrhea for at least 24 hours, AND • able to eat solid meals.
 **Rash**	• new rash that has not been diagnosed.	• doctor note to return to school, OR • rash is completely healed and all other symptoms are gone.
 **Head lice**	• live bugs on the head, OR • evidence of head lice that has not been treated.	• completed lice treatment AND • no live bugs. *Students must be evaluated by the school health office with guardian present before they are allowed to return to class.*
 **Eye infection**	• redness with itchy or crusty drainage from the eye.	• doctor note to return to school, OR • symptoms are completely gone.
 **Severe illness or injury**	*Please notify your school immediately if your child has a severe illness or injury.* *Your school nurse will help determine when it is safe to return, and if extra support is needed at school.*	• when cleared by the doctor and school nurse.

Required Vaccinations

Washington state requires children attending public or private schools to be fully immunized against certain diseases before their first day of attendance. Schools must receive medically verified proof of a child's immunization, the start of their immunization schedule, or a certificate of exception on or before the first day of attendance. Exemptions are allowed for religious, medical, or personal reasons and are recorded on a Certificate of Exemption (COE). Please talk to the health room staff at your child's school for an exemption form or for more information.

Mount Vernon School District manages student immunization records using the School Module, an online system provided by the Washington State Department of Health. Most children born and/or vaccinated in Washington already have their information in the system. You can access your child's record at any time by signing up for MyIR at https://myirmobile.com/.

You are welcome to call your school during regular school hours to get a list of needed vaccines, however, your school will send you a letter that lists the missing vaccines or records for your child. **Students who are missing vaccination records will be excluded from school, and will not be allowed to resume attendance until all records are received.**

Medication at School

Medication Requirements for School

- Approval: All medications, including over-the-counter (e.g., ibuprofen, Tylenol), must be approved annually by a licensed healthcare provider, a parent/guardian, and the school nurse.
- Delivery: Medications must be in the original labeled container and delivered to the school. Do not send medications in pockets or backpacks; unapproved medications will be confiscated.
- Storage: Medications are kept in the health room, except for approved inhalers and EpiPens.

- Processing Time: Allow a few days for the school nurse to review and approve medication requests.

Medications to Provide Annually

- Emergency Medications: EpiPens, inhalers, diabetes supplies, seizure rescue medications.
- Disaster Medications: A 72-hour supply of essential medications (e.g., seizure prevention, insulin).
- Daily Medications: Medications required during the school day.
- As-Needed Medications: For frequent health issues like headaches, cramps, allergies.

Dose Changes and Refills

- Medication/Dose Changes: Provide new paperwork and the updated medication to the school nurse.
- Refills: Health staff will notify you before the medication runs out.
- Unused Medications: Collect from the health room anytime during the school day.
- Unclaimed medications will be destroyed at the end of the year.

Common Medications at School

- Families must supply and approve medications for specific students; the school does not stock general medications.

Life-Threatening Health Conditions

- Definition: Conditions that could result in death during the school day without proper medication or treatment.
- Common Conditions: Severe allergies (anaphylaxis), diabetes, severe seizures.
- Action: Contact the school nurse immediately to complete the necessary paperwork and develop a health plan.

Annual Checklist for Parents

- Before School Starts: Submit doctor's orders, rescue medications (e.g., Epinephrine, Glucagon), and all required paperwork at least two weeks before the first day of school.
- Legal Requirement: Students cannot start school until all requirements are met (RCW 28A.210.320).

Vision and Hearing Screening
Mount Vernon School District conducts annual vision and hearing screenings every autumn for students in the following grades: Kindergarten, 1, 2, 3, 5, 7. We also screen students in any grade if teachers or parents report difficulties with vision or hearing.

Students who appear to have vision or hearing loss at screening will receive a letter from the school referring your child to a doctor for a more in-depth examination. Letters are usually sent home before winter break.

Students with Life-Threatening Health Conditions
A life-threatening health condition is defined as a condition that could put a child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place. Common conditions include severe allergies (anaphylaxis), diabetes, and severe

seizures that do not stop without medication. If your child has a life-threatening health condition, contact the school nurse immediately. The nurse will assist with necessary paperwork, supplies, and the development of a school health plan.

Each year, before your child is allowed to start school, you must submit the required documentation and medications. This includes a doctor's orders for emergency care and signed rescue medications such as Epinephrine for severe allergies, Glucagon for diabetes, and Diastat or midazolam for severe seizures. All paperwork and supplies must be submitted at least two weeks before the first day of school to avoid delays. According to Washington State Law (RCW 28A.210.320), students cannot start school until all requirements are met. In July, you will receive a reminder if any materials are still outstanding. Please use this time to arrange appointments and ensure all necessary documents and medications are ready. Nurses return in late August, and all materials should be delivered at least one week before school starts.

Head Lice

Head lice are not a medical or public health hazard, but students with live lice or new infestations will be sent home for treatment. Students may remain at school if they have nits and are undergoing treatment. If your child is found with head lice at school, you will be notified, and your child will need to receive successful treatment before returning. It is also recommended that all household members be checked and treated simultaneously if necessary. After treatment, which can be obtained through over-the-counter medication, a prescription, or a lice treatment technician, students may return to school even if nits are still present, as long as steps are being taken to remove them.

Head lice are small insects that live on the scalp, laying eggs (nits) attached to hair shafts. They do not jump or fly but spread through direct contact with infested individuals or items like brushes, hats, or bedding. Symptoms include an itchy scalp, irritability, difficulty sleeping, and visible lice or nits. Treatment can be challenging, as eggs take 8-9 days to hatch. It's crucial to check every household member for lice, treat all infested individuals, and follow up with daily nit combing for two weeks to prevent re-infestation. For detailed treatment steps, visit the ICDC webpage.

Sexual Health Education

By law, all public schools are required to provide comprehensive sexual health education (CSHE) to all students. Students in grades K-3 receive social-emotional learning (SEL). Students in grades 4-12 learn about human growth and development, consent, bystander intervention, healthy relationships, and HIV/AIDs prevention. Prior to teaching these topics, a message will be sent from your child's health teacher making families aware of the upcoming instruction. If you have concerns, please contact your child's health teacher to view the health curriculum and related lessons. If, after reviewing the materials, you prefer that your child not take part in any of these specific health lessons at their school, please complete the Health Instruction Waiver, and return it to your child's health teacher.

Student Rights

This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

Rights
Students have the right to equal educational opportunity with freedom from discrimination because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
Students have the right to receive a curriculum where their identity is positively represented.
Students have the right to receive an engaging lesson every day leading to a productive learning environment.
Students have the right to clean and safe classrooms, hallways, and lunchrooms.
Students have the right to safe passage to and from school and while on campus.
Students have the right to engage in the grievance process. Disagreements with adults or other students should be dealt with privately and with support of a parent/guardian, counselor or administrator when necessary.
Students have the right to remain anonymous when reporting a violation of school rules.
Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.
Students have a right to access district resources (social workers, liaisons, nurse, counselors) that offset homelessness and health and mental wellness concerns.
Students who qualify have a right to Special Education services that follow IDEA procedure safeguards.
Students have a right to behavioral interventions and reengagement meetings after returning from a suspension.

For more information see Mount Vernon School District Policy and Procedure 3200 and 3200(SPN)

Special Education Referrals

If you believe your child may have a disability and may need special education services, you have the right to request an evaluation of your child's learning needs and potential eligibility for Special Education services. To begin this process or ask questions, contact your child's school principal. The principal can provide information about the referral process and how to submit a referral.

Student Privacy

Students are free from searches of clothing and personal property by school officials unless there are reasonable grounds to believe that the search is necessary to maintain a safe and orderly school and school discipline. Student lockers, desks, and other storage areas, both physical and digital, are district property and school officials retain the right to inspect these areas assigned to students. No right or expectation of privacy exists for any students concerning these areas, which may be inspected or searched by school authorities at any time without prior notice and without reasonable suspicion that the search will yield evidence of a student's violation of the law or a school rule.

Any containers found as a result may be searched if there is reasonable suspicion that they contain evidence of a student's violation of the law or school rules. Such searchers should take place in the presence of the student. The methods used must be reasonably related to the objectives intrusive for the age and gender of the student, and the nature of the suspected infraction. School authorities may seize illegal items or possessions reasonably determined as a safety threat. Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession. These procedures are in accordance with the state laws RCW 28A.600.230 and RCW 9.41.280 as well as district policy.

For more information see Mount Vernon School District Policy and Procedure 3230 and 3230P

Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

A. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;

B. Damage to school property shall result from the student's dress; or

C. A hostile environment will be established or perpetuated; or

D. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion is not subject to this policy.

The superintendent shall establish procedures providing guidance to students, parents,

and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which may intimidate or affect the attendance of another student shall be asked, with notice to his or her parents/guardian(s), to make appropriate corrections and be subject to discipline, suspension or expulsion if the corrections are not undertaken.

For more information see Mount Vernon School District policy # 3224

Transportation

Our goal is to provide safe and efficient transportation to all Mount Vernon School District students in a kind atmosphere.

Children riding school buses are under the capable supervision of qualified bus drivers. Safety is the foremost concern of the transportation department staff. Bus drivers are responsible for the safe conduct of students and are in full charge of buses. Students are responsible for their own behavior.

All students living more than one mile from their neighborhood school may ride the bus. This criteria has been established by the state of Washington, which along with the Mount Vernon School District provides the funding for school bus transportation.

Students should arrive at the bus stop five minutes before their bus is scheduled to arrive. Students are required to ride only their assigned buses.
Each year, the Mount Vernon School District, through a cooperative effort between school bus drivers and school building personnel, trains all enrolled students in how to safely evacuate a school bus in an emergency situation.

Every day, drivers see that each child is delivered safely to his or her designated bus stop. No child is allowed to get off the bus at other than his or her designated stop unless permission is given by school authorities, in the form of a bus pass, acting upon written parental request. If a child is unsure of his/her bus stop or is on the wrong bus, the child is returned to the school and parents are contacted.

All Kindergarten students must be met at the bus stop by a parent/guardian or designee each afternoon. Kindergarten students without an adult present will be returned to school.
Like all spaces in the Mount Vernon School District, SCHOOL BUSES ARE A BULLY-FREE ZONE.

Failure to follow District rules may result in suspension of transportation privileges.

Personal Property Disclaimer

Students are responsible for personal items. MVSD is NOT responsible for personal items that are lost or stolen while on campus. PLEASE DO NOT BRING VALUABLES TO SCHOOL.

Behavior Expectations

Students are expected to follow the laws of the United States, Washington State, and local communities. The school district believes that safe, respectful behavior is associated with learning. To ensure students have the best learning experience, a safe and orderly environment is necessary. Students must adhere to the behavior expectations set by the school district, individual schools, and specific programs.

To help create and maintain this environment, the district uses a positive behavior support approach for the entire school, including a proactive classroom management model. This proactive approach teaches and reinforces expected behaviors, emphasizing respect, responsibility, and safety in all settings. Expectations are clearly defined, directly taught, and consistently supported across classrooms, common areas, and transportation.

The district uses a Multi-Tiered System of Support (MTSS) for supporting positive behavior. This means that all students receive universal instruction on behavior expectations, while some students may receive additional supports or individualized interventions to help them succeed. While the approach is instructional, if students do not follow required rules to demonstrate safe and respectful behavior, they must also accept the consequences.

The behavioral expectations apply during school hours, at any school activity (on or off campus), and even off school grounds if a student's behavior disrupts the educational process or affects school operations. There are also special behavior expectations for students when riding the school bus.

Key Behavior Expectations

Act Appropriately: Students should demonstrate socially acceptable behavior.

Show Respect: Students must respect the rights, personal space, and property of others.

Stay Focused on Learning: Students should engage fully in their required courses of study.

Contribute to a Positive Environment: Students should help maintain a positive, orderly atmosphere that is conducive to learning.

Follow School Rules: Students must comply with all school and district behavior expectations.

Respect School Staff: Students should respect and follow the directions of school staff and accept reasonable corrective actions when necessary.

Supporting Students Who Struggle with Behavior
The school district is committed to helping all students remain engaged in their education, including those who struggle to meet behavior expectations. Through the positive behavior support model and a tiered support system, staff work proactively to teach appropriate behavior, provide feedback, and implement support early. When corrective action is needed, the focus remains on problem-solving and skill-building to keep students engaged in learning.

If a student’s behavior consistently interferes with learning or safety, the district may initiate a team-based problem-solving process. These steps ensure that students are not only held accountable but also given the tools and support they need to succeed. In some cases, significant or ongoing behavior challenges may indicate a need for additional support. If a student’s behavior is substantially impacting their learning or that of others, or if typical interventions are not effective, school staff will reach out to the parent to initiate a process to consider whether the student may be eligible for special education services. Parents are essential partners in this consideration and process.

The Superintendent will create written rules of conduct to help implement this policy and establish the necessary procedures. Additionally, individual schools may create their own

specific conduct rules, but these must align with the district-wide guidelines. Please refer to policy 3240 for more information.

Progress Reporting

We believe that working together as a team—school and home—is essential for your child's growth and education. We're committed to keeping you informed about your child's well-being and progress at school. We do this by providing regular grades, progress reports, and opportunities for parent-teacher conferences. These updates are designed to give useful insights for you, your child, and the school staff.

We follow the state's standardized grading system, and your child's grades will be reported each term, both individually and as part of their overall progress. Please refer to policy 2420 for more information.

Volunteers and School Visitors

Visitors

We welcome visitors to our school and want to make sure their visits are smooth and do not disrupt our students' learning. Here's what you need to know:

Visitors must register at the school office upon arrival and must wear a visitor's badge while on school grounds. All buildings will have signs posted to remind visitors of this rule.

Purpose of Visit: If you're visiting to talk to students about something that isn't related to their education, you won't be allowed on school grounds unless it benefits our educational program. Military recruiters have the same visiting rights as colleges and employers.

Classroom Visits: If you'd like to visit a classroom, we'll set up a time after the principal talks with the teacher.

Observation Visits: If you're visiting to observe learning activities, you might need to speak with the teacher before or after the visit to better understand what's happening in the classroom. Restrictions on Visits: The principal may say no to a visit if it could disrupt important events, like testing. If a visit becomes disruptive, the principal can ask you to leave and will explain why.

Handling Disagreements: If you disagree with any restrictions on your visit, first discuss it with the principal. If it's not resolved, you can meet with the superintendent, who will investigate and make a final decision. If you're still not satisfied, you can bring up the issue at a regular school board meeting.

To keep our school safe and orderly, we follow these guidelines:

Monitor Areas: Staff members will watch over hallways and playgrounds. If they see someone they don't recognize, they will direct them to the office.

Handling Disruptive Behavior: If a visitor is under the influence of alcohol or drugs, causing a disturbance, or encouraging others to do so, staff can ask the visitor to leave. If the visitor refuses to leave, staff will contact the office, which may involve law enforcement if necessary.

These measures are designed to maintain a safe and productive environment for everyone at school. Please see policy 4200 for more information.

Volunteers

Volunteer service is vital to the success of our schools. Whether you are looking for approval to

attend a field trip or approval to be in the school or classroom daily, we would love to have you participate. Studies have shown that interest and support of our learners demonstrates the importance of education. We encourage parents and community members to volunteer by working in classrooms, through assistance with activities, and by chaperoning on field trips. Parents, grandparents, students and community members are all invited to help make a difference in our schools.

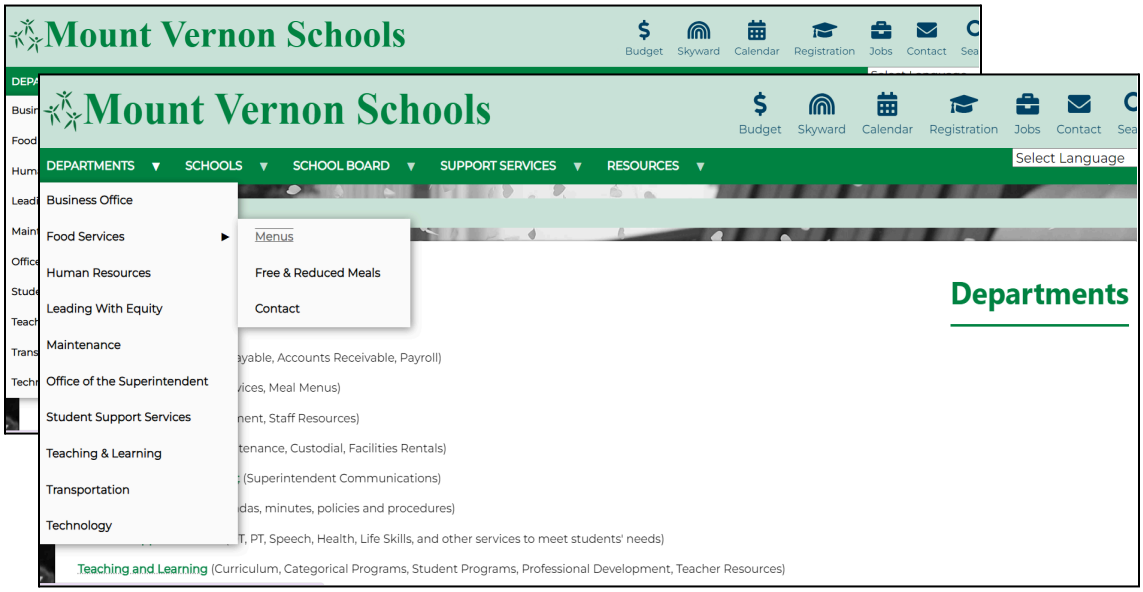
Mount Vernon School District policy requires that all volunteers complete a Volunteer Application prior to volunteering in the schools. Applications need to be completed at least two weeks prior to volunteering. This is particularly important for field trip requests as the volume may cause delays in processing. Get your applications completed early! Please email volunteer@mvsd320.org if you have questions.

Nutrition Services/Food Information

The District Food Team strongly believes that healthy, nutritious meals and learning go hand in hand. We are a CEP (Community Eligibility Program) district so all qualifying schools provide breakfast and lunch meals at no charge.

There is a Child Nutrition Eligibility & Education Benefit application(CNEEB) to fill out. This paperwork will come to you via your student's school and is posted on our website. By filling out this form, your family may be eligible for additional meal benefits such as summertime Sun Bucks program. *Please note that this does not include students attending Skagit Academy.

School lunch menus can be accessed on the Mount Vernon School District website by going to www.mountvernonschools.org and clicking on Departments, then Food Services, and Menus.



Technology use

In order to support rigorous learning environments, students are expected to disconnect during class time.

Cell phones will be allowed on campus in limited ways. They can be turned on and used before school, during passing-times, at lunchtime and after school in the commons and outside or by individual teacher permission for academic purposes.

Use of phones or other devices to take pictures or recordings of another individual without their permission and text messaging or picture taking of test questions or any school work is a violation of the student rights and responsibilities and subject to school disciplinary action.

Headphones may be required as part of the academic program such as state testing and Credit Retrieval classes, but otherwise are under the same restrictions as cell-phones. **Headphones and cell-phones must be turned off during class time and/or put away unless used with individual teacher permission for academic purposes.**

- External speakers are NOT allowed at any time on campus. Violations may lead to the speakers being confiscated by staff and brought to the office to be picked up by a parent or guardian.
- Offenses can result in school disciplinary action. The school is not responsible for loss or theft of any electronic devices including cell phones.

Non-Discrimination

Mount Vernon School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Jon Ronngren, Executive Director of Personnel and Human Resources, Title IX Officer & HIB Coordinator, 360-428-6110, 124 E Lawrence St, Mount Vernon, WA 98273.

Mayra Gomez, Director of Equity and Family Engagement, Civil Rights Coordinator,360-428-6100, 124 E Lawrence St. Mount Vernon, WA 98273,

Clint Carlton, Executive Director of Student Support Services, Section 504 Coordinator, 360-428-6141, 1005 S 11th Street, Mount Vernon, WA 98274

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: Policy 3210

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures

- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Jon Ronngren, Executive Director of Personnel and Human Resources, at 360-428-6110, 124 E. Lawrence St, Mount Vernon, WA.You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: Policy 3206

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. For more information, please refer to procedure 3210P.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
- Has the effect of substantially disrupting the orderly operations of the school.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's ***reporting form*** to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer: Jon Ronngren, Executive Director of Personnel and Human Resources, HIB Coordinator, 360-428-6110, 124 E Lawrence St, Mount Vernon, WA 98273.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?
When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?
For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the District's ***webpage*** or the district's *HIB Policy **3207** / **3207 Spanish** and Procedure **3207P** / **3207P Spanish**.*

Our School Stands Against Discrimination
Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?
Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

*To review the district's Nondiscrimination Policy **3210** / **3210 Spanish** and Procedure **3210P** / **3210P Spanish**, or visit the **District Website**.*

What is sexual harassment?
Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they

must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3206 / 3206 Spanish and Procedure 3206P / 3206P Spanish or visit the District Website.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator: Mayra Gomez, Director of Equity and Family Engagement, mgomez@mvsd320.org, 360-428-6100, 124 E Lawrence St. Mount Vernon, WA 98273

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Jon Ronngren, Executive Director of Personnel and Human Resources, jronngren@mvsd320.org, (360) 428-6100, 124 E Lawrence St. Mount Vernon, WA 98273

Concerns about disability discrimination:
Section 504 Coordinator: Clint Carlton, Executive Director of Student Support Services, ccarlton@mvsd320.org,
(360) 428-6141, 1005 S 11th Street, Mount Vernon WA 98274

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Jon Ronngren, Executive Director of Personnel and Human Resources, jronngren@mvsd320.org, (360) 428-6100, 124 E Lawrence St. Mount Vernon, WA 98273

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator or Title IX Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar

days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?
If you do not agree with the outcome of your complaint, you may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ***3210P*** and Sexual Harassment Procedure ***3206P***.

I already submitted an HIB complaint – what will my school do?
Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights or Title IX Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ***3210P*** and the HIB Procedure ***3206P*** to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy ***3211*** and Procedure ***3211P***, or visit the ***District website***. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Jon Ronngren, Executive Director of Personnel and Human Resources, jronngren@mvsd320.org, (360) 428-6100, 124 E Lawrence St. Mount Vernon, WA 98273.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Federal Requirements

Annual LEA Report Card

You may access the Mount Vernon School Districts report card that includes student achievement disaggregated by category-graduation rates, LEA performance, and other required information outlined in ESSA Section 111(h)(2). For a paper copy or for assistance, please contact your child's school office. You may also access online at http://reportcard.ospi.k12.wa.us

Complaint

Citizen Complaint Against a School District or Other School Service Provider.

You have the right to submit a citizen complaint that is a written statement that alleges a violation of a federal rule, law or regulation, or state regulation that applies to a federal program. Anyone can file a citizen complaint. There is no special form. There is no need to know the law that governs a federal program to file a complaint. Please contact Mount Vernon School District with questions at 360-428-6110 for the information you need to move forward. You may also access this online at https://www.k12.wa.us/about-ospi/contact-us/how-file-complaint

Written Parent and Family Engagement Policy
Each building has a written parent involvement policy outlining how we work together as a school community to support all of our students, staff, and families. The current Parent Involvement Policy can be requested at your school building or viewed on our School Webpage.

Parents' Right-to-Know — Student Achievement
We provide every parent with information that describes the level of academic achievement reached by their child. This information provides the child's achievement on state and district assessments and is sent home formally in June. We strive to communicate throughout the school year in multiple ways regarding student achievement and learning progress.

Title 1 Schoolwide Program
The Title 1 Schoolwide Program helps us increase the academic achievement of students by providing additional services to students. To accomplish our goals the school and the district use student assessment data to determine areas of need and outline a plan for addressing student needs. We structure professional development activities to support the needs, we connect the school with parents and the community, and we formulate an evaluation plan to monitor the progress of our efforts. As a school that receives federal Title I funds we must meet some specific federal rules. These include providing information to families regarding teacher and Para Educator qualifications, parent involvement, and schoolwide planning.
We invite parents to learn more about Title I, Part A programs operating at our school by requesting a brochure from your building or attending a parent group meeting where there will information presented on the Title I Program.

Parents' Right-to-Know- Highly-qualified Teacher and Paraprofessional Qualifications and Limited State Certification and Licensure
We employ qualified teachers and Paraeducators to work with our students.You may request certain information on the professional qualifications of the services they are providing. We provide timely notice to every parent if a teacher who is not highly qualified has been assigned or has taught their child for four or more consecutive weeks. All of our teachers and Paraeducators meet the federal highly qualified status.

School-Parent Compact— Shared Responsibility
We work together, families and the school, to share in the responsibility of high-quality education for each child. Working closely with the parents of children who receive Title I, Part A services we create School-Parent Compacts each year. This compact takes the form of a written agreement that identifies shared responsibilities that parents, school staff, and students carry out to improve academic achievement.

English Learner (EL) Students: Parent and Family Outreach
Mount Vernon School district informs parents of English Learners identified for participation or participating in an English Language Development Program. MVSD informs parents on how they can be active participants in: Assisting their children to learn English, Achieving high levels in core academic subjects, and Meeting the state's academic content and student academic achievement standards as all students are expected to meet. We also seek parent input into the development and evaluation of the LEAs' ELL program. Notify parents of their right to have opportunities for regular meetings for the purpose of formulating and responding to recommendations from parents of students participating in Title I or Title III programs.

Consent to Share
The 2020 Washington state legislature passed House Bill 1660. The goal of the new law is that every student can participate in extracurricular activities and that cost should not be a barrier to inclusion. In addition to data collection requirements, the existing law was updated to reduce

barriers for students. School districts who charge a fee for attendance at, or participation in any optional, noncredit extracurricular events must adopt a policy for waiving fees for students in grades 9 - 12 who are eligible for free or reduced-price school meals. Examples of fees this allows us to discount if qualified under direct certification or CNEEB are School Dances, ASB club and activity fees, Play participation, AP Testing Fees, Language testing fees, Sports and athletics participation and entry fees, eligibility to sunbucks, reduced internet and utility programs, etc.

Harriet Rowley Elementary

Personal Property Disclaimer

Harriet Rowley Elementary and school district will not be responsible for any personal items reported lost, missing, or damaged. ***Toys and personal items (blankets, stuffed animals, etc.) from home are not allowed without permission from the teacher.*** *If a toy is confiscated it will need to be picked up by a parent from the school office.*

Birthdays

Birthday celebrations must be pre-arranged with the classroom teacher. Store-bought treats can be dropped off in the office and will be distributed at the teacher's discretion. Please do not bring personal gifts (see above), including balloons. Balloons are a hazard to our indoor sprinkler system.

Cell Phones

If a cell phone is brought to school, it must be off and stored in your backpack when on campus until you are off campus. Cell phones will be confiscated if causing a disruption or being used inappropriately. If a phone is confiscated it will need to be picked up by a parent from the school office. The school is not responsible for lost or damaged items brought to school.

Smart Watches

Please be mindful that smart watches can be distracting to all students in the classroom. Please follow these guidelines:

- Turning off all but the most essential notifications can help prevent smartwatches from distracting students and others in the classroom.
- Some smartwatches have a school mode that disables certain features during school hours.
- Leave them at home or in your backpack for standardized testing.

If a smart watch becomes a distraction in class, the teacher will ask the student to put the watch in his/her backpack until the end of the day. Parent/family will be contacted.

Water Bottles

To help increase students' overall water consumption and maintain hydration, plastic water bottles are allowed on the school campus. Adequate hydration may also improve cognitive function in children and adolescents. Please refer to the classroom teacher's expectations for water bottles in the classroom. Metal water bottles are not allowed.

Elevator Expectations

Harriet Rowley Elementary has an elevator. For safety reasons, students are not allowed in the elevator without adult permission. A minimum of three people are to use the elevator at one time, one person being an adult. Care plans may be an exception and approved by the school nurse or administrator.

Lost and Found

Please check the Lost and Found area periodically for any personal items left at school. Items not claimed will be donated.

Newsletter

The school publishes a newsletter each quarter. It contains important information about upcoming events and general news about Harriet Rowley Elementary. The newsletter will be sent on Parent Square and available on the school website.

Photographing Students

From time to time, a reporter and/or photographer may visit our school and write a story about school activities. Pictures of students may be published in a local magazine or newspaper. Likewise, Harriet Rowley Elementary often has student teachers. One of the requirements in getting certified is to video tape several lessons and submit them as evidence. A form is sent out at the beginning of every school year requiring the parent's signature. *If you would not like to have your child included in these photographs or videos please indicate this on the form provided and return it to the office*. If we do not hear from you, we will assume that you have granted us permission to have your child photographed for publication.

Harriet Rowley - Student Expectations and Protocols

Behavior Expectations

Harriet Rowley Elementary's school-wide behavior expectations are based on 4 Behavior Standards (Make Good Decisions, Solve Problems, Show Respect, Be Safe), as well as natural consequences and restorative practices. We will work with students to learn social skills and how to appropriately handle their emotions by implementing the Second Step, Kelso's Choice and Zones of Regulation curricula. These curricula teach students to recognize their emotions and strategies for self-regulation and problem solving.

In classrooms and in common areas the Harriet Rowley Elementary staff will:

1. Teach clear expectations.
2. Model the appropriate behaviors.
3. Have students practice and review appropriate behaviors throughout the year.
4. Incorporate problem solving and social skills strategies into daily lessons.

Students are expected to respectfully follow the directions of the adult(s) supervising the area they are in whether in the classroom or in a common area. In the event that a student is causing a disruption, our Intervention Specialist or any staff member may problem solve with the student and confer with the principal(s).

Behavior Standards

Make Good Decisions	Solve Problems	Show Respect	Be Safe
· Think before you act · Know the expectation for where you are and follow it even when an adult is not present · Tell the whole truth the first time	· Use Kelso's Choices or a Zone of Regulation strategy · If someone needs help with a big problem, tell an adult · Ask for help if you don't understand something	· Stop and listen when adults talk to you · Speak kindly · Use your manners – Please, thank you, and respond appropriately · Be safe with your body and actions · Wait your turn	Practice good citizenship Stay on the assigned tasks from your teacher Use kind words, face, and gestures

	Arriving at School	Lining Up	Hallways	Stairs	Bathrooms
Make Good Decisions	• Arrive no earlier than 8am • Go directly to breakfast • Breakfast is eaten in the cafeteria only • Clean up your area • If you arrive and have eaten breakfast, go directly to the playground • Playground opens at 8am • Put your backpack on your line # before going to play • When bell rings go directly to your line	• Single file line in the order your teacher has assigned you • Face forward • No gaps between you and the person in front of you	• Walk facing forward without any gaps • Zero voice level if walking • level 1 voice if working in the hall with a partner • Hands and feet to yourself • No climbing on the raised area under the main staircase • Elevator is off limits	• Feet will stay on the floor. • No skipping steps or jumping off steps • Stay off the diagonal pieces next to the stairs • Face forward • Use the handrail • Single file line with a bubble space	• Use for intended purposes only • Waste goes in the toilet • Flush when you are finished • Wash hands when you are finished • Bathrooms echo so use a 0-1 level voice • Return to class promptly
Solve Problems	• If you are tardy, get a pass from the office, then go directly to class • Use Kelso's Choices • For big problems ask an adult for help	• If someone is talking – give them a silent reminder	• Kelso's Choices • Report any hazards to your teacher	• Always walk on the right-hand side unless instructed otherwise • Report any hazards to an adult, pick up only if safe to do so	• Report broken equipment or hazards to an adult • Use the bathroom closest to your location • During recess use the bathrooms across from the cafeteria
Show Respect	• Talk and be respectful to all adults in the building • Enter quietly using walking feet • Hats and Hoodies are removed at the door	• Talk and be respectful to all adults in the building • Zero noise level	• Talk and be respectful to all adults in the building • Keep your hands off the work posted in the hallways • Hands off the metal railing across from the library	• Talk and be respectful to all adults in the building • Do not toss anything down the stairs • Quiet walking feet (stairwells echo)	• Waste goes in the toilet • Flush when you are finished • Throw away garbage • Wait your turn • Clean up water spills

			• Pay attention to the needs of others (testing, traffic)		

	Cafeteria	Recess	Assembly	Evacuation Drills	Dismissal
Make Good Decisions	• Level 1 or 2 voice • Make sure your home lunch is in your class bucket before/after lunch • Take only what you will eat • No sharing food • Remain seated until dismissed • All food is eaten in the cafeteria only for breakfast and lunch • Food grant snacks are to be eaten in the classroom • Walk	• Use the bathroom before going to recess or during recess • Stay outside unless you have been given permission and you have a pass • Be safe with your body and actions • Show good sportsmanship • Do not go past the gravel track • No toys from home	• Level 0 to 1 voice when entering, leaving, or waiting for the assembly to begin • Respond immediately to the quiet signal • Remain quiet when speaker or performer begins • Sit with bottom on the floor, facing forward • Keep hands and feet to yourself	• Zero noise level • Move quickly and calmly to line up • Single file order, facing forward, hands and feet to yourself • When outside face the fence and remain silent • The drill ends when you are back in the classroom	• Walk in a single file line with your class • Walkers go directly home when dismissed • Level 1 voice while waiting in a line and listen carefully for instructions • Follow hallway and stairwell expectation s • Bring a note from home if there is a change to your normal routine. Give the note to your teacher at the start of the day
Solve Problems	• Keep hands and feet to yourself • Report any hazards that you see	• Use Kelso's Choices • Playground issues are solved on the playground • Get a pass from the recess teacher for the office or the bathroom	• Give students around you a silent reminder if they are off task • Alert the teacher if the problem persists	• If you are not with your class – exit the building and join them at the designated line • Give silent reminders if needed	• Know your going home plans prior to the end of the day
Show Respect	• Talk and be respectful to all adults • Wait your turn and be patient • Clean up after yourself	• Talk and be respectful to all adults • When the whistle blows line up on your line immediately • Wait your turn	• Participate appropriately • Eyes on the speaker or performer • Applause should include clapping and	• Zero noise level so you can listen for instructions • Listen to and follow all adult directions promptly	• Talk and be respectful to all adults in the building • Use a level 1 voice when waiting for a

		• Share the equipment • Put your equipment away	sign language only • Laugh “with” never “at” a performer • Look to your teacher for dismissal instructions		bus or car pickup • Keep your hands and feet to yourself and stay in line • Use kind words

Playground Expectations

	PLAYGROUND RULES
General Rules	For your safety follow the directions of the adults on duty. If you see something or someone unusual, tell an adult. We are all here to ensure you have a positive, fun recess! Treat all students and adults with kindness and respect. Follow the rules for each game and area on the playground. Playground opens at 8am.
Rough Play	If it looks like “fighting” it will be considered “fighting.”
Bullying & Retaliation	This will not be tolerated. Tell an adult immediately if there is a concern.
Food & Water	No food or water bottles outside. Ask an adult for a pass to enter the building to get a drink of water. Use the fountain by the cafeteria.
Bathroom	Ask an adult for a pass to enter the building to use the bathroom. Use the bathroom across from the cafeteria.
Toys from home	Do not bring toys or playground equipment from home. If a toy is chosen from a Prize box, it is to go directly into your backpack and kept at home. The school is not responsible for any items lost or damaged.
Line Up	When the whistle blows, collect and/or return equipment, line up quietly on your class line number and wait for your teacher. Voice Level 0 when entering the building.
Recess Equipment	Playground equipment is taken out at 8:00am and brought in after the last recess. Use the equipment the way it is intended (hula hoops, jump ropes, balls, etc). After every recess the equipment is returned to the Recess cart. Equipment managers check for stray balls and pull tetherballs down after the last recess. (Playground equipment is all one color and labeled HRE)
Habitat	Be respectful of the environment. Do not go into the wooded area. The gravel path and cement are the borders. Leave wildlife (ducks, snakes, etc) and sticks, rocks and bark alone. Let an adult know if a ball needs to be retrieved from the woods or outside the fence.
Building Walls	Be respectful of our school building. Do not bounce or kick balls against the walls. Balls can be bounced on the cement and/or kicked back and forth in the field.

Make Good Decisions. Solve Problems. Show Respect. Be Safe.