

REGISTRATION STEPS TO BE COMPLETED BY WEDNESDAY, AUGUST 9, 2017

1. Complete eRegistration on PowerSchool
2. Pay fees using InTouch or submit payment to District Office
3. Turn in forms to District Office (physical forms, concussion forms, parent organization donation forms, etc.)

PowerSchool eRegistration FAMILY LOGIN

The *PowerSchool* student information system will be used to register your students for the 2017-2018 school year. See the *PowerSchool* eRegistration Guide on pages 2 - 4 for complete details.

The parent login for *PowerSchool* can be found on the school website (www.mountvernon.k12.ia.us) under the Registration Forms & Log Ins link (grey button in the middle of the page), *PowerSchool, Parent & Student Log In*. To log in to *PowerSchool* for registration, parents must **first** have a Parent (Family) Login account set up in *PowerSchool*. If you previously used *PowerSchool*, your login information is the same for 2017-2018.

If you are new to the district or have not previously set up your Parent (Family) Login, please refer to the enclosed *PowerSchool* eRegistration Guide (pages 2 - 4.)

Additional questions on setting up your account may be directed to Amy Weber at the District office at aweber@mvcasd.org or by phone at (319) 895-8845.

REGISTRATION FEES

****Unpaid fees from the previous school year(s) will remain on your student's account until they have been paid in full.**

2017-2018 Registration Fees:

Instructional Materials Fees - Required fees for all students

Preschool	\$35.00
Beginndergarten	\$63.00
Kindergarten – 4 th Grade	\$63.00
5 th – 8 th Grade	\$73.00
9 th – 12 th Grade	\$83.00

Instructional Materials Fees pay for the cost of textbooks and instructional materials for students.

NEW! With your approval in eRegistration, students who qualify for free meals will have instructional materials fees waived or the fee will be reduced to 40% if they are approved for reduced price meals. More information regarding free or reduced meals may be found on page 10.

A state income tax credit can be taken for this fee. See the related article, "State Income Tax Credit" on page 24 of this newsletter for more information.

Music Department Fees: Required fees for high school students participating in orchestra, band or choir.

High School Orchestra

Uniform Cleaning \$15.00

High School Band

Uniform Cleaning \$15.00

High School Band Rental Fee

\$45 or \$75

*Please see details on page 17

High School Concert Choir & Women's Choir

Choir Robe Cleaning \$15.00

High School Yearbook - \$55.00

If a student would like to be a yearbook photographer, contact high school teacher JoAnn Gage, jgage@mvcasd.org at the beginning of the school year.

Middle School Yearbook - \$18.00

Activity Ticket (Optional fee)

PreSchool – 6th Grade \$25.00

7th – 8th Grade \$45.00

9th – 12th Grade \$50.00

Activity tickets allow for admission to all regular season middle school and high school home athletic events.

Extra Milk: Required Fee

Preschool, Beginndergarten, Kindergarten

& 1st Grade \$48.00/year

PAYMENT OF SCHOOL FEES

Fees may be paid online by selecting the *InTouch* option on the "Fees" screen of eRegistration in *PowerSchool*. When you select the *InTouch* online payment option, you can pay the fees for that student.

Log in to *InTouch* and click on your student's name. You will notice that a light red box appears. It will say that your student has an unpaid fine/fee. Click on the red "PAY" button. This will allow you to pay registration

fees and remove the fee from your student's account. Please pay all outstanding fines or fees that are listed for your student(s).

If registration fees are paid online, you do not need to mail back the enclosed Fee Sheet. Full details may be found in the next article, "*InTouch Online Payments.*"

Enclosed in the registration materials is a Fee Sheet for payment of school fees for your student(s). If you did not pay online for school fees, please complete the Fee Sheet and return it with your check to the District Office by **Wednesday, August 9, 2017.**

INTOUCH ONLINE PAYMENTS

The school district uses an online payment system called *InTouch*, which can be accessed from the "Fees" screen in the eRegistration option in *PowerSchool* or directly from the district website. *InTouch* can be used to make deposits into family meal accounts for breakfast and lunch, as well as make payments for school registration fees, child care payments and any unpaid fines/fees.

InTouch allows payments to be made by either debit card or credit card from VISA, MasterCard and Discover. *InTouch* is integrated with the school dining system, Total Access, so online payments for the family meals account will directly update the family's lunch account in Total Access. *InTouch* is a great way to save time and there are **NO convenience fees** to use the system!

For payment of the student(s) registration fees, *InTouch* uses both the student's five digit school identification number and the student's last name to credit payment of fees to the correct student account. ****Remember that you cannot use the student ID of a student that has already graduated. They are no longer active in the system.** The student ID number is the same five digit student identification number that students use at school for lunch and also appears in Total Access and the eRegistration system for each student.

For further information about *InTouch*, see the *InTouch* explanation document on page 5. If you have questions regarding the *InTouch* program, please contact Amy Weber at (319) 895-8845 or aweber@mvcisd.org.

REGISTRATION INFORMATION

A complete guide for online eRegistration is provided in this packet on pages 2-4. Following are descriptions of student & parent permissions that are included in online eRegistration:

NEW! FREE OR REDUCED REGISTRATION FEES PERMISSION

The school district is required to gain permission from parents/guardians allowing the district to waive or reduce registration fees for students who qualify for free or reduced price meals. To receive the adjusted registration fees, parents must select "Yes" in eRegistration for the "Waived or Reduced Registration Fees" permission. **Without a response to this permission, student(s) fees will not automatically be waived or reduced.**

SCHOOL MESSENGER EMAIL RELEASE

The Mount Vernon School District is required to collect parent permission for use of their email, text message or phone for district notifications. This permission has been included in eRegistration. By agreeing to allow the district to contact you via email, text message or phone call you will continue to receive all communications from the district regarding various school activities, schedule changes, or emergencies. By selecting "No" in eRegistration you will be removed from all notification lists and will not receive **ANY** School Messenger communications from the district.

NAME PERMISSION

Students, teachers and community are involved in a variety of school activities each day both in the classroom and in outside activities. The district uses student names in a variety of communication tools so that the school might share these activities with our community through the school district's newsletter, website, brochures, and other district communication materials. If you do not wish to have your student's name included in these materials, please select the appropriate box on the online eRegistration form.

PHOTO PERMISSION

The school occasionally photographs students involved in nonpublic events within the classroom or school as well as activities outside the building. This is done so that the school might share these activities with our community through the school district's newsletter, website, brochures, and other district

communication materials. Elementary and middle school student names are not included with the photographs. High school student names are occasionally included with the photographs. Local newspapers and local media will occasionally take pictures of students involved in school activities and will request the student's name to be included with the picture. If you do not wish to have your student's picture published in these materials or their name released as stated above, please select the appropriate box on the online eRegistration form.

HIGH SCHOOL STUDENT RECRUITMENT OPT-OUT

The **Every Student Succeeds Act** law of 2015 (Section 8052) states school districts *shall provide, upon a request made by a military recruiter or an institution of higher education, access to the name, address, and telephone listing of each secondary school student served by the local educational agency, unless the parent of such student has submitted the prior consent request under paragraph (2).* Section 8052 is listed below:

SEC. 8025. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION

(a) **POLICY.**—

(1) **ACCESS TO STUDENT RECRUITING INFORMATION.**— *Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act ([20 U.S.C. 1232g\(a\)\(5\)\(B\)](#)), each local educational agency receiving assistance under this Act shall provide, upon a request made by a military recruiter or an institution of higher education, access to the name, address, and telephone listing of each secondary school student served by the local educational agency, unless the parent of such student has submitted the prior consent request under paragraph (2).*

(2) **CONSENT.**—

(A) **OPT-OUT PROCESS.**—*A parent of a secondary school student may submit a written request, to the local educational agency, that the student's name, address, and telephone listing not be released for purposes of paragraph (1) without prior written consent of the parent. Upon receiving such request, the local educational agency may not release the student's name, address, and telephone listing for such purposes without the prior written consent of the parent.*

(B) **NOTIFICATION OF OPT-OUT PROCESS.**—*Each local educational agency shall notify the parents of the students served by the agency of the option to make a request described in subparagraph (A).*

(3) **SAME ACCESS TO STUDENTS.**—*Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided to institutions of higher education or to prospective employers of those students.*

(4) **RULE OF CONSTRUCTION PROHIBITING OPT-IN PROCESSES.**—*Nothing in this subsection shall be construed to allow a local educational agency to withhold access to a student's name, address, and telephone listing from a military recruiter or institution of higher education by implementing an opt-in process or any other process other than the written consent request process under paragraph (2)(A).*

(5) **PARENTAL CONSENT.**—*For purposes of this subsection, whenever a student has attained 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall only be required of and accorded to the student.*

If you do not want student information to be provided to military recruiters, please select "No" in eRegistration.

PARENT EMAIL ADDRESS RELEASE

At various times throughout the school year, coaches use parent email addresses to send updates about upcoming events or schedules. Also, parents within a sport or activity may occasionally request a list of parent email addresses to organize a team event. If you do not wish for your email address to be released to these groups, please click "No" in eRegistration.

JUNIOR/SENIOR PERMISSION TO LEAVE CAMPUS

Mount Vernon is a **CLOSED** campus, although there are a few situations in which students are free to leave campus with parent permission. Some situations pertain to both Juniors and Seniors, and some just to Seniors. Below are those situations:

- Seniors are not required to be at MTSS on Friday after 1:48 pm and, therefore, can leave with parent permission, unless they are claimed by a teacher for that time.
- Juniors and seniors may not have a 1st period (or combination of 1st and 2nd period together) and may arrive at the start of 2nd period when their school day starts (immediately prior to their first class period).
- Same with the end of the day - if a junior or senior does not have 7th period (or

combination of 6th and 7th), they are free to leave with parent permission (immediately following their last class of the day).

- Students are **NOT** allowed to leave during lunch.

Reminder that we are **NOT** an open campus, so if a student has a 1st period class but does not have a 2nd period class, they are NOT allowed to leave campus during their free period. If you will allow your junior or senior to leave campus during the above situations, please select “Yes” during eRegistration in the Junior/Senior Leave Campus Permission section.

NURSE / HEALTH OFFICE

The Mount Vernon Community School District recognizes good health supports your student’s education. The district has two full time school nurses: Missy Hauser and Linda See. Care is provided for students who become ill, are injured, or need treatments and/or medication for long or short-term health issues during the school day. The school nurses provide preventive health education and services which may include screenings, immunization record keeping, health education and monitoring attendance and health trends. They work in collaboration with local, state and national health organizations to follow best practice at the schools. The school nurses also serve as a resource for any health related issues for students, families and the classroom.

Please contact the school nurses at:

Elementary: Missy Hauser
(319) 895-6251
mhauser@mvcsd.org

Middle School & High School: Linda See
Middle School: (319) 895-6254 Ext. 3003
High School: (319) 895-8843 Ext. 4223
lsee@mvcsd.org

MEDICATION AT SCHOOL

Parents and Guardians: This is the information you need if your student will take prescription medication at school during the 2017-2018 school year.

Please bring prescription medication and a completed medication form to the school nurse prior to the first day of school.

- “Medication at School” forms are included in this mailing or additional copies may be obtained at

www.mountvernon.k12.ia.us. Forms may also be obtained by calling the Superintendent's office (319) 895-8845.

- For the safety of all students, parents or guardians must transport medication to school.
- Ask your pharmacist for an extra pharmacy labeled bottle for prescription medication coming to school. All medication must be in a correctly labeled pharmacy bottle/container with a current date.
- Disposal of medication: When medication is discontinued, a student withdraws from school or at the end of the school year parents will be contacted to pick up medication. If the medication is not picked up by the agreed upon date, the medication will be destroyed.

ALLERGIES

Mount Vernon Community School District recognizes students may have serious or life threatening allergies to foods, insects and other substances. The district is allergy aware and allergy safe. If your student has a serious allergy please contact your building school nurse to discuss a plan of care for your student.

DAIRY INTOLERANCE

The school recognizes students may have dietary intolerances, dairy being one of the main concerns. Storage for students drinking milk other than school milk is limited. To alleviate the issue we differentiate between a medical intolerance and a dietary preference. Students with a medical intolerance may bring a week supply for storage at the school. Students with a dietary preference need to bring their beverage choice daily in their lunch bag.

LEAD LEVEL REQUIREMENT

Iowa law requires all students entering Kindergarten to show proof of having a blood lead level test. Documentation of the blood level must be provided to the school. If you have questions or are unsure if your student has had a lead level drawn, please call your student’s physician.

HEARING SCREENINGS

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), Kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP’s will be screened. Students in grades 3, 4, middle, and high school who are new to the school, that don’t have a documented normal hearing test, and some students

with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing be tested should notify the health office in writing at the beginning of the school year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

VISION SCREENINGS

Iowa law requires each student in Kindergarten and third grade to have a vision screening. Documentation of the screening must be provided to the school. The only acceptable form is "The Iowa Department of Public Health Certificate of Vision." Forms may be accessed on the Mount Vernon School website or the Iowa Department of Public Health website.

DENTAL HEALTH

Dental screening is required by the state of Iowa for students enrolling in kindergarten and grade 9. Documentation must be provided to the school. The only acceptable form is the Iowa Department Public Health "Certificate of Dental Screening." A screening for kindergarten may be performed by a licensed dentist or dental hygienist, nurse, advanced registered nurse practitioner, or physician assistant. A screening for ninth grade may be performed by a licensed dentist or dental hygienist only. A reminder letter will be sent home to all eighth grade students.

A screening will be held in the elementary school by St. Luke's Dental Health for all students in preschool through second grade. Please notify the school nurse in writing if you do not want your child to participate in the screening.

OVER THE COUNTER MEDICATION

During the registration process, parents and guardians have the opportunity to give permission to the school to administer over-the-counter medications during the school day.

The school nurses will use non-medication treatments initially for minor ailments. Over-the-counter medications will be used if necessary and if permission has been granted.

At Washington Elementary the school nurse will always attempt to call the parents/guardians before administering a medication to your student even if prior written approval has been given.

MEDICATION AT SCHOOL

Students are not allowed to carry either over-the-counter or prescription medication with them at school unless prior written permission is given by both the parents and the school nurse. Please contact your school nurse if your child is required to carry emergency medications with them during the school day or during school activities.

ATTENDANCE

Regular attendance positively impacts a student's academic success. We realize some absences are unavoidable, but it is shown that regardless of the reason, chronic absenteeism can cause students to feel behind academically. Please contact your school nurse if your student is struggling with absenteeism.

HELP WITH SCHOOL COSTS

APPLYING FOR FREE OR REDUCED PRICE BREAKFASTS & LUNCHES

An application for free or reduced price school meals is included in this registration packet. Free or reduced price breakfast and lunch meals are available to students of families meeting the income or other qualifications listed on the application form. **The information on this form is kept strictly confidential.**

The school lunch computer is set up so other students will not be aware that your student qualifies for free or reduced price meals.

Families of middle school and high school students on the free or reduced price meal plans **will be charged and must pay for ala carte food items purchased.** Ala carte items are food items that are normally separate from the school breakfast and lunch menu. If you do not want your student to purchase these extra charge ala carte items, please discuss this with your student and turn off this option in the dining system, Total Access.

New this year, if your student(s) qualify for free or reduced price meals and you prefer to have the instructional materials fees waived or reduced, you MUST select "Yes" in eRegistration under the permissions question labeled "Waived or Reduced Registration Fees".

OPERATION BACKPACK

In addition to free or reduced price meals there is a program known as *Operation Backpack* through HACAP to receive packets of food each week to supplement the

family's grocery items over the weekend. Sign up letters will be sent home in early September.

SCHOOL SUPPLIES AND BACK PACKS

Free school supplies and back packs will be available through SE Linn Community Center in Lisbon. A date for distribution has not yet been determined. Please watch their Facebook page - Southeast Linn Community Center or call (319) 455-2844 for more information.

Questions for these services may be directed to school nurses at:

Elementary: Missy Hauser
(319) 895-6251
mhauser@mvcasd.org

Middle School & High School: Linda See
Middle School: (319) 895-6254
High School: (319) 895-8843
lsee@mvcasd.org

USDA Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

HAWK-I

Parents can apply for low-cost health insurance for their children through the Healthy & Well Kids in Iowa

program, also known as *hawk-i*. Children ages childbirth to 19 who meet certain criteria are eligible.

Please call (800) 257-8563 or visit their website at www.hawk-i.org for more information. You may also contact your school nurse.

NUTRITION INFORMATION **BREAKFAST & LUNCH PRICES**

Lunch prices, as set by the federal government, are \$2.95 for middle school and high school students and \$2.80 for elementary school students. Breakfast will be \$1.80 in all three buildings.

Each day preschool, begindergarten, kindergarten and first grade students take breaks and drink a carton of milk. The cost of milk is \$48.00 per year for these students.

TOTAL ACCESS

The Mount Vernon Community School District uses a computerized system called Total Access for breakfast and lunch purchases. Total Access allows parents to view their family's current lunch balance, view details of breakfast and lunch items student(s) are eating at school each day and deposit funds online via *InTouch* into the nutrition account.

Each student is assigned a five-digit number used to purchase meals and ala carte items. Deposits into the lunch account can be made online using *InTouch* (For more information about *InTouch*, see related article "Using InTouch to Pay Online for School Meals") or a check may be sent to school.

At the beginning of the school year you should deposit an appropriate amount of money into your family account depending on how often your student(s) eats at school. Each time your student(s) purchases a meal, the money will be withdrawn from your family account. When your family account runs low on funds, an email will be sent to notify you of the low balance. Please keep your family account balance positive to avoid the situation where your student will not be allowed to purchase a meal at school.

Students in middle school and high school also have the option to purchase ala carte food items **at an additional charge to your family account**. Ala carte items are food items that are separate from the school breakfast and lunch menu. If you do not want your student to purchase these extra charge ala carte items, please discuss this with your student and turn off this option in Total Access.

In addition, if you have set a spending limit on your student's account, please review this at the beginning of the year and make any necessary changes.

Your family's Total Access login and password has been included in this mailing on the Student Information sheet.

USING INTOUCH TO PAY ONLINE FOR SCHOOL MEALS

A payment option is available online to pay for school meals using your credit card or debit card. There are two convenient ways to access the *InTouch* online payment program to make a deposit directly into your family account:

- When you receive a low balance email from the Total Access system, select:
<https://ia-mountvernon.intouchreceipting.com/> from the email.
- You may also log in to *InTouch* by visiting the school website, www.mountvernon.k12.ia.us, Log Ins, *InTouch*.

After you log in, enter the dollar amount you wish to deposit into your family lunch account and add it to your cart. Your payment can be made by VISA, MasterCard or Discover credit card or debit card. *InTouch* uses security software and does not store personal bank or credit card information to ensure privacy and security for users.

InTouch Benefits:

- Easy and convenient online access to pay fees 24 hours a day, 7 days a week
- No convenience fees to use the system
- No more lost checks
- Instant credit to student accounts reflecting the new activity
- Ability to view account history of purchases
- Assurance of private and secure transmissions

If you have questions regarding the *InTouch* online payment system, please contact Amy Weber at (319) 895-8845 or aweber@mvcasd.org.

AUGUST BREAKFAST & LUNCH MENU

The August breakfast and lunch menu will be sent via SchoolMessenger the week of August 14. The menus will also be available on the website during this week.

NUTRITION PROGRAM

A nutritious breakfast and lunch are served daily at all schools. We offer a variety of choices through a six

week cycle menu that meets the nutritional standards established by the Healthy Hunger Free Kids Act.

Several choices are offered daily at breakfast. Options include a main entree, fruit, 100% juice, whole grains, cereal, and milk. For breakfast to be priced as a meal, students may choose between three to five items. One of the items **must** be a fruit or juice. Only one entree may be selected. An additional entree or any items over five will be charged as a la carte. Remember, choosing a complete breakfast is your best meal deal. The breakfast server is happy to help students understand and make healthy breakfast choices.

Once again this school year, Washington Elementary School will offer two lunch choices daily. Students may choose from the hot lunch option as stated on the menu or a meal packaged by our nutrition staff called the Mustang Meal. The Mustang Meal includes fruit, a vegetable, goldfish crackers or teddy grahams, cubed cheddar cheese, and optional 4 oz. yogurt cup, and a milk. When a dessert is on the menu, it will be included in the Mustang Meal. Students will choose in the morning when school starts to either take the hot lunch option or the Mustang Meal.

The middle school and high school will offer a choice of two hot entrees daily. A salad bar is available daily to complete the meal. Also, a bagged cold lunch option is available which includes a peanut butter & jelly Uncrustable, Goldfish crackers, string cheese, fruit, vegetable, milk, and an optional 4 oz. yogurt cup. This is a "grab and go" option at the high school, students do not need to wait in the hot lunch line to take the cold lunch.

IMPORTANT: In order to be priced as a meal, all students will be required to choose a 1/2 cup serving of fruit or vegetable daily as part of lunch. The "meal deal" is the best value in terms of price and nutrition. A variety of milk is offered daily with lunch and breakfast. Please encourage your student(s) to select at least one fruit or vegetable daily.

Any questions may be directed to Food Service Director, Marcia Purington at mpurington@mvcasd.org

SCHOOL MEAL ACCOUNT BALANCES

The United State Department of Agriculture and State of Iowa Department of Nutrition require school districts to develop a meal charge policy related to insufficient funds in the family school meals account. In developing a meal charge policy, school districts are encouraged to adopt policies that allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain

financial integrity of the nonprofit school food service account.

Our school meals software has the option to send parents an email when their family meal account balance needs additional money and at times the school may send home a deposit envelope to remind parents to make a deposit. Please try to always keep your family meals account balance above zero to save the district money in not having to deal with insufficient family balances. Each time your family balance has insufficient funds, our staff must spend time to address this balance.

Students who qualify under the federal guidelines to receive breakfast and lunch meals at no cost will always be allowed to receive these meals at no cost even when the family meals account has insufficient funds. However, these students might not be able to purchase ala carte food items when the family account is insufficient.

For students who qualify under the federal guidelines to receive breakfast and lunch meals at a reduced price and for students who pay full price for a meal, the Mount Vernon Schools understands that there may be times when the families meals account balance has insufficient funds to purchase a meal. In these times of insufficient funds in the families account, the school district will temporarily allow the student to purchase a meal until the family is able to deposit money into the family account. With insufficient funds, students will generally be allowed to purchase meals for a few days but no meals may be purchased when the family account has insufficient funds of negative twenty dollars.

Any student unable to purchase a meal will be provided a butter sandwich and a carton of milk. Students might not be able to purchase ala carte food items when the family account is insufficient. The district will work with families to maintain sufficient funds in the family account balance. Since the district is required to maintain a financially viable school meals operation, the district reserves the right to use a collection agency to collect unpaid charges.

WASHINGTON ELEMENTARY

WASHINGTON ELEMENTARY

SCHOOL – WETAP

“MEET & GREET, FIND YOUR SEAT”

Come meet your teacher and greet classmates the day before school starts and calm the first day of school jitters!

On Tuesday, August 22, teachers will be in their classrooms to greet their new students from 4:00 - 5:00 pm. Students are encouraged to bring school supplies to put into their desks, lightening the load and helping to keep the first day of school the beginning of a new routine.

Families and students are invited to stay for “Popsicles on the Playground” hosted by WETAP from 5:00 - 6:00 pm. Students will have a chance to play with their classmates and families can meet their peers for the new school year. It is a time to create classroom connections for the coming school year. Families are also asked to help clean the playground following the event so it is ready for the first day of school.

Contact Denise Havill at (319) 895-6251 after August 8, 2017 with any questions.

SCHOOL CHILD CARE

The school district offers child care for preschool through eighth grade students. Kids Club is available from 6:00 am until 6:00 pm with all care provided at the elementary school. The program operates during the school year, during most of the scheduled school breaks and in-service days. Delays or cancellations of the program are reported along with the school district reporting.

Enrollment forms for this program must be completed and returned before the first day of the student’s attendance. A **\$10.00 per student** registration fee must be paid with the enrollment forms before attending during the school year and before they may attend the summer session. The cost to use Kids Club is determined by attendance in a session. The **AM Session** is 6:00 am - 8:15 am; the **PM Session** is 3:15 pm - 6:00 pm; a **Preschool Session** is provided for our preschool students only from 8:15 am - 12:15 pm. If there is an early out and afternoon PreSchool is not held, Kids Club will be open for those students. Also, if there is a day that PreSchool is not in session for either morning or afternoon, Kids Club will be open. The **Summer Session** is during the district summer break.

Child care is available on a first-come, first served basis and enrollment is limited by the program license.

Breakfast and lunch is available when students are in attendance during breakfast and lunch times. Anytime a student eats breakfast or lunch the cost is deducted from the student’s nutrition account. There is not an additional charge for meals and snacks during Summer Session. It is included in the cost of the Summer Session.

This is a state program overseen by the building principal with co-directors overseeing the day-to-day planning and operations. Questions may be directed to

the co-directors, Teresa Hines or Laurie Keller by email at kidsclub@mvcasd.org or call the school at (319) 895-6251 ext. 2015 or (319) 560-2958.

ATTENTION KIDS CLUB PARENTS!

Kids Club may occasionally take field trips on early dismissal days. Most of these trips require a specific head count **prior to** the field trip. Head counts are effective in scheduling the correct number of staff per child and determining the number of buses needed for transportation to and from the location. In addition, many destinations require a total student count to determine pricing and time availability. Because of the amount of planning that is required for each of these trips, Kids Club has made it a priority to inform parents through emails, bulletins and sign-up sheets of upcoming field trip locations.

It is very important all students who plan to participate be signed up one week prior to the trip. If a student is not signed up within the given time frame he/she will not be able to participate in the trip and will have to stay at school with a Kids Club employee.

If parents do not know where the upcoming field trips are posted or are not receiving emails, please let a Kids Club Director know so they may ensure every parent has adequate time to sign up.

Questions may be directed to Kids Club Directors Teresa Hines or Laurie Keller at kidsclub@mvcasd.org or by phone at (319) 895-6251 ext. 2015 or (319) 560-2958.

ELEMENTARY SCHOOL STUDENT ARRIVAL / DISMISSAL

The Mount Vernon Community School District encourages parents to conduct the first day of school with the same routine as their student should expect the remaining days of the school year. Before and after school routines should **rarely change** which allows your student the best opportunity to focus on learning during the school day.

Classes begin at 8:15 am for elementary students. Supervision outside will begin at 8:00 am. Any child(ren) on the school grounds prior to 8:00 am will not be supervised by school staff unless they are eating breakfast in the cafeteria. At 8:00 am supervision will be provided on the playground as well as the North and South front doors. Students will be allowed to enter the building at 8:10 am. Students will be expected to be in their classroom at 8:15 am. Students arriving after 8:15 am must report to the office and will be counted tardy. **Tardiness is difficult for your student, the teacher and their classmates.** Students who eat breakfast at school

may arrive at 7:50 am and go directly to the lunch room. Students who arrive before 8:00 am at school and do not eat breakfast must remain outside and are unsupervised. **Supervision begins inside at 8:00 am, unless students eat breakfast at the school.**

The school day ends at 3:15 pm. All students are dismissed at 3:15 pm. **Please wait until dismissal time to pick your student up from school.** Teacher and school announcements often are at the end of the day and students leaving before 3:15 pm miss this instruction.

Students who ride the buses are dismissed and exit through the back doors. Buses will load students in the middle school parking lot.

Students who walk are dismissed and exit through the front doors near the office. For student safety, there is a stop sign and crossing guard north of the building on 5th Avenue and at the high school entrance. Students are encouraged to use sidewalks and cross walks whenever possible.

Students picked up by car will exit through the south doors near the track. When picking up students, please **DO NOT** drive your car into the parking lot unless you stay in your car and pull into the car lane. Please remember, MVCSD is an Idle Free Zone, so turn off your vehicle when waiting for students. If you wish to leave your car you must park in a parking spot. **Do not leave your car parked along the sidewalk.**

PRESCHOOL PROGRAM

The Mount Vernon Community School District operates a Preschool program.

Preregistration for four year olds is accepted in the spring. If you did not preregister your child, but are still interested in your child attending our Preschool program, have questions about the program or know of someone who has not alerted us about their interest in the Preschool program, please contact building secretary, Denise Havill at Washington Elementary, (319) 895-6251.

JOINING YOUR STUDENT FOR LUNCH?

Please remember if you plan to join your elementary student for lunch to contact the office before 9 am. This way the office can verify there are enough lunches for both students and parents.

JOY THE THERAPY DOG

Washington Elementary participates in the Canine Assisted Learning Program. This well-researched program has been tried in many schools with great success. Our school has in attendance each day a

Bernese Mountain dog named Joy. Mrs. Bechhold is one of the district's third grade teachers and Joy's handler. Mrs. Bechhold and Joy went through the CARES training program. Joy provides motivation and reinforcement for students; she provides social support and other opportunities for all our students. The school needs to know of any health or safety concerns regarding your child's interaction with Joy. Please contact our school nurse Missy Hauser at mhauser@mvcasd.org with specific concerns.

MOUNT VERNON MIDDLE SCHOOL

MIDDLE SCHOOL CLASS SCHEDULES

Class schedules and locker assignments will be mailed in mid-August. If there are concerns with the schedules received in August, please contact the Middle School office at (319) 895-6254 as soon as possible before the first day of school. Please note that parent contact is required for a middle school student to drop band, choir or orchestra. A parent must make drop requests no later than September 1, 2017 for 1st semester classes or January 25, 2018 for 2nd semester classes. After these deadlines the student is expected to remain in the class until the end of the semester.

MIDDLE SCHOOL TERM DATES

*****Please note that middle school term dates are not the same as all high school term dates this year.**

Middle School term dates are:

08/23/2017 - 10/26/2017 1st Quarter
10/30/2017 - 01/12/2018 2nd Quarter
08/23/2017 - 01/12/2018 1st Semester
01/15/2018 - 03/23/2018 3rd Quarter
03/26/2018 - 05/30/2018 4th Quarter
01/15/2018 - 05/30/2018 2nd Semester

MIDDLE SCHOOL 5th GRADE MEET & GREET

All incoming 5th grade students are invited to attend a 5th Grade Meet & Greet event on Tuesday, August 22, 2017 from 3:00 pm until 4:00 pm at the middle school. Students will be able to meet their teachers, see their classrooms and drop off school supplies.

MIDDLE SCHOOL NEW STUDENT ORIENTATION

Students and families new to the Mount Vernon School District are invited to attend a new student

orientation on Tuesday, August 22, 2017 from 4:00 pm until 5:30 pm. Mr. Hauge, Middle School Principal, will share information about the school, answer questions and provide a tour of the building. If you have questions about this event, contact Mr. Hauge at (319) 895-6254.

MIDDLE SCHOOL - FIRST DAY OF SCHOOL: EARLY OUT

August 23, 2017 will be a 1:00 pm early dismissal day for the entire school district. The middle school will structure this morning with a welcome back assembly and MS 101 curriculum. MS 101 includes a review of the expectations at the middle school as well as a run through of procedures (emergency drills) and a schedule walk through. The purpose of the morning is to prepare middle school students for the school year and also feel confident about their relationships with the faculty, staff, their school, and each other. Students will also have a few minutes with each of their teachers as the students walk through their schedules that day.

MIDDLE SCHOOL BUILDING SCHEDULE

The middle school opens at 7:30 am each morning; the building will not be unlocked until that time. Students are not to enter the building prior to 7:30 am unless prescheduled under the direct supervision of a teacher and then must remain with that teacher until 7:30 am at which time students are allowed to wait in the commons for the 8:00 am bell. Kids Club does provide an option for supervised care at the elementary school for students as early as 6:00 am if a middle school parent is seeking supervised care prior to 7:30 am.

Classes begin at 8:15 am and end at 3:15 pm for all middle school students. Parents are encouraged to make sure students arrive 10-15 minutes early so they have time to put belongings away and be in the classroom prior to the 8:15 am start bell. ***Students arriving in the classroom after 8:15 am must report to the office for a pass to be admitted to class and will be counted tardy for the day. Tardiness is difficult for your child, the teacher and classmates and is a disruption to the classroom and learning environment. Please make sure your student arrives to school on time and regularly attends school. Consistent daily attendance enhances student learning and achievement and will lead to greater success in students' endeavors.***

Breakfast will be served from 7:30 am to 8:05 am each morning. A bell will sound at 8:00 am signaling that students are allowed to go to their lockers and prepare for class. Prior to 8:00 am, students must be

outside, in the commons area or under adult supervision.

Students are dismissed for the day at 3:15 pm and are expected to leave the building/school grounds at this time unless students are prescheduled to remain at school under the direct supervision of a coach or teacher. Students are not allowed to remain after school without direct supervision. Any unsupervised student that remains in the building or on the grounds will be instructed to leave the premises or will be required to go to Kid's Club before and after school program at the elementary school while waiting to be picked up. Please note that parents will be charged the usual Kid's Club supervision fee whenever a student needs to attend this program.

MIDDLE SCHOOL LOCKER PADLOCKS

A padlock is recommended when students store valuables such as cell phones, iPods or a computer in their locker. If a student wants to purchase a padlock, they may do so, with the understanding that if they forget the combination or the school deems it necessary, the lock will be cut off.

The school asks that students bring their own locks and give the combination of these locks to the office so we can assist should the student forget the combination. **PLEASE DO NOT PROVIDE PADLOCKS THAT REQUIRE A KEY** to open as the office will not be responsible for keeping track of padlock keys. **PLEASE ALSO NOTE: Stickers are NOT allowed on any lockers.**

MIDDLE SCHOOL LOST & FOUND ITEMS

Personal items that are left around the building are taken to the Lost & Found area located in the Middle School commons where these items are readily accessible to students or anyone looking for lost items. Small electronics, jewelry and cell phones are generally turned into the office and stored there. Anyone looking for a lost item is directed to the Lost & Found areas. Due to space constraints, items that are taken to the Lost & Found area cannot be stored for an extended length of time and are generally packed up at the end of each quarter, but may be removed more often as deemed necessary. Students are given ample notice via intercom and email announcements to check the Lost & Found for missing items before these items are removed and donated to a worthy cause.

MIDDLE SCHOOL FALL SPORTS

The schedule for school sponsored fall sports for 7th and 8th grade middle school students will be

announced the first week of school. Sports offered in the fall include: Cross Country, Volleyball and Football. Please note that the first day of school is a 1:00 pm Early Dismissal so there will be NO fall sports meetings or practices that day. Athletes should be prepared to attend a meeting and/or practice with coaches after school at the middle school on Thursday and/or Friday of the first week of school. All team meetings/practices will conclude no later than 5:30 pm and students will be expected to leave school grounds for the day at that time.

Single admission prices for middle school home sports events are \$3.00 for adults and \$2.00 for students. All Mount Vernon students who have purchased an activity pass receive free admission to all regular season home middle and high school sports events. Students without an activity pass in their possession at sports events are expected to pay the regular admission price if they would like to attend the event.

MIDDLE SCHOOL ATHLETIC PARTICIPATION REQUIREMENTS

In order for a student to participate in any athletic programs, parents and students must sign the following documents:

1. Physical Form
2. Concussion Form

A copy of each of these forms has been provided in the registration packet. A **current physical** with BOTH the parent and physician signature must be on file.

Students in fall sports must complete and return paper copies of the Physical Form and Concussion Form PRIOR to the first day of practice. Additional copies of these forms can be found online under the "Registration Forms & Log Ins" button on the main page of the website or in the Middle School Office, High School Office or District Office. All other students will complete and turn in these forms with their registration materials.

Once the required forms have been collected by the Activities Office, a student may participate in athletic programs. **Students will be held out of practices and competitions if forms have not been submitted.**

Below is a list of MVMS athletic programs governed by this documentation policy:

FALL:

- Football
- Volleyball
- Cross Country - Boys and Girls

WINTER:

Basketball - Boys and Girls
Wrestling

SPRING:

Track and Field - Boys and Girls

SUMMER:

Softball

Fifth and sixth grade students are not required to have a physical form on file with the school until they begin to compete in school sponsored sports at the seventh grade level.

MIDDLE SCHOOL 1:1 TECHNOLOGY

All Mount Vernon Middle School students will be issued a school Apple laptop computer. Students in seventh and eighth grade will be allowed to take these devices home. Fifth and sixth graders will not be taking these devices home but will have daily access to them at school. Teachers are excited about the opportunities these computers offer students.

Parents and guardians are asked to attend a parent/student informational meeting on Thursday, August 24 from 6:00 pm to 7:00 pm in the district auditorium, (located in the middle school building). This meeting will outline the district plans and explain the computer check-out process for parents and student. Please feel free to call Bob Haugse, Middle School Principal, at (319) 895-6254 if you have questions or concerns.

INTERNET APPROPRIATE USE POLICY

Please see pages 29-30 for full details on the district Internet Appropriate Use Policy. Parents will sign this document electronically through eRegistration.

MIDDLE SCHOOL ELECTRONIC DEVICES POLICY

While we do not prohibit the use of cell phones, iPods, and other electronic devices during the school day, it will be left up to teacher discretion for student use in the classroom. If the use of an electronic device interferes with instruction, the device will be confiscated and held until the end of the school day. Students who repeatedly use electronic devices that interfere with instruction will have the device(s) held at school until a parent or other responsible adult picks up the device(s). All electronic devices are the responsibility of the student and should remain in a locked locker when not in use.

The school does not assume any responsibility for misplaced, lost or stolen electronic devices. Students should report any thefts of personal items to the principal immediately. Forms are available in the office for reporting thefts at school.

MIDDLE SCHOOL STUDENT HANDBOOK

If you would like to view a copy of the Middle School student handbook, you can access it from the district website at www.mountvernon.k12.ia.us, Mount Vernon Middle School, MS Handbook button.

**MOUNT VERNON HIGH SCHOOL
NEW STUDENT/FRESHMAN ORIENTATION -
HIGH SCHOOL**

All freshmen and new students are encouraged to attend an orientation on Tuesday, August 22 from 9:00 am - 11:00 am. This will be the first opportunity for freshmen and new students to get connected and become familiar with MVHS. For additional information, please contact Steve Brand, MVHS Principal at (319) 895-8843.

HIGH SCHOOL - FIRST DAY OF SCHOOL

On Wednesday, August 23, high school students will receive a copy of schedules and other important information. Grade level meetings with Steve Brand, High School Principal, and Matt Thede, Assistant High School Principal, will be part of the first day. **Please note that Early Bird classes ("A" Day) will take place on the first day of school, beginning at 7:15 am.**

NEW! HIGH SCHOOL BAND RENTAL FEES

As the high school band continues to grow, the need for instruments in working condition continues to grow. To help offset some of these costs (instrument repair and the purchase of new instruments) the high school band program will begin charging a once a year rental fee to students who are playing a school owned instrument. This would include, but is not limited to tuba, tenor saxophone, baritone saxophone, mellophone/french horn, baritone, bass clarinet, oboe, bassoon, trombone and all percussion instruments.

The fee will be \$75 unless the students are using the instrument for one ensemble. This charge will then be reduced to \$45.

This new fee has been added to student accounts and will be noted in the large red box in InTouch when school fees are paid online.

HIGH SCHOOL ATHLETIC PARTICIPATION REQUIREMENTS

The fall sport season for high school athletes begins **Monday, August 7, 2017** for football, cross country and volleyball.

In order for a student to participate in any athletic/cheer program, parents and students must sign and return to the Activities Office the following documents:

1. Physical Form
2. Concussion Form

A copy of each of these forms has been provided in the registration packet. A **current physical** with BOTH the parent and physician signature must be on file.

Students in fall sports must complete and return paper copies of the Physical Form and Concussion Form PRIOR to the first day of practice on August 7, 2017. All other students should return their physical and concussion forms by August 9, 2017 with other registration materials.

Additional copies of these forms can be found online under the "Registration Forms & Log Ins" button on the main page of the website or in the Middle School Office, High School Office or District Office. **All other students will complete and turn in these forms with their registration materials.**

Once the required forms have been collected by the Activities Office, a student may participate in athletic programs. **Students will be held out of practices and competitions if forms have not been submitted.**

Below is a list of MVHS athletic programs governed by this documentation policy:

FALL:

Football
Volleyball
Cross Country - Boys and Girls
Cheerleading

WINTER:

Basketball - Boys and Girls
Wrestling
Cheerleading

SPRING:

Track and Field - Boys and Girls
Soccer - Boys and Girls
Tennis
Golf - Boys and Girls

SUMMER:

Baseball
Softball

INTERNET APPROPRIATE USE POLICY

Please see pages 29-30 for full details on the district Internet Appropriate Use Policy. Parents will sign this document electronically through eRegistration.

LEAVING THE HIGH SCHOOL CAMPUS

If a student needs to leave campus for a legitimate reason, he/she will only be allowed to do so with parent permission. Permission may be extended by a parent/guardian with a signed note or a phone call to the office. If a student is not feeling well and requests to go home, the student will be evaluated by the school nurse and a parent/guardian will be contacted. Students leaving or returning to school should sign out and in at the office window.

HIGH SCHOOL ATTENDANCE POLICY/PROCESS

Regular school attendance is one of the most important aspects of school success. Research confirms that regular attendance enhances student achievement and learning. Parents partner with high school staff to encourage regular school attendance for all MVHS students.

The following attendance procedures are designed to promote regular school attendance for each class:

- All absences will be recorded by class period.
- Absences must be verified by a phone call from a parent or guardian within 48 hours of the date of the absence. It is best to phone the school (319-895-8843) on the same day of the absence. The attendance line is available 24 hours a day / 7 days a week.
- Students will be responsible for completing missed schoolwork within a timely manner for any absences. Homework assigned previous to the absence will be due upon the student's return to school. Example: If the student was absent on Monday, all work that was to be turned in on Monday will be due immediately upon the student's return to school. For work assigned on the day a student is absent, the student and teacher will work together to create a timeline to complete the work.
- School officials will determine whether a reported absence will be recorded as *excused or unexcused*.

Consequences for unexcused absences will include the following actions:

- **1st or 2nd unexcused absence** in any one class period – consequence is at the discretion of the teacher. This may include an after school detention to be served within 24 hours of the absence.
- **3rd unexcused absence** in any one class period - a phone call to parent/guardian will be made to discuss the absences and the teacher may assign an after school detention.
- **4th unexcused absence** in any one class period - a meeting will be held with student, parent/guardian, teacher and administrator to discuss the viability of continuing the class. This may result in removal of the student from the class with a **failing grade**.

Excessive Absences:

- After **5 absences per semester, excused or unexcused**, a letter will be sent to the student's parents/guardians reminding about the importance of being in school.
- After **7 absences per semester, excused or unexcused**, a phone call will be made to the student's parents/guardians regarding attendance.
- After **10 absences per semester, excused or unexcused**, an administrator will address the issue through a conference with the student and his/her parents/guardians to discuss the viability of continuing the class. Hospitalization or extended illness under doctor's care will be considered an exception to this conferencing requirement.

Tardiness:

- Students are expected to arrive to class on time. Teachers will take attendance within the first 5 minutes of class. If a student arrives after attendance has been recorded, the student must return to the office for an admit pass. Any tardy may be assigned a detention by administrators, teachers, or office staff.

HIGH SCHOOL ELECTRONIC DEVICES POLICY

While we do not prohibit the use of cell phones, iPods, and other electronic devices during the school day, it will be left up to teacher discretion for student use in the classroom. If the use of an electronic device interferes with instruction, the device will be confiscated and held until the end of the school day.

Students who repeatedly use electronic devices that interfere with instruction will have the device(s) held at school until a parent or other responsible adult picks up the device(s). All electronic devices are the

responsibility of the student and should remain in a locked locker when not in use.

The school does not assume any responsibility for misplaced, lost or stolen items. Students should report any thefts of personal items to the principal immediately. Forms are available in the office for reporting thefts at school.

HIGH SCHOOL LOCKERS

Students are assigned lockers with combination padlocks to store their school materials and personal items needed for school. Although student lockers are the property of the school district, it is the responsibility of the student to keep their locker clean and undamaged. Any expenses to repair damage and/or to clean a student's locker will be charged to the student. We have had no thefts reported for items that are kept in a **locked** school locker.

ATHLETIC INFORMATION

ACTIVITY TICKETS FOR STUDENTS

By purchasing an activity ticket for your Mount Vernon student, the student will be admitted to all regular season middle school and high school home games at no additional charge. A great money saver if your student likes to support athletics!

Activity Ticket (Optional fee)

PreSchool – 6 th Grade	\$25.00
7 th – 8 th Grade	\$45.00
9 th – 12 th Grade	\$50.00

SEASON TICKETS/PASSES FOR PARENTS & COMMUNITY MEMBERS

Football Season Tickets or Gym Passes are available for parents and community members at the High School Activities Office for high school sports programs. A Season Ticket may be purchased for football or a Gym Pass for volleyball, basketball and wrestling.

For high school sports, single admission price is \$5.00 for adults and students.

For middle school sports, single admission price is \$3.00 for adults and \$2.00 for students.

High School Football Season Ticket

5 games - \$22.00 (save \$3.00)

High School Gym Pass

Good for any regular season gym event

6 punches - \$25.00 (save \$5.00)

Mustang Super Pass - \$100

For the Super Fan! The Mustang Super Pass is good for all home, regular season high school **and** middle school sports events for the 2017-2018 school year and for the summer sports programs in 2018. This pass is perfect for those who are tired of having to pull out cash for every event. Just flash your pass and walk in.

Good for one individual per pass.

By purchasing one of these options you can avoid the rush and save money. Tickets may be purchased through registration, at the High School Activities Office, at the District Office or call Activities Director, Matt Thede at (319) 895-8843.

DISTRICT INFORMATION

SCHOOL DISTRICT WEB SITE:

www.mountvernon.k12.ia.us

Be sure to visit our web site and mark it as one of your favorites. Information you will find there includes:

- calendars and announcements
- subscription service to our alert and information system, School Messenger
- lunch and breakfast menus
- email addresses and teacher web sites
- activity schedules
- building addresses and phone numbers
- school board meeting dates and agendas
- forms, procedures, student handbooks, course offerings
- a link to the Total Access dining system and *InTouch*

PowerSchool STUDENT INFORMATION SYSTEM

PowerSchool is a web based system that allows parents to access student information via the internet. Using this system, parents can view their student's classroom information such as assignments, attendance and grading.

The *PowerSchool* student information program will be used to register your student(s) for the school year using the eRegistration option. To access the *PowerSchool* system, go to the school website at www.mountvernon.k12.ia.us, Registration Forms & Log Ins link (grey button in the middle of the page). To log in to *PowerSchool* for registration, parents must have previously set up the Parent (Family) Log In in *PowerSchool*.

To set up your *PowerSchool* Family Login, please follow the instructions on pages 2 - 4.

Once you have completed the account set up, enter the login name and password for your family account to view your student(s) information.

Questions may be directed to Amy Weber at the superintendent's office at aweber@mvcsd.org or (319) 895-8845.

A *PowerSchool* "How to Guide" has been added to our district webpage. Visit www.mountvernon.k12.ia.us and scroll down to the link. The *PowerSchool* "How To" guide provides answers to questions about *PowerSchool* and insight on *PowerSchool* topics.

ALERT & INFORMATION SYSTEM

Mount Vernon Community School District will be using School Messenger to notify families by phone, email and/or text message of early dismissals, late starts, school, Kids Club or activity cancellations or other emergencies and news that may be important to you. All three buildings also use this system to distribute weekly Office News. **It is very important that we have current email addresses for all parents and guardians.**

This alert system allows parents to log in and add or modify their data for how the system sends alerts.

Please access the School Messenger alert and notification system from the school website www.mountvernon.k12.ia.us. Full instructions on completing School Messenger account set up are on page 31.

Our **primary method** to report school closings and delays is local television and radio station announcements. The School Messenger system is a *secondary* public announcement.

As a parent you **MUST** give permission in eRegistration to receive communications through SchoolMessenger. If permission is not granted, you will be removed from the notification list and will not receive any district communications through School Messenger. Parent/guardian information will be pulled from *PowerSchool*, our parent-student information system.

Grandparents, community members or alumni may also receive messages. From the main page of the website, select the link *Log Ins, SchoolMessenger*. Scroll down to the "*Community Member, Grandparents or Alum: CREATE NEW ACCOUNT OR MAKE CHANGES*" link to sign up. Questions regarding set up may be directed to Amy Weber at (319) 895-8845 or via email at aweber@mvcsd.org.

Any time your contact information changes, please update PowerSchool, the School Messenger system, the School Dining System AND provide the school with

your current numbers and email addresses to ensure you receive important announcements.

WALKING STUDENT SAFETY REMINDERS

Parents are encouraged to review with their students the correct protocol for walking to school. Each year we have many issues with middle school and elementary school students cutting across the high school parking lot from the Stonebrook addition to reach their destination. Please remind your student(s) that if this is their route to the middle school or elementary that they **MUST** stay on the sidewalks and cross with the crossing guard located at the entrance to the high school parking lot.

A second area of concern is those students who cut across Cornell's campus and cross W College Blvd at the base of the large hill behind Ink Pond to 7th Ave S. Please remind your student(s) to cross at intersections or with a crossing guard when available.

Parents are also reminded not to drive through the middle school parking lot when buses are loading or unloading students. Please wait until all students and buses have left the parking lot.

Thank you for helping to keep our students safe!

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their student(s) in another public school district in the State of Iowa should be aware of the following dates: Applications for Kindergartens and Kindergarten students will be accepted **until September 1, 2017** for the 2017-2018 school year.

If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4(1) because of a change in residence for the 2017-2018 school year, the application can be accepted after March 1, 2017 for the 2017-2018 school year.

A student who transfers school districts under open enrollment in all grades 10 through 12 **shall not be eligible** to participate in interscholastic contests and Varsity competitions during the first 90 school days of transfer. For questions on eligibility, please contact the Iowa Girls High School Athletic Union at (515) 288-9741 or the Iowa High School Athletic Association at (515) 432-2011.

March 1, 2018 is the last date for regular open enrollment requests for the 2018-2019 school year.

Open Enrollment forms are available from your resident district from the Mount Vernon District Office or online (see link following.)

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. Assistance may be in the form of actual transportation or in the form of a cash stipend.

For further details or to obtain an open enrollment form, contact Tasha Whitman in the District Office at (319) 895-8845, ext. 1004 or via email at twhitman@mvcisd.org. Additional information is available online at <https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>.

SCHOOL PICTURES

School pictures will be taken by Halverson Photography. Washington Elementary photos will be taken on September 12 and high school and middle school photos will be taken on September 13. Each school will distribute order forms/payment envelopes prior to the picture dates. Payment for pictures is required at the time the photo is taken. Purchase of school pictures is optional. However, **all** students will be photographed for school records. Students are encouraged to wear bright, colorful clothing for school photos.

SCHOOL NEWSLETTERS

During the school year, from September through May, the Mount Vernon School newsletter is distributed to Mount Vernon and Martelle residents through *The Sun* newspaper or *The Sunlight* flyer. Other Mount Vernon School families receive the newsletter by mail.

If you do not receive the September newsletter, please contact Amy Weber at (319) 895-8845.

SCHOOL CANCELLATIONS, EARLY DISMISSALS & DELAYS

Decisions concerning early dismissals, delays, school closing, and/or Kids Club closing are made in the interest of the health and safety of students and will be reported to the media as early as possible. Freezing rain, fog, drifting, or heavy snow, extreme cold or heat and ability of the county crews to clear roads are all factors in the decision to close school and/or Kids Club.

Parents will also receive email and phone call alerts from the school regarding school and Kids Club cancellations, early dismissals and delays. These alerts will be sent from the notification system School Messenger.

The following radio and television stations are called when school will be delayed, dismissed early or canceled: KCRG-TV-9, KGAN-TV-2, KZIA-102.9FM,

KWWL -TV-7, KDAT-104.5FM, KHAK-98.1FM, WMT-600AM.

TRANSPORTATION **DEPARTMENT**

BUS ROUTES & INFORMATION

All Mount Vernon bus drivers have participated in the S.T.O.P. Program and complete 3 hours of yearly training. Drivers have successfully completed training required to acquire a CDL license, P endorsement, S endorsement, and passed the DOT physical. The Mount Vernon Transportation Department participates in the Federal Drug/Alcohol Testing Program.

Following are bus numbers, drivers and general routes:

#2 – Driver Sally Hunter – 7:05 AM departure to North Hwy 1, Abbe Hills Road, Ink Road, Linn Grove Road, Goudy Road, Lehr Road, Linn Grove Church, Linn Grove Road, Goudy Road, Yeisley Road, Linn Ridge Road, Hunter Tree Addition, Springville Road, Abbe Hills Road, Abbe Hills Addition, Ink Road, Colonial Estates, elementary @ 7:55 AM.

#3 - Driver Dave Blythe – 6:55 AM departure to Mount Vernon Road West, Irish Lane, Hwy 30 West, Maxson Road, East Bertram Road, Knapp Road, Cedar Crest Woods Addition, Zach Lane, Palisades Road, elementary @ 7:55 AM.

#4 – Driver Tom Donaldson – 6:55 AM departure to Mount Vernon Road West, Abbe Hills Road, Smythe Road, Gabriel Ct, Holman Road, Smyth Rd, Holman’s Road, Big Creek, Rustic Lane, Bertram Street, Hwy 13, Summit View, Mount Vernon Road, Forest Grove Road, Ironwood Drive, Berry Drive, elementary @ 7:55 AM.

#6 - Driver Steve Pisarik – 6:55 AM. departure to Hwy 1 North, Ellison Road, White Oak Road, 230th Avenue, South Fork Road, Martelle pickup, Hwy 1 South, high school Colonial Estates, elementary @ 7:55 AM.

#13 - Driver Cliff James – 7:00 AM departure to Highway 1, Ivanhoe Road East, Cedar River Road, Zinkula Road, Hwy 30 East, Hillview Addition, Oak Ridge Drive, Country Club Drive, Standing Rock Road, Light Road, Highway 1, elementary @ 7:55 AM.

#15 - Driver Jenny Ciha – 7:00 AM departure to West Mount Vernon Road, Museum Road, Linn Ridge Road, Ballard Road, Horn Road, Apple Creek Addition, O’Connor Road, Bloomington Road, Bliss Road, Timber Lake Drive, Lake Ridge Ct, Mount Vernon Road East,

Abbe Hills Road, Springville Road, Scobey Road, elementary @ 7:55 AM.

#19 - Driver Dennis Gross – 6:55 AM departure to South Hwy 1, Dylan Road, Long View Road, Seven Sisters Road, Hardshell Road, Dolezal Road, Neiderhiser Road, Ivanhoe Road, Old School Road, Rodger Grove Road, Carnes Road, Palisades Access, Ivanhoe Road, Lincoln Drive, Lisbon Road, elementary @ 7:55 AM.

Special Education Drivers: Jean Litts

If you have recently moved or are new to the school district, please contact Transportation Director, Denny Gross at (319) 895-6205.

BUS RULES

1. Walk to your stop. Leave home early enough to arrive on time.
2. Wait in a safe place well off the roadway. Cross only upon the driver’s signal.
3. Enter the bus in an orderly manner and take your seat.
4. REMAIN IN YOUR SEAT WHILE THE BUS IS IN MOTION!
5. Keep head and arms inside the bus.
6. Keep aisles clear at all times.
7. Remain quiet and orderly. No throwing of objects on the bus.
8. Be courteous at all times and follow instructions from the school bus driver.
9. Be alert to traffic when leaving the bus.
10. No eating or drinking on the bus.
11. State law prohibits use of tobacco on school buses.
12. All State regulations must be observed on items transported on the bus. Please check with your driver.
13. Continued misconduct on the bus may lead to the following:

Step 1: Conference between bus driver and student

Step 2: Conference between bus driver, student, principal, and parent will be called

Step 3: Conference between bus driver, student, superintendent, principal, and parent.

Mount Vernon Schools have quality, experienced drivers with well-maintained buses, each equipped with two-way radios capable of transmitting thirty to fifty miles. If the driver has a problem with a vehicle on a regular or special education route or on most activity trips the school is able to respond in a reasonable amount of time with assistance.

Mount Vernon Schools Transportation Department needs substitute bus drivers – for Regular Routes (Bus) and Activity Trips (Bus). Must have a CDL license, P endorsement and S endorsement. Stop in or call Transportation Director, Denny Gross at the Bus Barn, 515 5th Avenue SW, Mount Vernon, (319) 895-6205.

BUS EVACUATION DRILLS

Bus Evacuation Drills for K-12 students are scheduled during the fall and spring at the elementary school, middle school and high school.

SHUTTLE BUS TO FIRST STREET COMMUNITY CENTER

The Mount Vernon Community School District provides a complimentary shuttle bus from Washington Elementary to the First Street Community Center. This complimentary service is available to students in PreSchool - 6th grade who live on the North side of Mount Vernon. Because the number of students riding the shuttle bus continues to grow, we are asking parents/guardians to complete a sign up form to ensure the safety of all students.

If you live on the North side of Mount Vernon and have a PreSchool – 6th grade student who would like to ride the shuttle bus, please complete the sign up form included in the registration packet and return it to the District Office at 525 Palisades Rd SW, Mount Vernon, IA 52314 by August 9, 2017.

The shuttle bus picks up students at 7:50 am and drops student off at 3:25 pm.

Questions may be directed to Transportation Director Dennis Gross at (319) 895-6205.

PARENT ORGANIZATIONS – GET INVOLVED!!

FINE ARTS ASSOCIATION

The Mount Vernon Fine Arts Association is dedicated to supporting and promoting all of the Fine Art programs in the Mount Vernon Schools. This is accomplished through countless hours of volunteer time devoted to enhancing and supporting the Arts.

The Fine Arts Association meets the first Tuesday of each month in the High School Library at 7 pm. Each year a variety of fundraisers provide financial assistance for the various fine arts opportunities in the schools.

As we prepare for the upcoming school year, the

Fine Arts Association appreciates any assistance you can offer. Please enter your name, phone number, and email address in the fields provided in the Parent Volunteer enclosed form and show your support by volunteering your time, talents, and/or financial support. For more information contact Crystal Shannon at (319) 389-2028 or via email at css4kids@msn.com.

MUSTANG BOOSTER CLUB

The Mustang Booster Club offers support for all athletic programs at Mount Vernon High School and Middle School. Each year the Booster Club provides thousands of dollars in uniforms and equipment for the athletic programs at the schools. Much of the operating budget comes from a membership drive, concession stand sales during athletic events, and other Booster Club-sponsored events held throughout the year. The Booster Club asks all parents of athletes to consider donating time to this worthwhile cause.

The Booster Club encourages volunteers to help with concessions, so please, when someone calls and asks you to volunteer for a game/meet, say “Yes!” Signing up for concession work is easy! Simply check the home page of the district website (www.mountvernon.k12.ia.us) and click on the Concession sign up link. The link is updated by sport during each season.

The Mustang Booster Club is looking forward to an exciting year for Mount Vernon athletics. If you would like to take a more active role in Booster Club, please attend the next meeting on **Wednesday, August 2, 2017, at 6:30 pm in the High School Commons**. Booster Club meetings are held the first Wednesday of each month except for July.

Follow us on Twitter: @MVBooster_Club.

You are welcome to attend all meetings. The Booster Club needs your input and will put your talents to good use!

CHANGE TO BOOSTER CLUB MEMBERSHIP DRIVE

The Booster Club will **NOT** be sending student athletes door to door this year to collect donations. All donations may be submitted to the District Office with other registration materials or they may be mailed to 318 Hill View Dr. SE, Mount Vernon, IA 52314

Your continued support is greatly appreciated!

NEW!! NFL FOOTBALL FUNDRAISER

As part of a new fundraising effort the Booster Club will be selling tickets for the NFL season lottery. Each week you will have an opportunity to win money!

Here's how it works, purchase a ticket from any Booster Club member, receive your randomly picked teams each week, watch football and cheer on your teams, win money! More details to come.

P.R.I.D.E.

P.R.I.D.E. is the middle school parent and faculty organization that works to promote the positive aspects of middle school life. The group's mission is to encourage and support Personal Respect for Individual Differences throughout the middle school Experience – P.R.I.D.E.

All parents of Mount Vernon Middle School students are members of P.R.I.D.E.

Opportunities to volunteer are listed on the district website (see instructions below, "WETAP AND P.R.I.D.E. ONLINE VOLUNTEER FORMS"). We also post online sign up requests so please be on the lookout!

Questions may be directed to P.R.I.D.E. President, Beth Johnson at (319) 365-0154 or bethleighgibbs@yahoo.com.

P.R.I.D.E. meets the third Monday of each month in the Middle School Media Center at 6 PM.

WETAP

WETAP is the Washington Elementary parent group that provides support to staff and students at the elementary school. All teachers, parents and guardians of Washington Elementary students are automatically members of WETAP. Please see the WETAP insert for additional information and ways that you can sign up to volunteer. Additional questions may be directed to WETAP President, Amanda Bishop at akbishop9@gmail.com or (319) 895-8430.

WETAP meets the first Monday of each month in the Washington Elementary computer lab at 6:30 pm.

WETAP AND P.R.I.D.E. ONLINE VOLUNTEER FORMS

Are you tired of filling out the parent group volunteer forms and mailing them back to the school district? This fall, visit the website and complete your volunteer information online for WETAP and P.R.I.D.E. **(Donations to the parent groups may still be mailed to the appropriate addresses.)**

To submit your volunteer information and availability online visit, www.mountvernon.k12.ia.us,

Organizations, select either WETAP or P.R.I.D.E. and then click the "I want to volunteer WETAP" or the "P.R.I.D.E. Volunteer Form" link. Questions regarding the online sign up may be directed to Amy Weber at (319) 895-8845 or via email aweber@mvcasd.org.

COMMUNITY ACTION FOR YOUTH (CAY)

Community Action for Youth (CAY) is a group consisting of Junior class parents and any other volunteers willing to help organize the Post-Prom event in May. Committees where help is needed include decorations, fundraising, organizing games, set-up and tear down. Post prom is a big task and a lot of help is needed to provide a fun event designed to keep our students safe during prom weekend. Please consider chairing a committee **and** donating to Post-Prom when paying registration fees on InTouch.

PARENT INFORMATION

IOWA SALES TAX HOLIDAY

The State will have a Sales Tax Holiday on August 4 and 5. These two days there will be no sales tax charged on most clothing/footwear purchases.

- Exemption period: from 12:01 a.m., August 4, 2017, through midnight, August 5, 2017.
- No sales tax, including local option sales tax, will be collected on sales of an article of clothing or footwear having a selling price less than \$100.00.
- The exemption does not apply in any way to the price of an item selling for \$100.00 or more.
- The exemption applies to each article priced under \$100.00 regardless of how many items are sold on the same invoice to a customer.

"Clothing" means. . .

- any article of wearing apparel and typical footwear intended to be worn on or about the human body. "Clothing" does not include. . .
- watches, watchbands, jewelry, umbrellas, handkerchiefs, sporting equipment, skis, swim fins, roller blades, skates, and any special clothing or footwear designed primarily for athletic activity or protective use and not usually considered appropriate for everyday wear.

For more information visit:

<https://tax.iowa.gov/iowas-annual-sales-tax-holiday>.

STATE INCOME TAX CREDIT

Certain school fees can be taken as a credit on your Iowa State Income Tax return. See the instructions for Line 48 on Iowa Form 1040. The credit amount is 25% of the first \$1,000 paid for each dependent for tuition and textbooks. Since this is a credit rather than a deduction, it will reduce your state income tax dollar for dollar.

“Textbooks” means books and other instructional materials used in teaching those same subjects. This includes fees, books, and materials for extracurricular activities. Examples of extracurricular activities include: sporting events, speech activities, musical or dramatic events, awards banquets, homecoming, prom (clothing does not qualify), and other school related social events. See the following website of expanded Line 48 instructions for more information on what does and does not qualify:

<http://www.iowa.gov/tax/1040EI/Line/12Line48.html>

Some of the qualifying fees you might pay to school or other expenses include:

- **Textbook fee**
- **Student activity fee**
- **Booster Club dues**
- **Fine Arts Association dues**
- **Rental of musical instruments**
- **Music materials purchased at school**
- **Football, soccer, golf shoes, track spikes**
- **Field trip fees**

SUPPLY LISTS

Assistance is available for backpacks and supplies through the SE Linn Community Center in Lisbon. The kick off for the distribution of back packs and supplies will be in early August and continue until the start of school. Watch The Sun, local posters and Facebook for full details. Additional questions may be directed to SE Linn Community Center at (319) 455-2844.

Contact your school nurse with additional questions:

Elementary: Missy Hauser
(319) 895-6251
mhauser@mvcasd.org

Middle School & High School: Linda See
Middle School: (319) 895-6254
High School: (319) 895-8843
lsee@mvcasd.org

HIGH SCHOOL SUPPLY LIST

High school students should bring paper and pencils their first day of classes. Individual teachers will list specific materials needed for individual courses during their first classroom meeting. Students should keep general school supplies (paper, pens, folders, etc.) in their lockers.

*The school/office does not provide student school supplies, including poster board and batteries.

MIDDLE SCHOOL SUPPLY LIST

8th GRADE

3 Regular composition notebooks (language arts, science, and social studies)

2 Graph ruled composition notebooks (math)

Scientific calculator (math & science)

Notebook paper

#2 Pencils

Pens (blue or black)

Protractor and ruler

Folders (5-6)

Multi-colored highlighters

Earbuds/Earphones for computer

ADDITIONAL 8th GRADE ITEMS – to be given to

Homeroom teacher:

Pack of post-it notes

Pack of index cards

2 boxes of Kleenex

Colored pencils

Large Scissors

Dry Erase Markers

2 Glue Sticks

7th GRADE

6-2 pocket folders (red, orange, yellow, green, blue, purple)

1 pack loose leaf paper

2 glue sticks

Highlighters (1 each - pink, green, orange, blue & yellow)

Index cards (2 packages)

2 large boxes Kleenex (to homeroom teacher)

Earbuds/Earphones for computers (in zip lock bag)

Calculator (Scientific for accelerated math students)

2 boxes of 10-12 pencils (to homework teacher)

2 composition notebooks (math and science)

1 pkg (of 25) page protectors (language arts)

1 book cover (math)

6th GRADE

Pencil bag

*Things to put in pencil bag:

12 pencils

12 pencil top erasers
1 handheld pencil sharpener

5 folders ~ English = blue, Math = green, Social Studies = yellow, Science = orange, Reading = red
3 wide ruled spiral notebooks ~ English = blue, Science = orange, Social Studies = yellow
1 three-subject notebook – Math = green
1 wide ruled composition notebook, 100 sheets, 200 pages for Reading = red
1 three ring binder – 1”
1 package 4x6 pastel colored index cards
Earbuds/headphones for computer

ADDITIONAL 6th GRADE ITEMS – to be given to 1st hour teacher:

2 boxes of Kleenex
1 4-pack or more Expo dry erase markers (any color)
1 dry erase board eraser
48-60 pencils
Large scissors
Boys: 1 pack large basic color markers
Girls: 3-5 pens, black, red, blue

5th GRADE

NO TRAPPERS

Personal Earbuds/Earphones for computers
Pencil bag

*Things to put in pencil bag:

Pencils (12-18 and replace as needed) - *Dixon*

Ticonderoga pencils sharpen best

Pens (2 Red and replace as needed)

Highlighters (Yellow, Green, Pink)

3 Glue sticks (replace as necessary)

5 Folders ~ English = blue, Math = green, Reading = red, Social Studies = yellow, Health = black
2 Spiral Notebooks ~ Health = black, Social Studies = yellow

Math = composition notebook

1 pack Dry Erase Markers (to 2nd Hour Teacher)

1 Box Kleenex (to 2nd Hour Teacher)

Suggested:

- Locker Shelf
- 1½” to 2” Three Ring Binder-Optional

5thGrade General Music

Composition notebook

5th, 6th, 7th Grade General Music

Earbuds or headphones

Art (5th, 6th, 7th, 8th Grade Art)

Fine or Fat Tipped Black Markers

Colored Markers
Pencils
Hand Held Pencil Sharpener
Pink Eraser
Popsicle Sticks
Thin type Hot Glue Gun Sticks

Band

“Sound Innovations” Book 1 (6th grade), Book 2 (7th grade),
“Sound Innovations” Ensemble Development (8th grade)
Appropriate care and cleaning supplies
Pencil to keep in folder
Clarinet/Sax: Box of 10 reeds
Oboe/Bassoon: 5 reeds
Percussion: Snare sticks, hard mallets, soft mallets and timpani mallets

Choir

Pencil to keep in folder

Orchestra

5th Grade-Sound Innovations Book 1 (blue)
6th Grade-Sound Innovations Book 2 (red)
7/8th Grade-Sound Innovations Book 3 (green)

*****The school office does not provide student school supplies, including poster board and batteries*****

**A student assignment notebook/planner is available for middle school students from the school at no charge. Replacement cost for lost planners is \$6.00.

WASHINGTON ELEMENTARY SUPPLY LIST

Preschool

Sturdy backpack
Scotch tape refills
Watercolors – Mrs.Whitehead’s students
Dry Erase markers (4 pack) boys only
1 pkg. of misc. art item choice (feathers, pom-poms etc.) –girls only

- Sign up at open house for additional classroom item

Kindergarten & Begingergarten

1 – Box Quart Ziploc bags
16 glue sticks
Large box of tissues
2 large boxes of snack items
Back pack
Small Fiskars scissors
1 Box of regular crayons
4 Boxes washable markers (Classic Color only)

Kindergarten & Begindergarten Continued...

1 Set of watercolors – 8 count only
5" x 8" Small plastic pencil box
3 Containers of Clorox wipes

First Grade

1 Large box of snack crackers
2 Erasers

First Grade Continued...

1 Large box of tissues
1 Pair stainless steel scissors (pointed)
36 #2 pencils (sharpened)
1 Small pencil box
1 Box of 24 crayons
12 Glue sticks
1 Box dry-erase Expo markers
1 Box gallon Ziploc bags (boys only)
1 Box sandwich size bags (girls only)
1 Water color paint set (8 colors)
1 Box of markers
1 Box of colored pencils
1 Clorox wipes
3 Folders
1 Ear Buds (open, fit to child & label)

Second Grade

1 Ctn. Clorox cleaning wipes
4-Expo dry erase markers
1 White binder 1 and ½ in. with clear cover sleeve
1 Ear buds (open, fit to child and label)
24 #2 Ticonderoga pencils (sharpened)
1 boxes of 24 crayons
1 large box of tissues
1 pair, pointed stainless steel scissors
4 plastic two-pocket folders (red, green, blue, yellow)
Markers, wide
8 glue sticks
1 highlighter marker
2 composition notebooks
1 supply box
2 large pink erasers
Last name A-M 1 box 1 gallon Ziplock bags
Last name N-Z 1 box pencil-top erasers

Third Grade

1 Pkg. of Wide lined loose leaf paper
1 Wide lined spiral notebooks (70 pages)
Box of colors 24 – 48 count
24 #2 Pencils sharpened
School Scissors
1 Large boxes of tissues
8 Glue sticks
4 Folders

Third Grade Continued...

1 Highlighter (any color)
Pencil bag (no boxes)
Clorox wipes – 1 container
1 Package Expo markers –wide tip
1 Pkg. sticky notes
1 One inch binder (NO Trappers)
Earbuds

Fourth Grade

Clorox Wipes
1- package of post its
NO Pencil boxes or trappers
4 pack of Expo dry erase markers
1 Spiral Notebook- wide ruled
24 Ticonderoga pencils
6 glue sticks
1 bottle of Elmer's white glue
2 one inch white binders
2 packs of 8 tab dividers (Thede, Martin, Stamp only)
5 plastic 3-hole punched folders (red, blue, green, yellow and 1 of any design)
Colored pencils- 24 count
24 pack of crayons
Large box of tissues
1 roll Scotch tape
1 box gallon bags-boys only
1 box quart bags- girls only
1 ear buds (open, fit to child and labeled)

4th grade Wish List: Optional items to donate for classroom use

Colorful pens
Colorful duct tape
Hand Sanitizer with pump
Markers
Deck of cards
Dice
White out tape
Paper plates

Art Room Requests

Kindergarten:

- Clorox wipes (A-M begin your last name)
- Tissues (N-Z begin your last name)

First grade:

- Elmer's glue or tape any kind (A – L begin your last name)
- Washable markers or pastels oil or chalk (M-Z beginlast name)

Second grade:

- Black Sharpies (A – L begin your last name)
- Colored Sharpies (M – Z begin your last name)

Art Room Requests Continued...

Third grade:

- Watercolor paint set (A – L begin your last name)
- Yarn, string or thread (M-Z begin your last name)

Fourth grade:

- 12 Glue Sticks (A-L begin your last name)
- Beads, button, feathers, or Pompoms (M-Z begin last name)

PUBLIC SCHOOL DISTRICT ANNUAL NOTICES

EQUAL EDUCATION OPPORTUNITY POLICY- 102

It is the policy of the Mount Vernon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator – Assistant High School Principal, 731 Palisades Road SW, Mount Vernon, IA 52314, 319-895-8843. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. Legal Reference: 20 U.S.C. §§ 1221 et seq. 20 U.S.C. §§ 1681 et seq. 20 U.S.C. §§ 1701 et seq. 29 U.S.C. § 206 et seq. 29 U.S.C. § 794 42 U.S.C. §§ 2000d and 2000e. 42 U.S.C. §§ 12101 et seq. 34 C.F.R. Pt. 100. 34 C.F.R. Pt. 104. Iowa Code §§ 216.6; 216.9; 256.11; 280.3. 281 I.A.C. 12. Approved 10/17/1988 Reviewed 11/9/2015 Revised 11/9/2015

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS – 500

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity. The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital

status, national origin, creed, religion, sexual orientation, gender identity, socioeconomic status, or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees. Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law. Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Mount Vernon Community School District, Mount Vernon, Iowa ; or by telephoning 319-895-8845. Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL (312)730-1560, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center. Approved 7/8/2013 Reviewed 7/13/2015 Revised 2/10/2014

ANNUAL NOTICE OF NON-DISCRIMINATION – 102.E1

It is the policy of the Mount Vernon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator – Assistant High School Principal, 731 Palisades Road SW, Mount Vernon, IA 52314, 319-895-8843.

INTERNET - APPROPRIATE USE POLICY – 605.6

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Email - Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will be permitted to use the address to send and receive mail at school. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors while on school district computers and while on school hours. Appropriate Use Education / Training - The school district will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to student safety with regard to:

- safety on the Internet;
- appropriate behavior while online, on social networking web sites, and in chat rooms; and
- cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

The following uses of Mount Vernon Community School District's internet system and network are considered unacceptable:

- **Illegal Activities.** It shall be prohibited to have unauthorized access to Mount Vernon Community School District's internet system and network or to any other computer system through the Mount Vernon Community School District's internet system and network, or go beyond the user's authorized access. This includes attempting to log in through another person's account or access another person's files. The user will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, or by any other means. The user should not use the Mount Vernon Community School District's internet system and network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in a criminal gang activity, threatening the safety of persons, etc.
- **Inappropriate Language.** The user should not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. The user will not post information that could cause damage or a danger of disruption. The user will not engage in personal attacks, including prejudicial or discriminatory attacks. The user will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If users are told by a person to stop sending messages, the user must stop. Avoid knowingly or recklessly posting false or defamatory information about a person or organization, or pretend to be or represent another person.
- **Respecting Resource Limits.** School resources should not be used to download or store non instructional resources including but not limited to games, movies, music or software. Students will not create or use proxy websites to bypass the district's filtering (CIPA) program.

- Plagiarism. The user will not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Copyright. Respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the user should follow the expressed requirements. If the user is unsure whether or not the work can be used, the user should request permission from the copyright owner.
- Inappropriate Access to Materials. The user will not use the Mount Vernon Community School District's internet system and network to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If the user mistakenly accesses inappropriate information, the user should immediately tell the teacher. In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Legal References: Iowa Code § 279.8 (2013).

Approved 11/18/1996

Reviewed 7/13/2015

Revised 4/8/2013