

SCHOOLWIDE EXPECTATIONS

Be a Learner
Be Respectful
Be Responsible
Be Safe



2024 LIVE HANDBOOK

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1514 South LaVenture Road, Mount Vernon, WA

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Welcome to the 2024-2025 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.

Mount Vernon School District Vision

To graduate inspired and critical thinkers who embrace diversity and are committed to the betterment of their own lives and the lives of others.

Mount Vernon School District Mission

To expect, encourage, and facilitate the pursuit of excellence and life-long learning in our students, equipping them for future success and happiness.

School List and Directory

Elementary Schools

Centennial

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

Harriet Rowley

Dr. Jordanne Nevin, 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

District Office

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Director of Equity and Inclusion

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Christina Mitchell Crim

Supervisor of Categorical Programs

cmitchellcrim@mvsd320.org

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Supervisor of Technology

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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.



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Director District 2



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Director District 5
President
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Wendy Ragusa
Director District 4
Vice President
360-770-9906
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Griffin Uchida
Director District 3
guchida@mvsd320.org

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 office, 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 Remind to send messages via email and telephone. This means you should be receiving text messages, emails, and calls from your student's teachers or school. It is important that you sign up to receive messages via text or email as this is Mount Vernon School District's primary communication tool regarding attendance, school closures, and other school wide activities. Please be sure to download the Remind app and have Remind messages enabled on your phone. If you initially opted out of **Remind** or are not receiving school messages you can sign up to have messages delivered via text, email, or both. Please contact the main office of your child's school to sign up.

Emergency Information

In the event of a school emergency, we will contact parent/guardian using Remind. 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 emergency school information will also be relayed through the local radio and television stations. These radio stations begin broadcasting emergency schedules or school closure information as soon as possible: KAPS AM 660; KBRC AM 1430; KLKI AM 1340, as well as, the local television stations in our area.

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.

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	<ul style="list-style-type: none"> temperature 100F or higher, OR feeling warm to the touch 	<ul style="list-style-type: none"> no fever for at least 24 hours without taking fever-reducing medication (Tylenol, ibuprofen, Motrin, etc.).
 Cold/flu	<ul style="list-style-type: none"> any new symptoms: runny or stuffy nose, sore throat, coughing, sneezing, unusual headache, chills, body aches, unusually tired. 	<ul style="list-style-type: none"> symptoms are improving, AND feeling well enough to participate in school all day without medication or a nap.
 Vomiting/ diarrhea	<ul style="list-style-type: none"> 2 or more episodes of vomiting or loose stools within the last 24 hours. 	<ul style="list-style-type: none"> no vomiting/diarrhea for at least 24 hours, AND able to eat solid meals.
 Rash	<ul style="list-style-type: none"> new rash that has not been diagnosed. 	<ul style="list-style-type: none"> doctor note to return to school, OR rash is completely healed and all other symptoms are gone.
 Head lice	<ul style="list-style-type: none"> live bugs on the head, OR evidence of head lice that has not been treated. 	<ul style="list-style-type: none"> completed lice treatment AND no live bugs. <p><i>Students must be evaluated by the school health office with guardian present before they are allowed to return to class.</i></p>
 Eye infection	<ul style="list-style-type: none"> redness with itchy or crusty drainage from the eye. 	<ul style="list-style-type: none"> doctor note to return to school, OR symptoms are completely gone.
 Severe illness or injury	<p><i>Please notify your school immediately if your child has a severe illness or injury.</i></p> <p><i>Your school nurse will help determine when it is safe to return, and if extra support is needed at school.</i></p>	<ul style="list-style-type: none"> 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).

Summer Reminder

- Remind Message: Nurses send reminders in July for incomplete submissions. Use this time to contact your doctor, schedule appointments, and refill prescriptions.
- Submission Deadline: Deliver materials at least one week before school starts in late August.

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 CDC 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\(SPN\)](#)

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 searches 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

Mount Vernon School District respects students' rights to express themselves in the way they dress. Students are also expected to respect the school community by dressing in a way that contributes to a positive school environment, facilitates participation in learning, and protects the health and safety of students and adults at school. This policy is intended to provide guidance to students, staff, and parents and applies to all school functions, including after-school, extra-curricular events, and field trips.

This policy is based on the following values:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

Students must wear:

- Top with fabric in the front and on the sides (shirt, blouse, sweater, sweatshirt, etc.);
- Bottom covering undergarments (pants, shorts, skirt, dress, etc.); and
- Footwear

Additional Requirements for Student Dress

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science, or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or promote illegal or violent conduct such as the depiction of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation. This includes, but is not limited to: bandanas, hanging belts, gloves, mittens, numbered sports jerseys, clothing of one color, or groups of students (3 or more) wearing the same color/clothing for the purpose of intimidation.

Students shall not be disciplined or removed from class as a consequence for wearing attire that is in violation of this policy, unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying.

Furthermore, no student shall be referred to as "a distraction" due to their appearance or attire. Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. Parents will be informed of the response to violations of the student dress policy.

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 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. If students do not follow these rules, they must accept the consequences. These 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 students stay engaged in their education, even if they face disciplinary actions. The goal is to ensure that students who need corrective actions are supported in continuing their education and are given opportunities to reengage effectively in their learning.

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.

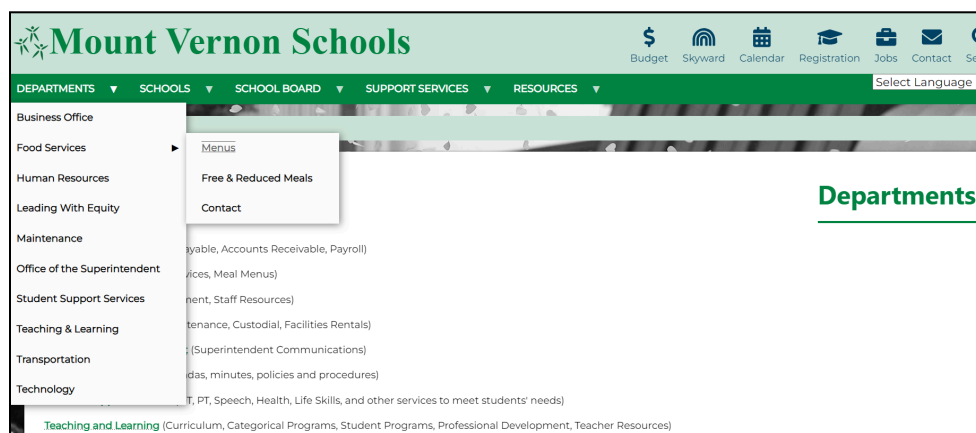
Mount Vernon School District policy requires that all volunteers complete a Volunteer Application prior to volunteering in the schools. Applications need to be completed at least two weeks prior to volunteering. This is particularly important for field trip requests as the volume may cause delays in 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 accomplishing this by offering students at all schools breakfast and lunch at no charge.

We are excited to qualify for Community Eligibility Provision district-wide! This means we have the ability to offer all MVSD students FREE breakfast and lunch each day starting the first day of school, and following the school year calendar! There are no more free and reduced applications or meal fees, every student eats at no charge. There is a **Child Nutrition Eligibility & Education Benefit application(CNEEB)** to fill out, this paperwork will come to you via your students' school and is posted on our website. *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,
360-428-6110, 124 E Lawrence St, Mount Vernon, WA**

**Clint Carton, Executive Director/Student Support Services, 360-428-6141, 920 S
Second Street, Mount Vernon WA**

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, 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 ([link to form](#)) 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's HIB Compliance Officer : Jon Ronngren, Executive Director of Personnel and Human Resources, 360-428-6110, 124 E Lawrence St, Mount Vernon, WA.

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 district's 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 will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete the investigation, the district will provide the parent/guardian and/or the student with weekly updates.

No later than two (2) school days after the investigation has been completed and submitted to the compliance office, the principal or designee will respond in writing or in person to the parent/guardian of the complaint and the alleged aggressor stating:

- The results of the investigation;
- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and
- The process for the complainant to file an appeal if the complaint disagrees with the results.

A Complainant's Right to Appeal

- If the complainant (targeted student) or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filling a writing notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the appeal.

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 and the appeal process, please see the district’s HIB [webpage](#) or the district’s [HIB Policy 3207](#) and [Procedure 3207](#).

Our District is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. In accordance with Policy 3211, Our District will:

- Address students by their preferred 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
- 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

Please review the district’s Gender-Inclusive Schools Policy [3211/3211\(SPN\)](#) and Procedure [3211P/3211P\(SPN\)](#) for additional information.. If you have questions or concerns, please contact the District’s Gender-Inclusive Schools Coordinator: [Jon Ronngren, Executive Director of Personnel and Human Resources](#), at 360-428-6110

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

We have 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. Also, you may view it 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 attending school and district meetings throughout the year. In the Spring we host a meeting where we explain the requirements of this federal program and let parents know they have a right to be involved in school program activities funded by Title I, Part A.

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 the 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.

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 - 1230 pm

Aspire Academy

Morning Session - 830 am - 1130 am

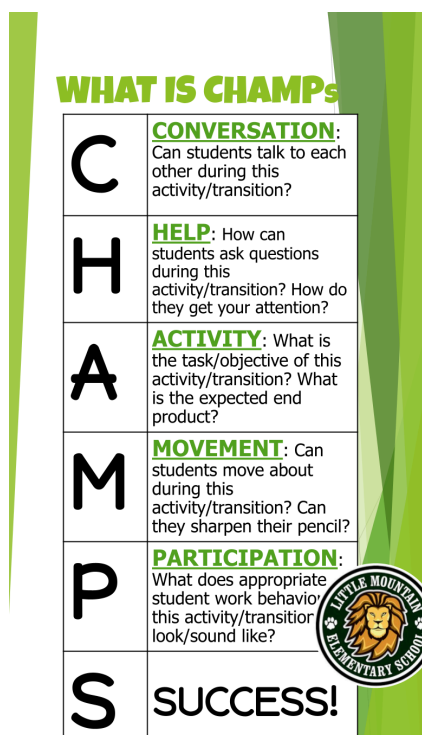
Afternoon Session - 12:00 pm - 3:00 pm

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

Little Mountain Elementary Behavior Guidelines for Success 2023-2024

SPACES	Be Responsible	Be Safe	Be Respectful	Be a Learner
Classroom	<ul style="list-style-type: none"> • Come prepared to learn • Participate in activities • Be considerate of others speaking • Take care of classroom materials 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Use materials appropriately • Stay in assigned space 	<ul style="list-style-type: none"> • Treat others with kindness • Respect your friends' space • Use appropriate voice levels for situation 	<ul style="list-style-type: none"> • Stay on task • Listen to adults & students • Follow directions • Show your best effort • Ask and answer questions
Eating Breakfast & Lunch	<ul style="list-style-type: none"> • Keep food on the table • Clean up after yourself • Eat your own food • Sanitize before eating • Focus on filling up your belly, you can play and chat later! 	<ul style="list-style-type: none"> • Bottoms on seat • Face table • Feet on floor • Hands and feet to yourself • Walk at all times • Sit in your marked table 	<ul style="list-style-type: none"> • Sit in designated area • Use quiet voices • Be kind to staff and students • Listen to adults the first time • Wait patiently in line for food 	<ul style="list-style-type: none"> • Come prepared and stay productive • Read and follow the important signs
Bathrooms	<ul style="list-style-type: none"> • Flush-Wash-Leave • Use one pump of soap (wash for 20 sec.) • Use two paper towels • Return to class promptly • Use the toilet for intended purpose • Tell an adult if you see anything that worries you 	<ul style="list-style-type: none"> • Keep water and soap in sink • Keep hands and feet to yourself • Paper towels in garbage • Keep area clean • Only enter or leave the stalls through the door 	<ul style="list-style-type: none"> • Give others privacy • Use quiet voices • Knock on bathroom door • Walk silently on your way to and from the bathroom 	<ul style="list-style-type: none"> • Use a bathroom pass • Use hallway assigned bathroom • Walk quietly to help other classes stay focused • Return to class quickly so you can get back to learning!
Playground	<ul style="list-style-type: none"> • Get permission to enter the building • Use equipment appropriately and return to its place • Keep track of personal belongings 	<ul style="list-style-type: none"> • Be aware of your surrounding • Inform an adult about unsafe behavior 	<ul style="list-style-type: none"> • Listen to each other • Use kind words and actions • Include others • Be aware of classes in session • Respect your friends' space 	<ul style="list-style-type: none"> • Quickly and quietly line up at bell/whistle • Follow game and playground rules • Ask a student leader or recess duty questions if needing clarification
End of the Day (Busses & Car Pickup)	<ul style="list-style-type: none"> • Go to the designated location • Stay in designated line • Listen for your name if at car pickup • Keep all of your things (backpacks, lunches, etc.) on/near your body 	<ul style="list-style-type: none"> • Only go home with people you know • Stay with your siblings and help them get home safely, too! 	<ul style="list-style-type: none"> • Listen to adult for directions • Stay in assigned space • Use quiet voices (Level 1) in lines 	<ul style="list-style-type: none"> • Listen for directions

Little Mountain's Behavior Management System – Safe & Civil - During the first two weeks of school, staff will deliver clear and intentional instructions to the students regarding behavioral expectations and the discipline policies of the school. Additionally, teachers will review expectations with the students at various times throughout the year, and after long breaks. School personnel, together with parents and guardians, ensure that students who may have continued difficulties receive the support they need.



Referral data will be collected in an online system called SWIS–“SWIS is a web-based decision making system that allows for entry of behavior and discipline referrals. The application provides an efficient and effective way to capture behavior incident data, which can then be summarized and analyzed by school personnel to make decisions about educational environments.”

Teachers will use the acronym of CHAMPS to explicitly teach classroom routines, expectations and rules.

Our focus is on setting expectations and building positive behavior. “Pawsitive Tickets” are used to catch students modeling above and beyond the school-wide expectations. At Little Mountain Elementary we have five school-wide expectations: **Be a Learner, Be Responsible, Be Respectful, Be Safe and Be a Friend.**

These 5 expectations are expected at all times while at school, on the bus, or after/before school related events. Students who are not following the school-wide expectations may have the behavior documented and family communication.

Level 3 Referral– Minor behavior will be documented through SWIS to analyze and communicate patterns of behavior. A Level 3 Referral will be used to document major incidents. These minor and major incidents include but are not limited to: defiance, disrespect, non-compliance, disruption, continued abuse of personal or school electronics, assault, gang behavior, swearing, inappropriate language/dress, fighting, truancy, theft, forgery, and vandalism. Further investigation will be conducted prior to administrative action either by administration or designee. The form will be used to document the incident and describe any consequences. A parent/guardian may be contacted to

set up a conference (phone or in person) to discuss the incident and consequences. The form may be sent home for a parent signature and returned to the school office. Any major behaviors may result in suspension from school or privileges to be determined by the Principal/Assistant Principal, following District Policy.

Health Opt-Out Each year prior to any health instruction about sensitive information such as puberty, HIV/AIDS, and gender, parents will receive a flier in each child's take-home folder listing approximate dates of all such instructions. Little Mountain Elementary aligns its health instruction with the Washington State Health Standards, but parents can opt their children out of specific lessons by contacting the health teacher, Ms. Brooks, looking over the lesson materials, and signing an opt-out form before the lesson is taught. The opt-out form must be completed each year and does not roll over from the previous school year. An "Open House Health Classroom" will be hosted in the health classroom during fall conferences, which is an opportune time to look over the curriculum and inquire further about opting out of specific lessons. Parents are welcome to contact Ms. Stacy at any time regarding lesson content and opt-out procedures.

email: sbrooks@mvsd320.org

phone: (360) 428-6125 ext. 24111

Grade Level	Unit Topics
TK	safety , our 5 senses, nutrition, family, respecting yourself and others (privacy), healthy food, clean and dirty, my healthy world, exercise
K	safety (safety rules, fire safety, safety helpers), our 5 senses & how they help us, nutrition, family, taking care of my body (respect, privacy & safety), going to the doctor & dentist, drugs (medicine safety), getting sick & germs, keeping clean, and exercise
1	safety (safety hazards, fire and gun safety), body parts and senses & how they work together, nutrition (food groups & digestion), medicine safety rules, communication skills, feelings (body privacy & safety), drugs and smoking and their harmful effects, germs, lungs and breathing, exercise
2	safety (street safety, emergency help, say "NO" to strangers, think about consequences), the brain, nutrition, the heart, fear, body privacy & safety, growing up, medicine and drugs, germs and illness, skin, muscles
3	safety (identifying & fixing safety hazards, thinking about consequences and avoiding risks), eyes, nutrition (reading labels, nutrients), community health, attitude & goal setting, family, body privacy & changes , gender respect , drugs & saying, "NO!", germs & illness, body problems & respect, bones
4	decision making steps, how to handle conflict, bullying, teeth, nutrition & digestive system, balancing calories & activity, smoking (harmful effects), self-care, puberty , gender respect , drugs and saying, "NO!", setting goals, germs & HIV , the ear & hearing, exercise
5	decision making steps, first aid, responding to an emergency, the brain and central nervous system, nutrition (balanced diets, food contamination), the respiratory system, feelings (emotional regulation, sexual harassment), puberty , gender respect , drugs (their effects & saying, "NO!"), the immune system and the circulatory system, HIV , analyzing advertisements (be a wise consumer), bones, muscles & exercise

Body Privacy — We will learn anatomically correct terms for private parts, and the difference between safe touches (e.g. high-fives or hugs) and unsafe touches. Students will learn refusal skills and how to say, "No!". This type of education has been shown to be effective in preventing child abuse.

A more detailed letter will be sent home prior to the lessons on body privacy, safety, body changes, puberty, gender respect, and HIV. You can also request this information earlier and review any health lessons. Contact me at (360) 428 -6125 ext. 24111 or sbrooks@mvsd320.org