



Jefferson **Elementary School**

STUDENT/FAMILY HANDBOOK

The mission of Jefferson Elementary is to ensure that every student learns the skills, attitudes, and knowledge to become a responsible, productive citizen in a rapidly changing society.

2024-2025 SCHOOL YEAR

1801 E. Blackburn Road, Mount Vernon, WA 98273

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Mount
Vernon
Schools

Table of Contents

MVSD Vision and Mission	4
MVSD School List and Directory	4-5
MVSD School Board	6
Registration Process for New Families/Students	7
Communication with Families	7-8
Emergency Information	8-9
Attendance and Reporting Student Absences	9-10
Student Health	10-13
Student Rights	14
Student Privacy	15
Student Dress	15-16
Transportation	16-17
Personal Property Disclaimer	17
Behavior Expectations	17
Progress Reporting	18
Volunteers and School Visitors	18-19
Nutrition Services/Food Information	19
Technology Use	20
Non-Discrimination and Sexual Harassment	20-21
Our Schools Protect Students from Harassment, Intimidation, and Bullying	21-23
Federal Requirements	23-25
School Start and End Times	25
School Specific Information	26

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
Kendra Monroe Smith, Assistant 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

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

Skagit Academy

Dr. Kecia Fox, Principal

360-428-6206

2001 Cleveland Ave

Northwest Career & Technical Academy

Lynette Brower, Director

360-848-0706

2205 West Campus Pl.

District Office

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Superintendent

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Dr. Kate O'Brien, Ed.D.

Asst Superintendent of Teaching,

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Executive Director of Student Support

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Director of Secondary TLL

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*Program Improvement Supervisor for
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*Executive Director of Personnel & Human
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Dan Berard

Executive Director of Operations

dberard@mvsd320.org

Christina Mitchell Crim

Supervisor of Categorical Programs

cmitchellcrim@mvsd320.org

Jennifer Larson

Executive Director of Finance

jl Larson@mvsd320.org

Tim Papendorf

Supervisor of Technology

tpapendorf@mvsd320.org

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

Registration Process for New Families/Students

Jefferson Elementary: Rosie Alves

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. If you need to withdraw your student from school due to a move or other reasons, please give the office at least one day's notice. There are forms the office needs to complete and send to your student's new school. Please make sure that any school fines are paid and library books are returned.*

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.

Student Emergency Information: A Student Emergency Information Sheet is sent home at the beginning of each year. This information is of the utmost importance to us, and to you. In case of an emergency or accident, we will need to be able to contact you as soon as possible. Please fill out the information carefully, sign the sheet and return to the main office. If the information changes during the year, please advise us so we may update your student information.

Attendance and Reporting Student Absences

Jefferson Attendance Secretary: Teresa Castro

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.

End of the Day: learning activities are taking place up until the time students are dismissed from school. For safety reasons, the staff escorts students to car pick up and bus lines. Parents should wait for their child/ren in the Car Transportation drive-thru to pick-up by car, not in the visitor parking area in front of the school. If there is any change in normal transportation for a student, a note from a parent/guardian is required. Guardians may also contact the office before lunch periods begin (11:30am). The office staff will send a change of transportation note to the teacher if received in time.

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.

Late Arrivals/Tardies: Students who arrive late to school must go to the school office to obtain a tardy slip for class.

Student Health

Jefferson Elementary School Nurse: Lauri Miller

Jefferson Elementary Health Room Assistant: Christena Fisher








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, ORfeeling 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, ANDfeeling 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, ANDable 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, ORrash is completely healed and all other symptoms are gone.
 Head lice	<ul style="list-style-type: none">live bugs on the head, ORevidence of head lice that has not been treated.	<ul style="list-style-type: none">completed lice treatment ANDno 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, ORsymptoms 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.
 - Hats and/or Hoods are not permitted.
 - Students may wear a hat outside of the building.

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 re engage effectively in their learning.

Jefferson Eagle Expectations:

The Three Personal Standards and our Eagle Expectations will be taught explicitly and practiced routinely according to the schedule set forth in our Handbook. These standards and Expectations apply within the classroom and throughout the building.

Three personal Standards:

Make Good Decisions

Show Respect

Solve Your Problems

Kelso's Choice: Is a conflict management program we use with students. The program teaches students to identify the differences between a big problem and a little problem. The students are then taught a variety of non-violent problem solving techniques.

Physical Altercation and Threats of Violence: Fighting is not allowed and will result in consequences. These consequences include suspension. Physical altercations are but not limited to: fighting for any reason, wrestling, roughhousing, play-fighting, and pushing. Gestures will also be taken seriously and carry consequences.

Outdoor Expectations: Playground rules are meant for everyone's safety. The following expectations are reviewed with students throughout the year. At recess, the students will be asked to follow these rules:

- Play in assigned areas of the playground
- Stay on school property unless permission has been given by a school staff member
- Use appropriate language
- Students will keep hands and feet to themselves
- Students will follow adult directions
- Students will use the equipment in the appropriate ways
- Students will respect playground staff
- Students will respect their peers

Problem Solving: The counseling and intervention staff work with students to develop problem solving skills to be used in a variety of settings.

Poor Choice Slips: All staff members may give a student a poor choice slip for violations of school rules. The student must take home the poor choice slips and return it to school the following day signed by a parent/guardian. If the poor choice slip is not signed and returned, a phone call to the family will be made. This communication between the school and the family is important so that we may work together to bring about positive behavior in the student.

E-Tickets: All staff members may give a student an E-ticket for extra effort in schoolwork. Students receive all-school recognition after receiving a certain number of e-tickets.

Good Choice Slips: All staff members may give a good choice slip when a student is "caught" making a good behavior choice.

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.

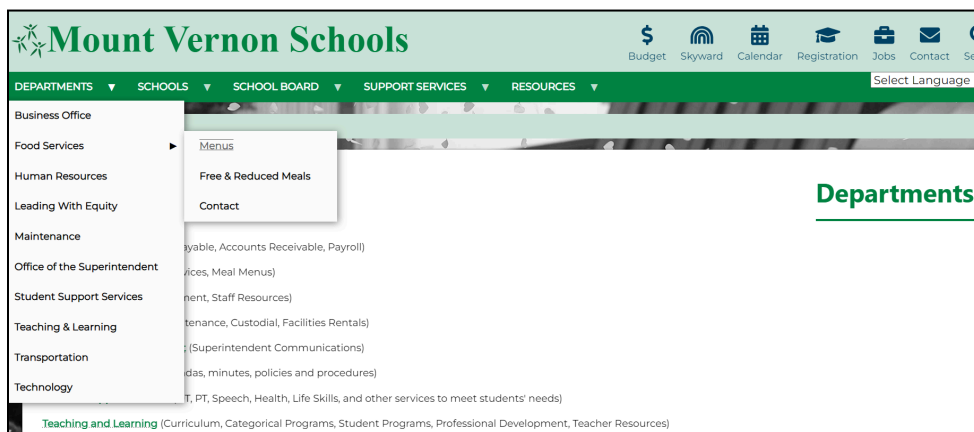
Mount Vernon School District policy requires that all volunteers complete a Volunteer Application prior to volunteering in the schools. Applications need to be completed at least two weeks prior to volunteering. This is particularly important for field trip requests as the volume may cause delays in 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.

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.



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

Cell phones should be off and tucked in the students backpack during school hours.

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.

OSPI and District Information on Harassment, Intimidation, and Bullying:

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?

State law defines HIB in RCW 28A.600.477(5)(b)(i) as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school”

HIB may involve 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 ([HIB Reporting 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 also has a HIB Compliance Officer (Jon Ronngren, Executive Director of Personnel and Human Resources) that supports prevention and response to HIB.

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 [HIB webpage](#) or the district’s [HIB Policy \[3207\]](#) and [Procedure \[3207P\]](#).

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](#) and Procedure [3210P](#), or visit [MVSD](#).

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](#) and Procedure [3206P](#), or visit [MVSD](#).

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: Jon Ronngren, Executive Director of Personnel and Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273, jronngren@mvsd320.org, (360) 428-6110

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jon Ronngren, Executive Director of Personnel and Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273, jronngren@mvsd320.org, (360) 428-6110

Concerns about disability discrimination:

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

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jon Ronngren, Executive Director of Personnel and Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273, jronngren@mvsd320.org, (360) 428-6110

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 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 Mount Vernon School Board 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 [321OP](#) 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 Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure [321OP](#) and the HIB Procedure [3207P](#) 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: <https://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://www.ed.gov/>
- 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 [MVSD](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Jon Ronngren, Executive Director of Personnel and Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273, jronngren@mvsd320.org, (360) 428-6110.

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

JeffersonElementary Eagle's Daily Schedule

Jefferson Elementary School

Daily Schedule

2024-2025

Regular Days: Mon., Tues., Thur., Fri.

8:05	First Bell	Arrival - Recess - Breakfast
8:25	Second Bell	Go to Class
8:30	Tardy Bell	Class Starts / Breakfast in Class

9:40 - 9:55	Recess - Second Grade
9:45 -10:00	Recess - Kindergarten /TK
10:05 - 10:20	Recess - First Grade
10:20 to 10:35	Recess - Fifth Grade

Second Grade:	Lunch recess 10:45 to 11:05
	Lunch 11:05 to 11:25

Kindergarten/ TK:	Lunch Recess 11:00 to 11:20
	Lunch 11:20 to 11:45 (5 minute passing built in)

First Grade:	Lunch Recess 11:25 - 11:45
	Lunch 11:45 to 12:05

Third Grade:	Lunch Recess 11:45 to 12:05
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	Lunch 12:05 to 12:25
Fourth Grade:	Lunch Recess 12:05 to 12:25 Lunch 12:25 to 12:45
Fifth Grade:	Lunch Recess 12:30 to 12:50 Lunch 12:50 to 1:10
1:35 to 1:50	Recess Fourth Grade
1:50 to 2:05	Recess Third Grade
2:45	QUEST Dismissal Bell
3:00	Dismissal Bell

Jefferson Elementary
Early Release Day Schedule Wednesday
2024-2025

8:05	First Bell	Arrival - Recess - Breakfast
8:25	Second Bell	Go to Class
8:30	Tardy Bell	Class Starts

Second Grade: Lunch recess 10:20 to 10:40

	Lunch 10:40 to 11:00
Kindergarten/ TK:	Lunch Recess 10:35 to 10:55 Lunch 10:55 to 11:20 (5 minute passing built in)
First Grade:	Lunch Recess 11:00 to 11:20 Lunch 11:20 to 11:40
Third Grade:	Lunch Recess 11:20 to 11:40 Lunch 11:40 to 12:00
Fourth Grade:	Lunch Recess 11:40 to 12:00 Lunch 12:00 to 12:20
Fifth Grade:	Lunch Recess 12:05 to 12:25 Lunch 12:25 to 12:45
12:45 1:00 PM	QUEST Dismissal Bell Dismissal Bell

Jefferson Elementary Specific Information

Door Security System: We have a keyless entry system. The front doors will be unlocked between 8:05-and 8:35am and again from 2:55 pm to 3:15pm. If the doors are locked then you may enter the building after pressing the doorbell to the right of the front door and you will be “buzzed in” by the front office.

Animals in the Classroom:

- Pets and animals should not be kept at school. Most animals pose health and safety concerns for some of our students
- Only animals brought to school for short-term instructional purpose and with the authorization of the building principal will be allowed on school district property.
- Due to Health Department regulations, no birds will be allowed at school.
- More information about service animals can be found at Student Support Services.
-
- **Personal Safety Information:** For your student’s safety they should:
 - Know their name, parent/guardian names, address, phone number and can be able to recognize the general area of home.
 - Know the rules for walking, riding bike/scooter and riding the bus. Arrive at school between 8:05-8:25 am.
 - When walking, leave for home immediately after the dismissal and go straight home.

- When going to a friend's house or some other destination other than home, bring a signed note from a parent/guardian to the teacher before school to make necessary arrangements.
- Do not make arrangements during school time to go home with a friend.

Communication: Communication between parents and teachers is an important aspect of your student's education. If you need to contact your student's teacher by phone, please call before or after school (360-428-6128). Urgent or emergency messages should be given to the main office.

Telephone Messages: the school telephone is extremely busy. Telephone messages for children must be limited to emergencies only. Any telephone calls regarding transportation must come to the office no later than student's lunch time. This allows the proper paperwork and process to occur, securing delivery of your child to the correct location. Do NOT leave changes in transportation to voicemail. We cannot guarantee your child will receive transportation changes.

Electronics: Cell phones/smart watches are for emergency use only and are to be kept and turned off and in backpacks while the students are on campus. Once a student leaves the campus they may turn them on. If a cellular phone/smartwatch causes a disruption at school it may be confiscated by the classroom teacher and returned at the end of the day. If a phone is confiscated twice it will need to be picked up by the parent from the front office. The Guidelines and permission for cellular phone use form is available in the main office. The school will not be responsible for lost or stolen devices.

Transportation

School Bus: If you students ride a bus to and/or from school, it is your responsibility to receive the Mount Vernon School District transportation Department's Bus Rules and Bus Discipline Procedures according to Washington State Law. This information is attached to the parent signature page and is reunited from all students riding MVSD buses.

Walking: Students who walk to and from school should know the safest and easiest route from home. Please review with your student the route that should be taken every day. Students are reminded to use sidewalks and to respect the property of neighbors. They are expected to obey the instructions of the safety patrol members so that crossing streets may be done in a safe manner.

Bicycles and Scooters: Students may begin riding bicycles/scooters to and from school in the third grade. Students must wear a helmet when they ride to and from school. If your student will be riding a bicycle or scooter to school, you must complete and must return the Bicycle Riding Permit and Rules for Safe Bicycle Riding forms or Scooter Policy. These forms are in the main office.

Car Procedures: For student safety, a “student drop off/pick up” loop is provided at the east end of the school. Anyone transporting students by car should use this designated drop off/ pick up area on the east side of the school. Traffic monitors before and after school will be present to assist and direct traffic for student drop off/pick up. Families are encouraged to use the car pick up loop on the East Side of the school to get students at the end of the day. This is the safest and quickest way to get the student at the end of each day.

IMPORTANT: Do not drop students off at school before 8:05 am; there will be no supervision available. If your child arrives late to school, park in the front lot and walk your child into the office for a tardy slip to class.

Transportation Changes: Students will only be sent home via their designated transportation method. If there is a change to their usual designated transportation, temporary or permanent, the school needs written instructions from a parent or guardian specifying the new instructions and new transportation method and the time frame of the change before a student will be allowed to leave school in a different manner than what the school has on file. This includes going home with a friend or being picked up by a different person as well as other changes.

Break and Lunch: All students may receive Breakfast and Lunch at no charge. Breakfast is served in the cafeteria from 8:05-8:25 am. Students should arrive no later than 8:20 to allow adequate time to eat breakfast before going to class. For more information on student lunch and nutrition please see the MVSD Website.

Sack Lunches: When students bring a sack lunch from home, please make sure that it contains no glass or breakable food storage containers. If your child uses a permanent lunch box or bag, please make sure to have it clearly labeled with their name.

Snacks and Treats: Due to food allergies and dietary restrictions of some students, Jefferson is adopting a policy of “store bought” in the original packaging only. Classroom treats are allowed at the discretion of each teacher. An individual student may not share their snack or treats with another student especially in the lunchroom. Gum is not allowed unless provided by the teacher.

Families of Fifth Grade students: Each year prior to the representation of the HIV/AIDS and Human Growth and Development unit of the Health Education Curriculum, Mount Vernon School District provides parents an opportunity to review both the curriculum and the instructional materials. State law requires HIV/AIDS education for all students in grades 5-12. This requirement can be waived if the family prefers to provide this education at home. Parents of fourth grade students are also provided the opportunity to review the curriculum and instruction materials for the human growth and development unit of the fourth grade level of the health education curriculum.

Elementary Education Goals: our goal at Jefferson is to make sure your students have the following skills at the end of each grade level. They will learn more than these items, but they

must have these skills in place for the best chance of success in the following year. You can help by working on these items at home with your student.

Here is an example of what students should know in Math for each grade level. For more information on Reading and Writing, grade level teachers will send out information about grade level skills and standards.

Math

- Kindergarten
 - Number identification to 20 and able to count to 100
 - Number sense, what is a number and how does it work?
 - Sorting and classifying
 - Addition and subtraction math facts to 5
- First grade
 - Addition and subtraction fact, fluency
 - Ability to compose and decompose numbers to 20
 - Solve addition and subtraction problems, using appropriate strategies, number lines, counting, friendly tens pictures, etc
 - Count and write numbers to 120
- Second Grade
 - Fluent addition and subtraction to 20
 - Know the concept of odd
 - Understand ones, tens, and 100 place value
 - Accurately, solve one and two step story problems
- Third Grade
 - Multiple
 - Multiple step
 - Place value to 10,000
- Fourth grade
 - Multiple digit
 - Comprehend parts of whole, fractions
 - Problems solving two step
 - Multiplication facts
- Fifth Grade
 - Number sense (do answers make sense given the question?)
 - Parts of a whole
 - Reasonableness
 - Multiplication and division
 - Solving multiple step
 - How to solve story problems efficiently

Some general thoughts... The ability to state math facts is a concern across all grade levels. Parents can help by working with students using flashcards for addition, subtraction, or multiplication to help students memorize facts.

In regards to reading and literacy, families can help by reading with students every night or as often as possible. Ask questions about the story and take turns reading. Read and Respond is a school wide assignment of 20 minutes of reading a night four nights a week.

Homework Policy: Homework provides an opportunity for home and school to work together to enhance the quality of education students receive. Parents may expect homework assignments to be consistent with the student's grade level and subject matter being taught in the classroom. Homework assignments vary depending on the teacher's policy.

Homework presents opportunities to:

- Practice of skills or concepts that have already been taught
- Completion of assignments that have been completed.
- Extension assignments or transfer of a skill or concept to a new situation as in preparing or completing a project or report.

Consequences for not doing homework are dependent upon the grade level and individual teacher's policy.

Tips to Help Your Student with Learning:

- Establish a time each day for homework
- Ask specific questions and have conversations with them about what they are learning in school each day.
- Encourage your child to read every day from a variety of sources.
- Play games with your child
- Review and practice basic math facts and spelling words with your child.
- Read with your child

Jefferson Elementary School Family Involvement Policy

- Jefferson has a family involvement program and policy that outlines how we work together as a school community to support all of our students, staff and families. The current family involvement policy can be viewed on the Jefferson MVSD website.

HICAP Program Overview of Services Provided:

3rd grade: The student will be placed at their elementary school in a HiCap cluster with other 3rd grade students who qualify with a teacher who has received training in teaching this type of learner. There will also be approximately 2 hours/week of "pull-out"; during this time, the students will be doing a project-based unit that includes reading, writing, research, science, math, and a hands-on project.

4th & 5th grades: The student will have the option of attending Jefferson Elementary School in the Voyager Program for 4th and 5th grades. If the student chooses to attend Jefferson Elementary School for the Voyager Program, they will be committing to two years at Jefferson as a full-time student there with all-English instruction. Their week will include the usual specialists (Health, Music, PE, Library, STEM), recesses, and lunch. Core content and advanced

instruction in reading, writing, math, science, and social studies is primarily delivered using a project based model. Fourth and fifth grade English, Language Arts, and Social Studies are taught by Andy Bishop. Fourth and fifth grade Math and Science are taught by Chad Norman. Both teachers have extensive experience in developing research-based lessons with special consideration given to the unique needs of Gifted learners.

Andy Bishop: Highly Capable Teacher & Coordinator

- abishop@mvsd320.org

Chad Norman: Highly Capable Teacher & Coordinator

- cnorman@mvsd320.org

Laura Schonberg: Highly Capable Coordinator

- lschonberg@mvsd320.org

Jefferson Parents' Group (JPG): The purpose of the Jefferson Parents' Group is to promote a strong and continuing interest in our school and in understanding the needs of children. All parents of Jefferson students are encouraged to be members of the parents' group. They offer a number of family related and cultural enrichment events throughout the year. Parent involvement is necessary to make Jefferson's academic and social environment supportive and successful for all students.

The JPG meets every month to plan activities and take care of business. Jefferson Parents' Group meeting dates are published in their flier and all Jefferson Elementary School parents are welcome to attend. Meetings usually last an hour and your support is very important!

Fundraising is an essential part of the JPJ focus. A yearly Fall Fundraiser event is traditional, but JPG is always open to creative ways to generate continuous funds that will enhance student support. JPG annual fund raising events and efforts enhance:

- Technology
- Classroom Allocations
- Playground Equipment and Improvement
- Music and Library Program
- Field Trip Assistance
- Student and Staff Recognition
- Miscellaneous Expenses

Please feel free to visit the parent facebook page for more information.

facebook.com/Jeffersoneagleparentgroup.com

Parent and Student Signature Page

We ask that you review the handbook with your student. If there are any questions or concerns please do not hesitate to reach out or call us for clarification. Please sign below and return to each of your child's teachers (one per student). We will keep this signed statement on file for the year.

I _____ (parent name) have reviewed the handbook with my child.

Parent Signature: _____

Student Signature _____

Date _____