

MOUNT VERNON SCHOOL



Parent Handbook

2015-2016

Raquel Davis, Principal
Anjanette Lipsett, Assistant Principal
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www.mtvernon.enschool.org

Principal's Message:

Dear Parents,

On behalf of the staff at Mount Vernon Elementary School, I am happy to welcome you to the 2015-16 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all [homework assignments](#) given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer [program](#) as our [students](#) can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following [activities](#):

- 1) Teacher-led instructional support, usually in the classroom
- 2) Reading with children who need extra help
- 3) School-wide events
- 4) [Student](#) recognition events
- 5) Outreach and [recruitment](#) of parent and community volunteers

The wonderful Mount Vernon staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Raquel Davis

School Principal

Attendance:

School begins on Tuesday, September 8, 2015. A calendar will be sent home with all important dates and events.

School hours:

7:45 AM

Breakfast

8:00 AM

Instruction begins

2:45 PM

Dismissal

2:45 - 3:45PM

Detention

2:45 - 4:30PM

After-school programs

Absences: A note dated and signed by the parent must accompany your child to school on the day following an absence.

Tardiness: Instruction begins at 8:00AM. Students arriving at this time are tardy and will serve detention the next day.

Early Dismissals:

Early dismissals are discouraged. No early dismissals will be permitted until you have completed an Early Dismissal Authorization Form. Please get this form from the main office.

Dismissal: Students will be dismissed promptly at 2:45PM. Picking up students before this time disrupts students' learning. Please expect a conference with the principal if you plan to pick up your child early.

Computer Use:

This year, all of our students will be working on computers or devices. All of our 3rd through 8th grade students will receive iPads to use in the classroom, and the primary students will be using laptops in the classroom. Our students are going to be well prepared for success in the world's technological age! But of course, there must be rules to follow if our students want to be able enjoy the benefit of these computers and devices as long as possible.

Computer Use Agreement and Internet Agreement: These forms must be completed and sent back in order for students to utilize the available technology.

Media Agreement: Students must agree that any photos or images of them are free to use on our website or other presentation.

Devices:

iPads – grades 3-8

Laptops – grades K-2

Students will be assigned a computer or iPad for the year but may not take them home.

Headphones: Students must have headphones/ earbuds to use in the classroom. They may bring their own or purchase them at school for \$5.

PLEASE NOTE: No student will be allowed to use a device until the three agreements discussed above are signed by a parent.

Emergency Forms:

Please complete one for each child and update throughout the year if your information changes. This is essential for the safety of your child.



Detention:

Detention is a part of our School-Wide Discipline System. We find that it is necessary to develop consequences for poor behavior in school. We use detention as an alternative to suspension when students engage in minor rule infractions.

Detentions will be held Monday through Thursday from 2:45pm to 3:45pm. In the event your child is assigned a detention, you will receive a written notice that you must sign and send back to school. If we don't receive the notice back, we will telephone you or someone on your Emergency contact sheet to inform you of the date(s) and times your child will be assigned to detention. Students will be assigned detentions for the following:

- Tardiness
- Out of uniform
- Bullying, teasing, or cursing
- Cell phone use in the building
- Coming to school late (students are tardy after 8:00am. 8:01am means students will serve a detention)
- Referral from teacher for inappropriate actions or behaviors in the classroom.

If your child does not report to detention, he/she will be assigned an out of school suspension.

Dress Code:

School Uniform:

- Navy blue pants, skirts, or jumpers. **No** jogging pants or dark colored jeans are allowed.
- White blouses or shirts with collars. **No** T-shirts with writing, no white tees or sweat shirts are allowed.
- Dark colored shoes. **NO gym shoes** are allowed during the day. Students may only put on gym shoes when going to gym. **NO flip flops** or sandals allowed where students' feet are exposed.

We enforce our uniform policy. Students who come out of uniform will be subject to detention.

Gym Uniform: Students will be required to wear a gym uniform to participate in physical education activities. School uniforms can be purchased by completing the Uniform Order Form, found in the Main Office. Please submit payment at the time you order.

Dress Down Fridays:

Beginning Friday, September 18th, we will have “Dress Down Friday” every Friday. Students will be allowed to pay **\$1** to their homeroom teacher to come to school out of uniform in **appropriate attire**. The fee must be paid no later than 9:00 a.m. on Friday. Students who fail to pay, but come to school out of uniform will lose the opportunity to dress down the following week. Students cannot wear any of the following on Dress Down day:

- Leggings
- Midriff shirts or low cut shirts
- See through shirts
- Sagging pants
- Flip flops

Grading:

Grade scale:

A= 90-100

B= 80-89

C=70-79

D=60-69

F=59 and below

Progress reports: Distributed 4 times a year halfway through the marking period.

Portfolios: Teachers will keep a portfolio of your child's major assignments in their classrooms. You will be able to view your child's portfolio during parent conferences or report card pick-up.

Report cards: 1st and 3rd quarters parents will be required to pick up the report cards and conference with the teacher. The 2nd and 4th quarter report cards will be sent home.

Homework: At Mt. Vernon, homework is given by every teacher, every night. Students will be held accountable for maintaining a student planner and completing homework. The requirements will vary by grade level and teacher. Students will also be expected to read independently at home every night.

Lockers:

Each child will be assigned their own locker, and will be responsible for the cleanliness and upkeep of the locker. **The charge for locks will be \$8.** Only school locks will be allowed. If students have locks that are not school issued they will be cut off the locker.

Parent Involvement:

PAC (Parent Advisory Council): The Parent Advisory Council is a group of parent volunteers who serve as ambassadors for Mt. Vernon among the parents and family members of the students and provide feedback to the principal on issues of particular interest to parents. The PAC meets throughout the year to discuss these issues, learn more about school developments affecting students, plan programs, fundraisers, and events to involve parents and families in the life of the school, and allocate finances through the Parents Initiative Fund. This year's informational meeting will be announced soon.

Volunteering:

If you have any time during school hours to help out in the classroom, lunchroom or office, please see the clerk for a volunteer application. It takes all of us to build a successful and thriving school.

LSC (Local School Council): Parents and community members are encouraged to attend the bi-monthly LSC meetings and provide input during the open forum. Please see the Parent calendar or the school website for this year's meeting dates.

Visitors: ALL visitors entering the building must report immediately to the office to sign in and obtain a pass. Visiting the classroom during instructional time is not permitted, unless you are scheduled as a volunteer. You are free to make appointments with your child's teacher during their prep periods or before/ after school. **Complete the Teacher Conference Request Form found in the Main Office and place it in the teacher's mailbox.**

Parent Meetings and Workshops:

We will hold several Parent Workshops this year to provide valuable information and support to parents in the important job of educating our students.

- On October 7th from 4-6PM we will hold our **Open House**. Here you will be able to meet your child's teacher, learn about new school programs, and hear the Principal's "State of the School" Address". We will raffle prizes and serve refreshments. Parent workshops will be held to distribute and discuss information critical to the development of your child's literacy and math skills.
- We will announce **our mandatory 8th Grade Parent meeting date in August**. This will include discussion of the promotion policy, Graduation requirements, and Graduation activities.



Special Events:

We have numerous assemblies, performances and events throughout the year including Family Literacy Night, Awards' Assemblies, and more. There is nothing more exciting to a child than looking into the audience and seeing their parent. **Please check the calendar and consider attending if you are able!**



Student Safety:

We take great care to keep our students at Mt. Vernon. Here are our policies that are put in place to keep our students safe.

Entry and Dismissal. Our Security personnel circulate the school grounds during these periods to monitor and protect the students during these periods. It is important that you encourage your students to come to school on time and to go home immediately after school, to avoid incidents with other students that may be potentially dangerous.

Safety Drills: We hold fire drills, tornado drills, asthma drills, and emergency lockdown drills throughout the year to make ourselves and our students ready in case we have an incident.

Parent Patrol: Parents, we need reliable parents who are willing to help us keep our students safe during dismissal. With many parents picking up their children by car, often our students run into the street to get into family cars without first making sure it is safe to go into the street. Let's make sure there are no tragedies. Please help us get students to their cars safely, and clear the area as quickly as possible.



For more information, contact:

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