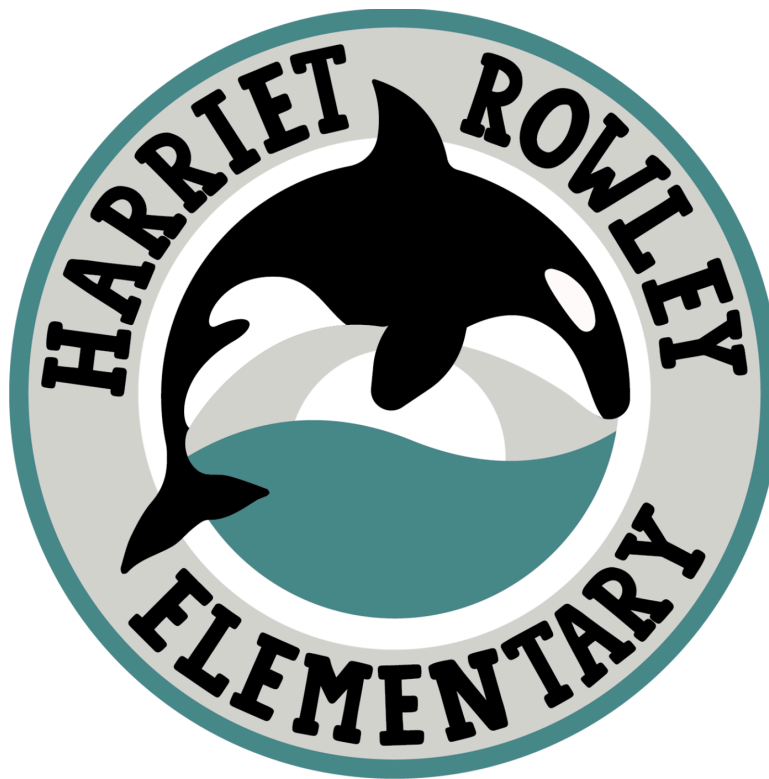


**Student / Family Handbook  
2024-2025  
Harriet Rowley Elementary**



Principal: Dr. Jordanne Nevin  
Assistant Principal: Mrs. Jenifer Rolie  
400 53rd Street  
Mount Vernon, WA 98273  
(360) 428-6199 Fax: (360) 428-6250

## MVSD Vision Statement

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

## MVSD Mission Statement

To expect, encourage, and facilitate the pursuit of excellence in our students, preparing them for a global environment in which lifelong learning is critical to their success and happiness.

## MVSD Goal

100% of our students will graduate with the knowledge and skills necessary to be successful in post-secondary education, careers, and life.

## Harriet Rowley Vision Statement

Harriet Rowley Elementary is a community who CARES:

- Create
- Adapt
- Respect
- Encourage
- Serve

## Harriet Rowley Mission Statement

Motivate. Collaborate. Advocate. To educate students who CARE.

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

### Key Strategies:

- Motivate by providing high expectations, challenging ourselves and students, teaching and modeling a growth mindset and self-regulation.
- Collaborate through working in partnership with families and community and the entire HR community modeling CARE.
- Advocate by making learning accessible to all students, being responsive to the needs of each child and their family and our multidimensional community.

We all share the belief that all children can and will learn.

# **Harriet Rowley Elementary School**

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

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## HARRIET ROWLEY ELEMENTARY DAILY SCHEDULE

8:00 AM School opens, breakfast is served  
 8:15 AM Students go to playground  
 8:25 AM Warning bell rings, students line up  
 8:30 AM School begins TK-5

### 11:00 AM – 12:30 PM Student Lunches and Recess

<u>Student:</u>	<u>Recess:</u>	<u>Lunch:</u>	<u>Recess:</u>
TK	11:30-11:50	11:50-12:10	9:50-10:05
Kindergarten	11:30-11:50	11:50-12:10	9:50-10:05
1 grade	11:00-11:20	11:20-11:40	9:50-10:05
2 Grade	11:00-11:20	11:20-11:40	10:05-10:20
3 Grade	11:50-12:10	12:10-12:30	1:25-1:40
4 Grade	11:50-12:10	12:10-12:30	1:10-1:25
5 Grade	11:30-11:50	11:50-12:10	1:10-1:25

### Teacher Lunch:

TK 11:30 - 12:05  
 Kindergarten 11:30 - 12:05  
 1 Grade 11:00 - 11:35  
 2 Grade 11:00 - 11:35  
 3 Grade 11:50 - 12:25  
 4 Grade 11:50 - 12:25  
 5 Grade 11:30 - 12:05  
 Specialists 11:30 – 12:05

### Dismissal

3:00 PM School Ends

## DISTRICT-WIDE EARLY RELEASE DAY SCHEDULE

Grades TK - 5<sup>th</sup>

*Dismissal at 1:00 PM every Wednesday*

### Lunch Recess:

10:50-11:05- TK/K/5th  
 11:10-11:25- 1st/2nd  
 11:30-11:45- 3rd/4th

### Lunch (Cafeteria):

11:10-11:25- TK/K/5th  
 11:25-11:45- 1st/2nd  
 11:50-12:05- 3rd/4th

### Dismissal

1:00 PM School Ends

# HARRIET ROWLEY ELEMENTARY STAFF

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

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

<p><b><u>Transitional Kindergarten</u></b> Kat McNeil</p> <p><b><u>Kindergarten Teachers</u></b> Marci Anderson Jenny Jungels Nikki Macomber Brianna Vandenbrink</p>	<p><b><u>Primary Paraeducators -</u></b> Twila Colley, Mindy Gordon, Blanca Maestas, Kathy Stroosma</p> <p><b><u>Counselor</u></b> - Tracy Hancock  <b><u>Social Worker</u></b> - Lindsay Phillips  <b><u>Community In Schools</u></b> - Nicole Wolbert</p>
<p><b><u>1st Grade Teachers</u></b> Whitney Doran Angela Olson Kristie Lindsay Michelle Mahood</p>	<p><b><u>Specialists</u></b> Health - Kara Buckalew Library - Becky Ray Music – Nicole Dayton VanPatten PE - Julie Scott Performing Arts- Rocio Bradley</p>
<p><b><u>2nd Grade Teachers</u></b> Kris Hudson Aimee Schuh Ashley Young</p>	<p><b><u>Reading Intervention Specialist -</u></b> <b><u>Para Educators</u></b> - Stephanie Tesarik, Sam Walters</p> <p><b><u>Math Intervention Specialist</u></b> - Sarah Gregory  <b><u>Para Educator</u></b> - Renee Crandall</p> <p><b><u>English Language Specialist</u></b> - Jana Haley  <b><u>Para Educator</u></b> - Sylvia Cortez</p>
<p><b><u>3rd Grade Teachers</u></b> Jessica Hensey Bailey Lowe Hannah McNayr Wendi Wall</p>	<p><b><u>Psychologist</u></b> - Ally Vadakin/Joann Chan  <b><u>Speech Language Pathologist</u></b> - Misty Parker, Abby Stratton  <b><u>Occupational Therapist</u></b> - MaryLee Chamberlain  <b><u>Physical Therapist</u></b> - Laura Torseth  <b><u>Vision Therapist</u></b> - Zach Small, Johanna Tracy</p>
<p><b><u>4th Grade Teachers</u></b> Kylie Arellano Krissy Flaig Susan Kruckenberg</p>	<p><b><u>Structured Learning Class</u></b> – Eden Mayfield, Colleen Tilland-Stafford  <b><u>Para Educators</u></b> - Valerie Conley, Imelda Garcia, Jean Lederle, Sima Martin, Liliana Lopez Quezada, Emily Ramirez, Connie Talbot, Gina Yorio, Erica Sotelo-Salgado</p> <p><b><u>Resource Room</u></b> – Hadley Hobbs, Denise VanZandt  <b><u>Para Educators</u></b> - Linda Holeman, Laurel Medina, Amanda Reynoso, Kate Stahley, Corrine Miles</p>
<p><b><u>5th Grade Teachers</u></b> Sundarah Hammontree Gracie Johnston Tye Power Ali Skjei</p>	<p><b><u>Nurse</u></b> - Tori Jackson  <b><u>Health Room Assistants</u></b> - Sarah Anderson</p> <p><b><u>Kitchen Staff</u></b> – Virginia Barrios, Jessica Ammons, Nuvia Cruz  <b><u>Custodians</u></b> - Cody Stiles, Ivan Gis,</p>

## ATTENDANCE

*Every day, all day makes the difference*

Your child and their success in school is very important to us. Regular school attendance, beginning in Kindergarten and continuing through high school, has a huge impact on a student's academic success.

The Mount Vernon School District's goal is for *100% of students to graduate with the knowledge and skills needed to be successful in post-secondary education, careers, and life*. To support that goal, Harriet Rowley Elementary wants to ensure that every student attends school on time, and stays the full day, every day. The school opens at 8:00am, first bell rings at 8:25am and the final bell rings at 3:00pm for dismissal.

We realize some absences are unavoidable due to health problems or other circumstances. However, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically. Research shows that chronic absences (missing 18 days or more over the course of a school year) are a warning sign for students dropping out of school. In addition:

- Children chronically absent in Kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.
- Absences can add up quickly.

### Washington State Law

State law for mandatory attendance requires children ages 8 to 17 to attend a public school, private school, or a district-approved home school program. Children 6 or 7 years old are not required to enroll in school—once enrolled, they must attend.

All schools are required to take daily attendance and to notify you when your student has an unexcused absence. A conference is required if your student has:

- 3 unexcused absences in 1 month (to identify and remove barriers to ensure regular attendance).
- 5 excused absences in a month, or 10 or more excused absences in the school year.
- **If your student reaches 7 unexcused absences in any month, or 10 unexcused absences within the school year, we are required to file a petition with the Juvenile Court, alleging a violation of RCW 28A.225.010, the mandatory attendance law.** The petition will be automatically stayed, and your student and family may be referred to a Community Engagement Board or other coordinated means of intervention. If your student continues to be truant, you may need to go to court.

### Attendance Requirements

State law requires that children attend school regularly. The Office of the Superintendent of Public Instruction (OSPI) in the state of Washington is working to address the challenge of chronic absenteeism, in an effort to improve student learning outcomes and to support student success in school. Success in school depends greatly on regular attendance and it is the policy of the Mount Vernon School Board that all students be punctual and regular in attendance.

According to the Washington State Legislature, **students must report to school before the fifth school day of the year**. If a student is not present before the fifth academic day of the school year, he or she will be dropped from the school and will be required to re-enroll with the district.

## Regular Attendance Matters

Here are a few tips to help support regular attendance:

- Establish a regular bedtime and morning routine.
- Lay out clothes, shoes, pack backpacks, and set the alarm clock the night before.
- Eat a healthy breakfast.
- Avoid scheduling vacations or appointments when school is in session.
- Ask your child's teacher and our counselor for advice if your child feels anxious about going to school.
- Develop back up plans for getting to school. Call on a family member, neighbor, or another parent to take your child to school if you are unable.
- Please call the school at **360.428.6199** if you have any questions or would like more information about attendance.

## MVSD Policies

- Families are asked to contact the school office the morning of an absence by phone, e-mail, or written note to excuse/document the absence—excused absences will be accepted up to 5 days following the absence.
- If your child has a significant number of days out ill, the school and/or school nurse will partner with you to implement a plan to improve attendance to support learning.
- Five (5) Parent Approved Absences are allowed to be excused during the school year.
- A conference is not required if you have pre-arranged the absence in writing and there is a plan to prevent your student falling behind academically.
- If your student has an IEP or a 504 and has reached 5 excused or 10 unexcused absences, the team must reconvene.
- After 15 accumulated absences for any reason, the building administrator or designee has the authority to unexcuse any further excused absences.

## BECCA Bill Information

School Attendance is a serious issue in Washington State. "The BECCA Bill" was enacted (RCW 28A.225.010) and requires parents to provide a timely verbal or written excuse with the reason stated why students are away from school for legitimate reasons. Acceptable forms of notes can be handwritten, typed or emails and must be directed to the main office. ***Without a parental excuse and school verification, students will be marked as an unexcused absence.*** The school will file a Juvenile Court petition for seven (7) unexcused absences in a month or fifteen (15) unexcused absences in a year. This law applies to all students in grades K-12.

## Definition of Absence

OSPI defines an **absence** as when a student is:

- a) Not physically present on school grounds; and
- b) Never attended

A **full day absence** is defined as a student missing their entire scheduled school day.

### **Excused Absence**

The following list contains valid excuses for absences from school.

- Illness and/or medical appointments
- Religious observance
- Court and court-ordered activity
- Family emergency including, but not limited to, a death or illness in the family - Please notify the school of this absence when feasible.

The school principal has the authority to determine whether or not an absence is excused

(i.e. Family vacations that are pre-approved). \*Please note, this is not an exhaustive list. Consult WAC 392-401-020 for a complete list.

**Unexcused Absence**









Any absence from school is unexcused unless it meets one of the criteria provided in WAC 392-401-020.

Examples of an absence that would be considered an unexcused absence include:

- The student choosing to stay home or the parent/guardian keeping the student out of school
- Missing the bus
- Oversleeping
- If your student does not attend school, then the student does not attend a school/district curricular activity on the missed days.

**Illness**

Though it is very important that your child attends school daily, we ask that you do not send your child to school when they are ill. Do not send your child to school if they have had a fever, vomiting, or diarrhea within the last 24 hours. We would appreciate you reporting to us any communicable diseases.

I NEED TO STAY HOME IF...							
I have cold, flu, or COVID symptoms	I have a fever	I am vomiting	I have diarrhea	I have a rash	I have lice	I have an eye infection	I have been to the doctor or hospital
							
Any of these: New runny or stuffy nose, sore throat, coughing, sneezing, unusual headache, chills, body aches, unusually tired	I have a temp of 100F or higher	Within the last 24 hours	Within the last 24 hours	I have a new rash and have not been cleared for school	Itchy head, presence of nits/eggs, or live bugs	Redness, itchy or crusty drainage from eye	If a doctor says to stay home for 24 hours or more
I MAY RETURN TO SCHOOL IF...							
My symptoms have been gone for at least 24 hours without taking medication (Tylenol, ibuprofen, Motrin, cold medicine, etc.)	My fever has been gone for at least 24 hours without taking medication (Tylenol, ibuprofen, Motrin, etc.)	Free from vomiting for at least two solid meals	Free of diarrhea for at least 24 hours	Free from rash and fever, or have been evaluated by a doctor.	Treated with appropriate lice shampoo, no more live bugs, and have been evaluated by the school health office with my guardian present.	Evaluated by a doctor and have a note to return to school.	Released by a doctor to return to school.



### **Reporting an Absence**

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

#### **To Report an Absence:**

Click on 'Report Student Absence' on Harriet Rowley Elementary website (<http://harrietrowley.mountvernonschools.org>)

**OR**

**Email:** Kyle Stahly at [kstahly@mvsd320.org](mailto:kstahly@mvsd320.org)

**OR Call:** 360.428.6199

### **Tardy Policy**

Success in school depends on regular **on time** attendance. It is our policy that students are here and arrive on time. **The first bell rings at 8:25am.** Students meet their teacher on the blacktop and walk to class. Acceptable reasons for being late would be doctor, dentist, or therapy appointments for the student, however, please make every effort to make appointments before or after the school day. Students who arrive late to school must go to the school office to obtain a tardy slip for class and to notify the office if hot lunch is being purchased. Students, families, and visitors must enter through the front main entrance doors.

### **Late Arrivals and Leaving Early**

Late arrivals to school or leaving early from school for medical, dental, and therapy appointments will be excused. When dropping your child off after school has already begun, please go directly to the office to sign them in.

When picking up your child early, please come directly to the office to sign them out. We will then call the classroom and have your child sent to the office. You must also call the office at least 30 minutes before dismissal if they are leaving early. This procedure creates less disruption in the classroom and gives the teachers enough time to connect with their students before their departure.

### **Attendance Communication Tools**

In order to keep families aware of and informed about their child's attendance, we will be sending communication letters about attendance. These letters will provide information about the number of absences your child has had up to a fixed point in the school year. It will also compare your child's absences with the average number of absent days for students at Harriet Rowley Elementary. These letters are meant to be an educational tool for families.

### **End of the Day**

Please remember that school ends at 3:00 PM. Learning activities are taking place until the time students leave. **If after-school plans change, a parent/guardian must notify the office before 2:30 PM. The office phone will not be answered in the last 30 minutes of the school day.** Families who are picking up their child should wait in their cars in a single file car line in the car pick up lane that is indicated by the solid white line. If there is an emergency, the office staff will assist you. Please attempt to keep your child's end of the day routine as consistent as possible. Families **are not allowed** in the student gathering areas during dismissals.

## STUDENT EXPECTATIONS AND PROTOCOLS

### Behavior Expectations

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

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

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

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

### Behavior Standards

Make Good Decisions	Solve Problems	Show Respect	Be Safe
<ul style="list-style-type: none"> <li>· Think before you act</li> <li>· Know the expectation for where you are and follow it even when an adult is not present</li> <li>· Tell the whole truth the first time</li> </ul>	<ul style="list-style-type: none"> <li>· Use Kelso’s Choices or a Zone of Regulation strategy</li> <li>· If someone needs help with a big problem, tell an adult</li> <li>· Ask for help if you don’t understand something</li> </ul>	<ul style="list-style-type: none"> <li>· Stop and listen when adults talk to you</li> <li>· Speak kindly</li> <li>· Use your manners – Please, thank you, and respond appropriately</li> <li>· Be safe with your body and actions</li> <li>· Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Practice good citizenship</li> <li>- Stay on the assigned tasks from your teacher</li> <li>- Use kind words, face, and gestures</li> </ul>

	Arriving at School	Lining Up	Hallways	Stairs	Bathrooms
<b>Make Good Decisions</b>	<ul style="list-style-type: none"> <li>● Arrive no earlier than 8am</li> <li>● Go directly to breakfast</li> <li>● Breakfast is eaten in the cafeteria only</li> <li>● Clean up your area</li> <li>● If you arrive and have eaten breakfast, go directly to the playground</li> <li>● Playground opens at 8am</li> <li>● Put your backpack on your line # before going to play</li> </ul>	<ul style="list-style-type: none"> <li>● Single file line in the order your teacher has assigned you</li> <li>● Face forward</li> <li>● No gaps between you and the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>● Walk facing forward without any gaps</li> <li>● Zero voice level if walking</li> <li>● level 1 voice if working in the hall with a partner</li> <li>● Hands and feet to yourself</li> <li>● No climbing on the raised area under the main staircase</li> <li>● Elevator is off limits</li> </ul>	<ul style="list-style-type: none"> <li>● Feet will stay on the floor.</li> <li>● No skipping steps or jumping off steps</li> <li>● Stay off the diagonal pieces next to the stairs</li> <li>● Face forward</li> <li>● Use the handrail</li> <li>● Single file line with a bubble space</li> </ul>	<ul style="list-style-type: none"> <li>● Use for intended purposes only</li> <li>● Waste goes in the toilet</li> <li>● Flush when you are finished</li> <li>● Wash hands when you are finished</li> <li>● Bathrooms echo so use a 0-1 level voice</li> <li>● Return to class promptly</li> </ul>

	<ul style="list-style-type: none"> <li>● When bell rings go directly to your line</li> </ul>				
<b>Solve Problems</b>	<ul style="list-style-type: none"> <li>● If you are tardy, get a pass from the office, then go directly to class</li> <li>● Use Kelso's Choices</li> <li>● For big problems ask an adult for help</li> </ul>	<ul style="list-style-type: none"> <li>● If someone is talking – give them a silent reminder</li> </ul>	<ul style="list-style-type: none"> <li>● Kelso's Choices</li> <li>● Report any hazards to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Always walk on the right-hand side unless instructed otherwise</li> <li>● Report any hazards to an adult, pick up only if safe to do so</li> </ul>	<ul style="list-style-type: none"> <li>● Report broken equipment or hazards to an adult</li> <li>● Use the bathroom closest to your location</li> <li>● During recess use the bathrooms across from the cafeteria</li> </ul>
<b>Show Respect</b>	<ul style="list-style-type: none"> <li>● Talk and be respectful to all adults in the building</li> <li>● Enter quietly using walking feet</li> <li>● Hats and Hoodies are removed at the door</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and be respectful to all adults in the building</li> <li>● Zero noise level</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and be respectful to all adults in the building</li> <li>● Keep your hands off the work posted in the hallways</li> <li>● Hands off the metal railing across from the library</li> <li>● Pay attention to the needs of others (testing, traffic)</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and be respectful to all adults in the building</li> <li>● Do not toss anything down the stairs</li> <li>● Quiet walking feet (stairwells echo)</li> </ul>	<ul style="list-style-type: none"> <li>● Waste goes in the toilet</li> <li>● Flush when you are finished</li> <li>● Throw away garbage</li> <li>● Wait your turn</li> <li>● Clean up water spills</li> </ul>

	<b>Cafeteria</b>	<b>Recess</b>	<b>Assembly</b>	<b>Evacuation Drills</b>	<b>Dismissal</b>
<b>Make Good Decisions</b>	<ul style="list-style-type: none"> <li>● Level 1 or 2 voice</li> <li>● Make sure your home lunch is in your class bucket before/after lunch</li> <li>● Take only what you will eat</li> <li>● No sharing food</li> <li>● Remain seated until dismissed</li> <li>● All food is eaten in the cafeteria only for breakfast and lunch</li> <li>● Food grant snacks are to be eaten in the classroom</li> <li>● Walk</li> </ul>	<ul style="list-style-type: none"> <li>● Use the bathroom before going to recess or during recess</li> <li>● Stay outside unless you have been given permission <u>and</u> you have a pass</li> <li>● Be safe with your body and actions</li> <li>● Show good sportsmanship</li> <li>● Do not go past the gravel track</li> <li>● No toys from home</li> </ul>	<ul style="list-style-type: none"> <li>● Level 0 to 1 voice when entering, leaving, or waiting for the assembly to begin</li> <li>● Respond immediately to the quiet signal</li> <li>● Remain quiet when speaker or performer begins</li> <li>● Sit with bottom on the floor, facing forward</li> <li>● Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Zero noise level</li> <li>● Move quickly and calmly to line up</li> <li>● Single file order, facing forward, hands and feet to yourself</li> <li>● When outside face the fence and remain silent</li> <li>● The drill ends when you are back in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>● Walk in a single file line with your class</li> <li>● Walkers go directly home when dismissed</li> <li>● Level 1 voice while waiting in a line and listen carefully for instructions</li> <li>● Follow hallway and stairwell expectations</li> <li>● Bring a note from home if there is a change to your normal routine. Give the note to your teacher at the start of the day</li> </ul>

Solve Problems	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Report any hazards that you see</li> </ul>	<ul style="list-style-type: none"> <li>● Use Kelso's Choices</li> <li>● Playground issues are solved on the playground</li> <li>● Get a pass from the recess teacher for the office or the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>● Give students around you a silent reminder if they are off task</li> <li>● Alert the teacher if the problem persists</li> </ul>	<ul style="list-style-type: none"> <li>● If you are not with your class – exit the building and join them at the designated line</li> <li>● Give silent reminders if needed</li> </ul>	<ul style="list-style-type: none"> <li>● Know your going home plans prior to the end of the day</li> </ul>
Show Respect	<ul style="list-style-type: none"> <li>● Talk and be respectful to all adults</li> <li>● Wait your turn and be patient</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and be respectful to all adults</li> <li>● When the whistle blows line up on your line immediately</li> <li>● Wait your turn</li> <li>● Share the equipment</li> <li>● Put your equipment away</li> </ul>	<ul style="list-style-type: none"> <li>● Participate appropriately</li> <li>● Eyes on the speaker or performer</li> <li>● Applause should include clapping and sign language only</li> <li>● Laugh "with" never "at" a performer</li> <li>● Look to your teacher for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>● Zero noise level so you can listen for instructions</li> <li>● Listen to and follow all adult directions promptly</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and be respectful to all adults in the building</li> <li>● Use a level 1 voice when waiting for a bus or car pickup</li> <li>● Keep your hands and feet to yourself and stay in line</li> <li>● Use kind words</li> </ul>

### Leave Class with Permission Only

During class time students may leave class only with the teacher's permission and a pass (bathroom, office, counselor, principal, etc.). Students are expected to go directly to the place designated by their pass and return to class in a timely manner.

### Appropriate & Respectful Clothing

Grooming and apparel shall be in good taste. Clothing of a violent nature or displaying alcohol, drug, tobacco, sexual or gang symbolism, or the glorification of these themes, is not allowed. Clothing with obscene language, racial comments, questionable wording, or which could be considered disturbing, harassing or intimidating will not be allowed. All shirts must have straps or sleeves and cover the midriff. No head covering (hoods, scarves/bandanas, hats, etc.) of any kind will be allowed in the building except on designated "hat days" or for religious purposes. For safety reasons, the use of flip-flop sandals and shoes with wheels are not permitted. Students who come to school with inappropriate clothing will be asked to make the appropriate corrections or call home for a change of clothes. The school has the right to determine inappropriate attire.

### Personal Property Disclaimer

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

### Birthdays

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

### **Cell Phones**

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

### **Elevator Expectations**

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

### **Lost and Found**

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

### **Playground Expectations**

Harriet Rowley Elementary has set reasonable guidelines that ensure the safety an

well-being of all students, as well as promote fun, good sportsmanship, and social skills like kindness and respect toward others. The expectations are:

**8:00-8:25 AM**

- Students go directly to the cafeteria for breakfast. Students keep backpacks with them.
- Playground supervision is available. After students eat, they go outside to play. Once outside, put backpack on class line number and stay outside. They will not be allowed back into the building without a pass.

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

**Arrival & Departure**

***Supervision is not available until 8:00 AM.*** Please do not drop off students before 8:00 AM. Students are expected to go to the cafeteria or directly to the playground at 8:00 AM.

***Dismissal is at 3:00 PM.***

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

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

**Wednesday's** are early release days unless otherwise noted. Your child will be dismissed at **1pm**. See Mount Vernon School District Calendar <http://www.mountvernonschools.org/calendar>

### **Harassment / Intimidation / Bullying**

The District will not tolerate harassing behavior between any students. Any substantiated charge against a student shall subject the student to disciplinary action in accordance with due process including suspension or expulsion. Furthermore, the district prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student, who has testified, assisted or participated in the investigation or report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. (MVSD policy #3207, 3207P, 3207F)

### **Drug Free and Gun Free Policy**

Harriet Rowley Elementary supports the statement that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Students found using or holding illegal substances on campus or during school related activities will immediately receive due process and appropriate actions will be taken. Consequences for substance abuse on campus, or during school-related activities, will result in suspension or expulsion and referral for prosecution of students in violation of the substance abuse standards of conduct. Our campuses are gun-free zones. If a student is found on campus to have in his or her possession a firearm or dangerous weapon, he or she can be subject to emergency expulsion. Be advised that toy weapons create safety issues and are also prohibited. Infractions of this policy will result in varying consequences. (MVSD policy #5201)

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

## **CAFETERIA**

**Breakfast:** Breakfast is served in the cafeteria from 8:00-8:25 AM each day. Breakfast is free for all Harriet Rowley Elementary students. Students who would like to eat breakfast in the morning must eat before going outside.

**Lunch:** Mount Vernon Schools offer a complete Class A hot lunch program for your children. Lunch is free for all students. Lunch includes a half pint of milk.

## **COMMUNICATION**

### **Change in Transportation**

It is very difficult to locate students at dismissal time with last minute instructions. Please call the office **by 12:00 PM** if you need to communicate a change to your child's end-of-day routine. Students are expected to go directly home after school. They are not permitted to use the school phone to request permission to visit friends or to ask for a ride home after school. These arrangements must be made before school or after arriving home.

### **Newsletter**

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

### **End of the Day**

Please remember that school ends at 3:00 PM. Learning activities are taking place until the time students leave. Families who are picking up their child should wait in their cars in a single file car line in the car pick up lane that is indicated by

the solid white line. If there is an emergency, the office staff will assist you. Please attempt to keep your child's end of the day routine as consistent as possible. Families **are not allowed** in the student gathering areas during dismissals.

### **Facebook**

Facebook is one way to connect and see what is happening in the school community.

### **Remind**

Remind is a tool we use to increase our school to home communication. Please be sure your email and phone number are updated on Skyward. Download the Remind app on your phone for quicker access.

### **Photographing Students**

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

## **EMERGENCY PROCEDURES**

### **Snow or Emergency Procedures**

It can be necessary to close school because of snow or other emergency conditions. All emergency school information will be relayed through a message on Remind, as well as the local radio and television stations. These radio stations begin broadcasting emergency schedules or school closure information at 5:30 AM: KAPS AM 660; KBRC AM 1430; KLKI AM 1340, as well as the local television stations in our area. You may receive an email or text message from the Mount Vernon School District regarding snow or other emergency conditions. If you are interested in receiving information this way, and do not believe you are signed up, please contact the office to update your email address and cell phone number.

### **Student Emergency Information**

A Student Emergency Information Sheet is sent home at the beginning of each school year. **This information is of the utmost importance to us and to you.** In case of an emergency or an accident, we need to be able to contact you as soon as possible. Please fill in the information carefully, sign the sheet, and return it to school. If your child does not bring this sheet home in the first few weeks of school, please call the school office to ask for another sheet. If the information on the sheet changes during the year, please advise the office immediately so that we may update your child's emergency record.

### **Earthquake or Natural Disaster**

In the event of an earthquake or other natural disaster, listen to local radio stations for updated information (see above). If you decide to meet your child on campus and are driving a vehicle, use the white queuing lane to continue to the right, behind the school to the pick-up area. At the "person" gate, you will report to the Reunification Center where you will need to provide a photo ID, the first and last name of your child, as well as the name of your child's teacher. No child will be given permission to leave with an adult that is not listed on their contact information in Skyward. You **MAY NOT** take your child without first checking out through the Reunification Center.



## INSTRUCTION

Our teachers understand the importance of helping students to develop a growth mindset. Teachers will use growth mindset language and design instructional activities that help students to foster a love of learning. Teachers will also create a classroom culture that celebrates making mistakes and teaches students how to turn mistakes into valuable learning experiences.

### Lexia Core 5 Reading

Lexia Core 5 Reading is a computer-adaptive program that aims to build foundational reading skills for students through individualized learning. Lexia focuses on six aspects of reading instruction: phonological awareness, phonics, fluency, vocabulary, comprehension, and structural analysis.

### Reading – American Reading Company (adopted 2022)

The Mount Vernon School District has adopted the American Reading Company curriculum, which is a research based reading program. Please help us in practicing each content area with your child at home to promote increased student achievement. Common Core State Standards can be found on the following website: [www.k12.wa.us](http://www.k12.wa.us).

The Mount Vernon School District follows the Washington State K-12 Reading Model.

Grade	Instructional Components	Minutes per Day
K	Phonemic Awareness, Phonics, Vocabulary, Comprehension	120
1-2	Phonemic Awareness, Phonics, Fluency, Vocabulary, Comprehension	120
3-4-5	Fluency, Vocabulary, Structural Analysis, Comprehension (Phonemic Awareness & Phonics if needed)	120

Students need to read at least 20 minutes per night and practice their fluency.

### Math - Bridges in Mathematics and Number Corner

We use the district-adopted math curriculum *Bridges in Mathematics* for all students in Kindergarten through Fifth Grade. *Bridges in Mathematics* is designed to address the Common Core State Standards in a way that is enjoyable and accessible to all learners. It focuses on developing a deep understanding of math concepts, proficiency with key skills, and the ability to solve new and complex problems. Students in a Bridges classroom talk about math, describe observations, explain methods, and ask questions and are encouraged to find multiple ways to solve problems and show different ways of thinking.

Along with Bridges, the district adopted the companion supplemental program, *Number Corner*. It is a program that revolves around the calendar providing daily practice as well as continual opportunities to work with broader mathematical concepts.

For more information, please visit the website <http://www.mathlearningcenter.org/>

### Dreambox

This is a digital math program designed to complement the Bridges curricular resource. It will provide students with additional, individualized practice with the math concepts and skills that they are working to master.

### Science

The Next Generation Science Standards that are used for instruction can be found at <http://www.nextgenscience.org/> for more information.

**K-5 Mystery Science:** Mystery science provides ready-made science mysteries for elementary students. Each lesson contains a central mystery, discussion questions, supplemental reading, and a hands-on activity.

### **3-5 Amplify Science**

Amplify Science is a K-8 resource that blends hands-on investigations, literacy-rich activities, and interactive digital tools to empower students to think, read, write, and argue like real scientists and engineers.

### **Social Emotional - Second Step**

Children benefit from social-emotional learning (SEL). It is especially important to help them develop the skills they need to connect and thrive. Second Step programs are research-based, teacher-informed, and classroom tested to promote the social-emotional development, safety, and well-being of children from Early Learning through Grade 8.

Zones of Regulation will be used to help students identify their emotions and choose a strategy for self regulation.

### **Elementary School Counseling Program**

Elementary counseling is a helping relationship between a knowledgeable professional and student or students working towards an understanding of their unique concerns, problems, or feelings. It is a learning process focusing upon the encouragement of personal growth by which students are assisted in acquiring, developing, and utilizing the skills and attitudes necessary for a satisfactory resolution to their problem or concern. Some of the activities in which the counselor is directly involved include counseling individual students, counseling small groups of students, consulting with families, teachers, and orienting all students to the role of the counselor. If you would like to talk to or meet with the counselor, please call the main office at 360.428.6199 to be transferred to the counselor or to set up an appointment.

## **STUDENT HEALTH**

### **Health Room First Aid Procedures**

Our school nurse, Tori Jackson, is at Harriet Rowley Elementary two or more times per week. The health room is also overseen by our health room assistant, Mrs. Anderson. Each injury is seriously considered. If a bump or injury is severe, we will call a parent, guardian, or emergency phone number, which you have provided on the Emergency Form.

Students who have a temperature of 100 degrees or more, vomiting and/or showing evidence of being seriously ill will be sent home. ***You can help by making sure that we have up-to-date emergency information on your child. Please send us changes of phone numbers (work and home), day care, and emergency numbers. Please call us if you have any questions.***

### **Medications**

Since many medications can be harmful if taken by the wrong person or if a student is given a dosage other than the prescribed dosage, all medicines must be kept in the office and will be administered by the office personnel or nurse. ***If your child should require medicine during school, we are required by State Law to have appropriate forms signed by parents and a physician for ALL medication- including over the counter medicines.*** Please contact the office for the appropriate form. Medications must be in their childproof original containers and labeled with the student's name.

### **Immunizations**

Harriet Rowley Elementary, along with all of the Mount Vernon School District schools, follow state required guidelines for vaccines. (MVSD policy #3413)

### **Health Services/Screenings**

Vision and hearing are checked annually in Kindergarten through third grades and in fifth grade, or when vision or hearing problems are suspected.

### **Student Insurance**

Student accident insurance is available. A dental accident policy is also available at a minimal cost. If you wish to purchase this coverage for your child, complete the enrollment form and return it to school with the premium for the plan of your choice. Enrollment forms are available in the school office.

### **Lice Procedures**

Health room personnel will check your student for lice if lice are visualized by a staff member or a student is exhibiting signs of head lice such as frequent itching of the head. Health room personnel will not check the entire classroom for head lice, as this is considered to be the job of the family. If two or more cases of head lice are discovered in one class, a letter will be sent home to the families in the class, encouraging them to check the student's head for lice and to treat it if indicated.

If your child is found to have live lice you will be notified by the school and asked to pick up your child. You will be given instructions to treat and eliminate the lice before returning to school (normally within 1-2 days). If only nits are found, your child will remain at school and you will be notified and asked to comb out the nits (daily for the next two weeks). Please note that we only make phone calls home when a student has live bugs. (MVSD Procedure #3414)

### **Families of Fourth & Fifth Graders**

Each year prior to the presentation of the HIV/AIDS and Human Growth Development Unit of the Health Education Curriculum, Mount Vernon School District provides families an opportunity to review the curriculum and instructional materials. State law requires AIDS education for all students in grades 5-12. This requirement may be waived if families can verify they have previewed the HIV/AIDS curriculum and prefer to provide this education at home. (Families of fourth grade girls are also provided the opportunity to review the curriculum and instructional materials for the Human Growth and Development Unit of the 4<sup>th</sup> grade level Health Education Curriculum). Families can preview the materials by making an appointment with the district office, 360-428-6110.

## **STUDENT SAFETY AND WELL-BEING**

*If you see something, say something*

The physical and emotional well-being and safety of our students is one of our top priorities. We want Harriet Rowley Elementary to be a safe and inclusive learning environment that not only keeps students physically and emotionally safe, but also teaches and educates students about personal safety, appropriate interactions with others, and how to communicate their needs. In addition to being committed to teaching academic content, the Harriet Rowley Staff is also committed to teaching students how to behave safely and responsibly, through the use of Zones of Regulation, Kelso's Choice conflict management, and Second Step Social-Emotional Learning.

Assuring students physical and emotional well-being and safety is not something that school and district staff can do independently; it takes support from and collaboration with families and community members to create a positive and safe space for our students.

In order to strengthen the collaborative partnerships between the school, families, and the community, we have listed a few ways that families can support the school in our work to keep our students physically and emotionally healthy and safe.

- **Maintain Open Communication with Your Child and with the School-**
  - Talk to your child about their day at school.
  - Encourage and remind your child to tell an adult at school if anyone is interfering with their safety, learning, or well-being. Please let the school know if your child reports that someone is making them feel physically or emotionally unsafe before school, during the school day, or after school.

- **Monitor Social Media, Media, and Video Game Usage-**

- Today’s elementary school students live in a very technological world. Students are surrounded by opportunities to engage in social media and have easy access to video games, tv shows, and movies.
- Social Media, video games, tv shows, and movies have the potential to offer many benefits to students, including the opportunity to socialize and to learn. However, if social media, media, or video game usage happens without conversations about personal responsibility and safety, students risk being exposed to violent content or content that is intended for mature audiences. They also face having their privacy invaded, or becoming involved with cyberbullying.
- While we don’t want to discourage all social media, media, or video game usage, we do ask that families talk to their children about personal responsibility and appropriate use when it comes to those things.
- Please monitor the content of your child’s interactions on social media, with media, and the content of their video games. If your child has exposure to video games or tv/movie content that is violent in nature, even if they are not the one playing the video game or watching the tv show/movie, it’s important to talk about the separation between games/movies and reality so that they don’t begin to internalize and use the language that they hear or engage in the behaviors that they witness.

Elementary school aged students are at varying developmental stages and are learning how to engage and interact in an appropriate manner. As students grow and develop, there may be occasions when they engage in inappropriate behaviors or make alarming statements that require an immediate response.

We want to be proactive in our communication with families about how the school will respond to inappropriate or threatening language or behaviors so that all students and families are aware of the actions that will take place in an effort to keep students safe, and to educate them about safe and school appropriate behaviors.

<b>If</b> a staff member observes or overhears OR a student reports:	<b>Then</b> the school may respond in the following way:
<p><b>Self-Harm Statements</b> such as, but not limited to:</p> <ul style="list-style-type: none"> <li>● <i>‘I don’t want to live anymore.’</i></li> <li>● <i>‘I would be better off dead.’</i></li> <li>● <i>‘I’m going to cut myself when I get home.’</i></li> </ul>	<p>Harriet Rowley Elementary Staff takes all self-harm threats seriously. The staff member who overheard the statement or who received the student report about the statement will let the school counselor know as soon as possible. The school counselor will meet with the student and will conduct a self-harm risk assessment. If the assessment determines that the student is at risk, the school counselor will call the student’s family to make them aware that the statement was made.</p>
<p><b>Harmful or Threatening Statements Made toward Others</b> such as, but not limited to:</p> <ul style="list-style-type: none"> <li>● <i>‘I’m going to bring a gun/knife to school.’</i></li> <li>● <i>‘I have a knife in my backpack.’</i></li> <li>● <i>‘I’ll kill you if you don’t stop.’</i></li> <li>● <i>“I wish you were dead.”</i></li> </ul>	<p>Harriet Rowley Elementary Staff takes all harmful statements and threats seriously. The staff member who overheard the statement or who received the student report about the statement will let school administration know as soon as possible. School administration and Counselor and/or Student Resource Officer will determine the need for a Level 1 Student Threat Assessment Screening. If the concern is founded, a Site Team will conduct the Level 1 Student Threat Assessment Screening.</p>
<p><b>Statements that are Sexual in Nature</b></p>	<p>The staff member who overhead the statement or who received the student report about the statement will let school administration know as soon as possible. School administration or a designated staff member will talk to the student who made the statement and will call the student’s family to set up a conference. School administration will educate the student about appropriate conversations. If repeated</p>

	instances of this behavior occur with the same student, school administration may involve the counselor or the district's School Resource Officer.
<b>Inappropriate Touch</b>	The staff member who observed the incident or who received the student report about the incident will let school administration know as soon as possible. School administration or a designated staff member will talk to the student(s) involved in the incident and will set up a conference to discuss the incident with the student and their family. School administration will educate the student about appropriate contact. If repeated instances of this behavior occur with the same student(s), school administration may involve the counselor or the district's School Resource Officer.
<b>Harassment, Bullying (including cyberbullying, and Intimidation)</b>	The staff member who observed the bullying incident or who received the student report about the incident will let school administration know as soon as possible. School administration or a designated staff member will talk to the student(s) involved in the incident, and if warranted, will set up a conference to discuss the incident with the student and their family. The school will provide the student strategies designed to prevent harassment, intimidation, and bullying, and will seek partnerships with families, law enforcement, and other community agencies as needed. Interventions will be designed to address the impact that harassment, intimidation and bullying has on those involved. Interventions will also be designed to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct to determine intervention strategies. Interventions may include working with the school counselor, correcting behavior and discipline, to law enforcement referrals.
<b>Child Abuse and Neglect</b>	Professional staff are legally responsible for reporting all suspected cases of child abuse and neglect, and all staff are required to by the district. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

### **Identification Badges**

Visitors or volunteers at Harriet Rowley Elementary are required to check in at the Main Office to obtain a visitor's pass/name badge. Non-Harriet Rowley Elementary employees are not allowed in the halls without a pass. Families and visitors are not allowed in the building or on school grounds, without permission of the office.

### **Building Access**

Between 8:00-8:30 AM, students who are dropped off by car will enter the school through the front doors. Students who walk or ride the bus to school will enter through the double doors near the cafeteria. Families and visitors entering between 8:00-8:25 AM who want to walk students to the cafeteria must enter through the main front door and check in at the office to obtain a visitors badge. At 8:30 AM, the front doors will be locked and all students, family, and visitors will need to be buzzed into the building. After 8:30, family and visitors are not allowed to enter the hallways. Checking-in with office staff allows the office to monitor who is in the building, and helps us provide a safe learning and working environment for our students and staff. Families and visitors wanting to meet with a staff member must schedule an appointment prior to coming to the school to ensure the staff member will be available.

## TRANSPORTATION

### School Safety Patrol and Walking Routes

It is extremely important that we work together to instruct the students in proper walking procedures. Please review the following safety guidelines with your child:

1. Walk in a single file line or two side by side.
2. Stay on sidewalks if available.
3. Walk facing traffic if there are no sidewalks.
4. Do not push or shove while walking.
5. Look both ways more than once when crossing streets.
6. Help younger students.
7. Walk directly to and from school.
8. Cooperate with School Safety Patrol.
9. Use the crosswalk when crossing streets or crossing the parking lots at school.
10. Do not approach a car or take a ride from anyone without parent permission.

We provide adult crossing guards before and after school at the main crosswalk in front of the school. We urge you to discuss with your child the safest route to take to and from your home to school each day. Students living in Skagit Highlands should enter and exit school grounds using the gate on Monarch Blvd. Students must follow the sidewalk to and from the covered play area by the building. Students entering school grounds from the south (off of E. Division) will follow the sidewalk all the way down 53rd street until they reach the crosswalk where someone will help them cross. Walking in groups makes children more visible to the motorists.

### Walkers

Students who walk to school will enter through the gates on Monarch Blvd. Students must follow the sidewalk to the covered play area by the building. Students will enter the gate by the covered play area and will follow the sidewalk around to the back of the building where they will enter the school through the first set of double doors.

### Bus Transportation

Each day, bus drivers see that every child is delivered safely to their designated bus stop. **No child is allowed to get off the bus at any place other than their designated stop, unless by permission of school authorities acting upon written parental request.** If a child is unsure of their bus stop or is on the wrong bus, the child is returned to the school or the bus garage and families called. Please be sure your children know their bus numbers and caution them about safety and courtesy on and off the bus. Bus information can be obtained by calling the **transportation office at 360-428-6147**. If there is a change in busing or normal routine, please call or send a note to school before 12:00 PM. Students will ride their regularly assigned bus at all times unless a note or phone call has been received at school. Since riding the bus is seen as an extension of the school day, students must follow Harriet Rowley Elementary's rules *Make Good Decisions. Solve Problems. Show Respect. Be safe.* Students must follow the direction of the bus driver and should behave in a courteous and orderly manner at all times. Misbehavior presents a serious hazard to the safe riding privileges and may result in a conference at the school or cause forfeit of riding privileges.

### Car Drop Off and Pick Up

The main entrance for Harriet Rowley Elementary is located on E. Division. Families will enter Harriet Rowley Elementary by turning off of E. Division St. onto 53rd St. Once on 53rd St., families will use the pick-up/drop-off lane that is indicated by the solid white line. Families must stay within this line until they reach the front of the school to drop off or pick up their children. Please do not drop off or pick up students beyond the white cross walk that is directly in front of the school. For student safety, students must exit and enter vehicles on the right side (sidewalk side) of the vehicle.

Students who are dropped off in the morning will enter the building through the main doors and will take a left down the main hallway to either have breakfast in the cafeteria (8:00-8:25) or go outside to play (after 8:15) until the bell rings at 8:25 AM. Students will line up outside and teachers will pick them up there to begin the day. For safety reasons, students will not be allowed to go to their classrooms before 8:25 AM. Families and visitors entering between 8:00-8:25 AM who

want to walk students to the cafeteria must enter through the main front door and check in at the office to obtain a visitors badge. If you wish to join your child for breakfast in the cafeteria or if you have an appointment with a teacher before the school day begins, be sure to check in with the office. **For supervision reasons, visitors are NOT allowed on the playground before school.**

### **Bicycles**

Please review the following bicycle-riding safety rules and responsibilities with your child, if they will ride a bike to school:

1. Walk your bike on the school sidewalks when arriving and leaving.
2. Park your bike in the bike rack with a good lock as Harriet Rowley Elementary is not responsible for lost/stolen or damaged property.
3. Keep your bike in good safe condition with properly working brakes.
4. When riding:
  - Stop at STOP signs
  - Slow down at street intersections
  - Ride straight, do not weave in and out of traffic
  - Never carry a second person on your bike with you
  - Ride on the RIGHT HAND side of the road, not the left or center
  - Ride single file, one bike behind the other
  - Use a light at night
  - Give hand and arm signals:
    - Left turn- *Left arm straight out*
    - Right turn- *Left arm held up*
    - Stop or Slow- *Left arm down, palm back*

5. ***ALWAYS WEAR A HELMET.*** The best protection you can offer your child against head injury when bicycle riding is a bike helmet. Head injuries account for more than half of all bicycle related injuries.

6. **Scooters & Skateboards:** if you ride a scooter or skateboard to school, please follow the same rules as a bicycle. Harriet Rowley Elementary is not responsible for lost/stolen or damaged property. These modes of transportation are not allowed on the bus.

## **VISITING SCHOOL**

Families are often interested in visiting school to observe their child at work in their classroom. Families are **invited** and **encouraged** to visit school because classroom visits can be helpful in understanding their child's school progress and the nature of the activities in which they participate. Here are some tips to get the most out of your visit:

- Arrange your visit with the teacher in advance. (Required)
- Stop by the office when you arrive to sign in and receive a nametag. All visitors, family members, and volunteers are required to sign in and wear a nametag.
- Birthday celebrations are to be pre-arranged with the classroom teacher. Treats can be dropped off in the office and will be distributed at the teacher's discretion. Please do not bring personal gifts, including balloons. Balloons are a hazard to our indoor sprinkler system.
- Open the classroom door and walk in. Knocking disturbs the children more than your presence. Either the teacher or a student host will greet you and give you a seat where you can hear and see the activities.
- Please leave other children at home when you are visiting. Try to come for several short visits rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is usually necessary.

## **VOLUNTEERS**

The Mount Vernon School District encourages volunteers in our schools. Volunteers are family members, parents, grandparents, neighbors, community members, middle school students, high school students, and college students who contribute their time and talent to our students and teachers.

We invite you to join us at Harriet Rowley Elementary and become a valued participant in the education of all our students. Many opportunities are available in the classroom, office, library, on field trips, etc. To be a field trip volunteer, your application must be completed and approved at least two weeks prior to the trip. It is mandatory that volunteers inform the classroom teacher and pre-arrange when they will volunteer. We also welcome you to share your profession or hobbies with our students. For supervision reasons, we ask that volunteers not bring students' younger siblings or any other children with them when volunteering at the school or on field trips.

To ensure the safety of all our students, the Mount Vernon School District policy requires all volunteers to complete a volunteer application. This needs to be completed every year. Applications are available online at: <https://mountvernonvolunteers.hrmlplus.net>.

### **Parent Teacher Organization (PTO)**

The goal of this group is to promote positive relationships and communication between Harriet Rowley Elementary families, our school, and to work together to provide the best education and experiences for all our students.

The meetings are held at the school library each month. Childcare is provided for children 3 years and older. Contact us to participate!

## **MVSD SCHOOL AND DISTRICT POLICIES**

### **SCHOOL INFORMATION / PERMISSION FORMS & APPLICATIONS**

The following forms are available in the office and may be sent home with your child at the beginning of the year.

- Student Emergency Information
- Bus Rules & Permission to Ride
- Photo/Filming Exclusion
- Internet Use Rules/Permission
- Extended Learning Application
- Permission to Administer Medication
- After School Transportation Form
- Emergency Weather Information/Snow Routes
- Transportation/Bus Stop Schedules

The school office is a good resource for any additional information or questions. Please do not hesitate to contact the office if you have any questions.

### **MOUNT VERNON SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT**

**NONDISCRIMINATION** The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Jon Ronnegren, Human Resources Director, 124 E. Lawrence Street, Mount Vernon, WA 98273 (360)428-6110; Section 504/ADA Coordinator, Clint Carlton, Director of Special and Support Services, 920 S. Second Street, Mount Vernon, WA 98273, (360)428-6141.



## **Complaint**

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

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation, or state regulation that applies to a federal program. • Anyone can file a citizen complaint. • There is no special form. • There is no need to know the law that governs a federal program to file a complaint. Please contact Patricia Turley with questions @ 360-428-6199 for the information you need to move forward. You may also access this online at

<http://www.mountvernonschools.org/index.php/node/70>

### **Title 1 Schoolwide Program**

The Title 1 Schoolwide Program helps us increase the academic achievement of students by providing additional services to students. To accomplish our goals the school and the district use student assessment data to determine areas of need and outline a plan for addressing student needs. We structure professional development activities to support the needs, we connect the school with parents and the community, and we formulate an evaluation plan to monitor the progress of our efforts.

As a school that receives federal Title I funds we must meet some specific federal rules. These include providing information to families regarding teacher and Para Educator qualifications, parent involvement, and schoolwide planning.

### **School's Written Family Involvement Policy & Parents' Right-to-Know**

We provide families with information that describes the level of academic achievement reached by their child. This information provides the child's achievement on state and district assessments. We strive to communicate throughout the school year in multiple ways regarding student achievement and learning progress.

<http://harrietrowley.mountvernonschools.org>

### **Parent's Right-to-Know – Highly Qualified Teachers**

We provide timely notice to every parent if a teacher who is not highly qualified has been assigned or has taught their child for four or more consecutive weeks. All of our teachers meet the federal highly qualified status. In addition, our Paraeducators working with children on academic support also meet the required federal highly qualified requirements.

### **Title I, Part A Meeting**

We invite parents to learn more about Title I, Part A programs operating at our school by attending school and district meetings throughout the year. In the Spring we host a meeting where we explain the requirements of this federal program, and let parents know they have a right to be involved in school program activities funded by Title I, Part A.

### **Parents' Right-to-Know — Highly-qualified Teachers**

We provide timely notice to every parent if a teacher who is not highly qualified has been assigned or has taught their child for four or more consecutive weeks. All of our teachers meet the federal highly qualified status. In addition our Paraeducators working with children on academic support also meet the required federal highly qualified requirements.

### **School-Parent Compact— Shared Responsibility**

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

### **Annual LEA Report Card**

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

### **English Learner (EL) Students**

English Learner (EL) Students: Parent and Family Outreach Title III requires that LEAs implement an effective means of outreach to parents of ELLs to [ESSA Section 1112(e) (3)(A),(B)&(C)]: • Inform parents on how they can be active participants in: \* Assisting their children to learn English, \* Achieving high levels in core academic subjects, and \*Meeting the state's academic content and student academic achievement standards as all students are expected to meet. • Seek parent input into the development and evaluation of the LEAs' ELL program. \* Notify parents of their right to have opportunities for regular meetings for the purpose of formulating and responding to recommendations from parents of students participating in Title I or Title III programs.

**HARRIET ROWLEY ELEMENTARY  
STUDENT-PARENT-TEACHER COMPACT**

-HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD-

As a Student, I \_\_\_\_\_ will

- take responsibility for learning;
- act in a safe and healthy way;
- respect the rights and needs of others;
- treat all property with respect;
- obey the school and bus rules;
- come to school prepared with my homework and my supplies;
- provide a good effort and persevere even when the work is difficult.

As a Parent / Guardian, I \_\_\_\_\_ will

- assure that my child attends school regularly and on time;
- provide a home environment that supports my child's ability to complete their homework;
- read with my child or monitor their reading for at least 20 minutes per day;
- help my child practice mathematical facts (+, -, x, /) so that they attain grade level expectations;
- support the school in developing positive behaviors;
- talk with my child about his / her school activities every day;
- limit screen time (TV, computer, video games) to less than 2 hours per day;
- communicate regularly with my child's teachers;

As a Teacher, I will

- have confidence that each student can learn;
- show respect for each child and his or her family;
- come to class prepared to teach;
- provide an environment that is conducive to learning;
- provide meaningful and appropriate homework activities;
- enforce school and classroom rules fairly and consistently;
- maintain open lines of communication with students and their parents;
- seek ways to involve parents in the school program;
- demonstrate professional behavior and a positive attitude.

**- IT TAKES A VILLAGE TO RAISE A CHILD -  
HAND IN HAND WE WILL WORK TOGETHER TO CARRY OUT THE TERMS OF THIS CONTRACT**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HARRIET ROWLEY ELEMENTARY  
FAMILY SIGNATURE PAGE  
2023-2024**

Dear Families,

Please review the Harriet Rowley Student / Family Handbook with your child. Be sure to review:

- School start and end times
- Attendance
- Student Expectations and Protocol
- Transportation and end of day changes
- Student-Parent Teacher Compact

We appreciate your support and look forward to partnering with you this school year.

Thank you,

Jenifer Rolie  
Assistant Principal  
Harriet Rowley Elementary

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*PLEASE TEAR OFF PAGE AND RETURN TO CLASSROOM TEACHER\*\***



Mount  
Vernon  
Schools

*Successful Learners Strengthening Our Community*

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## **Transportation Services**

Dear Parents:

We welcome the opportunity to transport your child or children for this school year. Attached is a list of requirements for riding a school bus in the Mount Vernon School District. Safety is our #1 concern. Proper student conduct on the bus is essential to ensure that safety. Please review the attached BUS RULES and BUS DISCIPLINE PROCEDURES with your child, sign, date, and return them as noted.

State law mandates that bus rules be reviewed with students on an annual basis. It is important that parents are also aware of the bus rules so that safe practices can be reinforced at home. Please return this signed statement to your child's classroom teacher. High School students are to return the signed statement to their bus driver.

Thank you for your support and cooperation in this very important process.

Sincerely,

Kelly Johnson, Transportation Supervisor  
Mount Vernon School District #320

Attachment

I have read and reviewed the attached rules and discipline procedures with my child

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Kelly Johnson, Supervisor**

Telephone: (360) 428-6147 Fax: (360) 428-6168 • 2001 Cleveland Avenue • Mount Vernon, WA 98273  
[www.mountvernonsschools.org](http://www.mountvernonsschools.org)

## **MOUNT VERNON SCHOOL DISTRICT TRANSPORTATION BUS RULES**

1. All pupils must obey the driver promptly and willingly.
2. Each student will be seated properly while the bus is in motion.
3. Classroom conduct standards will be observed on school busses.
  - Remain in seat in the riding position (bottom flat, shoulders back).
  - Be courteous to others and use only appropriate language.
  - Refrain from any activities that are dangerous to others (shoving, tripping, kicking, etc.)
4. Food, gum, and drink are not allowed on buses unless authorized by the driver.
5. There shall be no use of tobacco products or illegal drugs.
6. Only safe objects will be allowed on the bus.
  - Unsafe objects: skateboards, glass containers, sharp objects, balloons, or items too large to hold on the lap. No animals, insects or reptiles allowed.
7. Aisles and emergency exits will be kept clear at all times.

## **BUS DISCIPLINE PROCEDURES MOUNT VERNON SCHOOL DISTRICT**

Riding a school bus to and from school and other school activities is privilege based on proper behavior of the child.

In the event it becomes necessary for a driver to work with a child who is misbehaving the following guidelines/procedures shall apply:

### **Verbal Warning\*:**

When a child's misconduct is of a minor nature that does not jeopardize the safety or welfare of other children or the operation of the bus; the bus driver talks to the child about the inappropriate behavior. Making a note of the conversation the driver had with the child is an appropriate course.

### **STEP ONE\*:**

When repeated verbal warnings fail to correct a child's inappropriate behavior, the driver shall use the Bus Conduct Report to document the incident and submit the report to the Transportation Supervisor and/or a member of the Transportation Department Leadership team. (Further reference to the Transportation Supervisor is included in the term Transportation Department.)

The Transportation Department will send a letter home to the parent and/or guardian with a copy of the Bus Conduct Report. The Transportation Department will send a copy of the letter and the Bus conduct Report to the school. The school Administration may choose to talk with the child.

A copy of the letter and the Bus Conduct Report will be given to the employee who submitted the report.

### **STEP TWO\*:**

When inappropriate behavior continues unchanged, there shall be a Bus Conduct Report submitted by the driver to the Transportation Department which will be sent to the school for action. The school administration will call the parent by telephone and send a written notice home. There will be in-school discipline.

A copy of the Bus Conduct will be given to the employee who submitted the report.

### **STEP THREE\*:**

When a child's inappropriate behavior is deemed to jeopardize the safety of the bus passengers and/or when the child fails to correct their inappropriate behavior; there shall be a one (1) to three (3) day suspension of all transportation services.

The school administration will contact the parent/guardian to inform them of the suspension of transportation services.

**STEP FOUR\*:**

When a child's inappropriate behavior is deemed to jeopardize the safety of the bus passengers and/or when the child fails to correct their inappropriate behavior; the child will be suspended from all transportation services for a period of four days.

The school administration will contact the parent/guardian to inform them of the suspension of transportation services.

**STEP FIVE\*:**

When a child's inappropriate behavior is deemed to jeopardize the safety of the bus passengers and/or when the child fails to correct their inappropriate behavior; the child will be suspended from all transportation services for a period of four days.

The school administration will contact the parent/guardian to inform them of the suspension of transportation services.

**AUTOMATIC SUSPENSION AND EXCLUSION FROM ALL TRANSPORTATION SERVICES:**

- Use or possession of drugs or alcohol
- Use or possession of weapons including Laser Pointers
- Fighting of serious nature

\*Any or all steps may be skipped depending on the severity of a child's inappropriate behavior

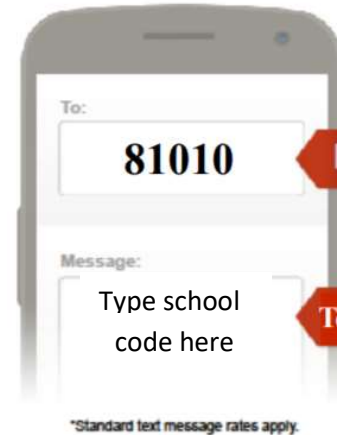
Dear Families,

At the beginning of the year Mount Vernon School District began using **Remind** for school and class messaging and voice calls. This means you should be receiving text messages, emails, and calls from your student's teachers or school. It is important that you sign up to receive messages via text or email as this is Mount Vernon School District's primary communication tool regarding attendance, school closures, and other school wide activities.

If you initially opted out of **Remind** or are not receiving school messages you can sign up now to have messages delivered via text, email, or both.

*To receive text messages:* Text the number **81010**. Add **@mvsd104** in the body of the message.

- *You will receive a confirmation text that you are connected with your school. In this message you will also have the option to download and sign in on Remind. Downloading Remind is not required, but is an option if you would like to change communication settings in the future.*



*To receive messages via email:* Please go to [www.remind.com/families](http://www.remind.com/families)

- Click on "Sign In" and enter your email.
- **Remind** will send you a 4-digit code to your email address to confirm your account.
- Once your account is confirmed you may choose to add your phone number or you may skip that step.
- You will be asked to join a class. Type in **@mvsd104**

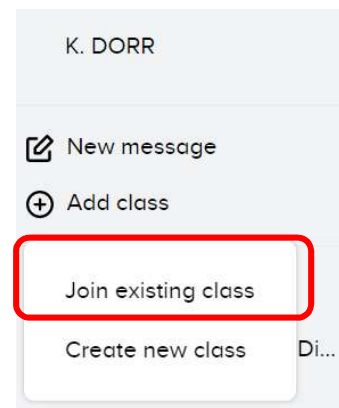
**You are now set up to receive school wide communication.**

**Connecting to your Student Classes:**

- You will need to contact your student's teacher for their specific class codes in order to receive messages for that class.

To connect to your student's classes, text **81010** and add the teacher's **Remind** class code.

If joined **Remind** with your email you can click on **add class** in your **Remind** account and click on **Join existing class**.





**National School Lunch Program/School Breakfast Program  
2024–25 Letter to Households (Non-pricing/Provision Schools)**

Dear Parent/Guardian:

Mount Vernon School District will serve meals each school day at no charge. It is important that you still complete the Child Nutrition Eligibility & Education Benefit application though as it may qualify you for: Summer EBT benefits, reduced fees for other programs and activities, and/or help secure funding for your school district.

**Who should fill out an application?**

Fill out the application if:

- Total household income is the SAME or LESS than the amount on the chart.
- You receive Basic Food, take part in the Food Distribution Program on Indian Reservations (FDPIR), or receive Temporary Assistance for Needy Families (TANF) for your children.
- You are applying for foster children that are under the legal responsibility of a foster care agency or court.

Turn in the application to your students school or 124 E Lawrence Mount Vernon, WA 98273.

Be sure to submit ONLY ONE application per household. We will notify you if the application is approved or denied. If any child you are applying for is homeless (McKinney-Vento), or migrant, check the appropriate box.

**What counts as income? Who is considered a member of my household?**

Look at the income chart below. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact us at 360-428-6110.

USDA Child Nutrition Program Income Guidelines Effective July 1, 2024–June 30, 2025					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each add'l family member, add:	\$9,953	\$830	\$415	\$383	\$192

**HOUSEHOLD** is defined as all persons, including parents, children, grandparents, and all people related or unrelated who live in your home and share living expenses. If applying for a household with a foster child, you may include the foster child in the total household size.

**HOUSEHOLD INCOME** is considered to be the income each household member received before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. If including a foster child as part of the household, you must also include the foster child's personal income. Do not report foster payments as income.

**What must be on the application?**

**A. For households not getting any assistance:**

- Student name(s)
- Names of all household members
- Income by source for all household members
- Adult household member's signature
- Last 4 digits of social security number of the adult household member who signs the application (or if the adult signing does not have a social security number, check the associated box).

Complete *Parts 1, 2, 3, 4,* and *5;* Part *6* is optional.

**B. For households with only foster child(ren)**

- Student's name
- Adult household member signature

Complete *Parts 1* and *5.* *Part 6* is optional. You may also send the school a copy of the court documentation showing the foster child(ren) was/were placed with you instead of filling out an application form.

**Last 4 digits of SSN are not required for B.**

**C. For a family getting Basic Food/TANF/FDPIR:**

- List all student names
- Enter a case number
- Adult household member's signature

Complete *Parts 1, 2, 4,* and *5.* *Part 6* is optional.

**Last 4 digits of SSN are not required for C.**

**D. For household with a foster child(ren) and other children:**

Apply as a household and include foster children. Follow the directions for "**A. For households not getting any assistance:**" and include the foster child's personal use income.

## National School Lunch Program/School Breakfast Program 2024–25 Letter to Households (Non-pricing/Provision Schools)

### What if I'm not receiving basic food dollars?

If you have been approved for Basic Food but do not actually receive Basic Food dollars, you may be eligible for free or reduced-price meals. You must apply for meal benefits by filling out a meal application and returning it to your child's school.

### Do my children automatically qualify if they have a case number?

Yes. Children on TANF or Basic Food may get free meals and children receiving some Medicaid benefits may be eligible for free or reduced-price meals without the household having to complete an application. These children are identified by the school using a data matching process. This matched list is then made available to your child's school food service staff. The students on this list get free meals if their schools have the free and reduced-price breakfast and/or lunch program (not all schools do). Please contact us immediately if you feel your children should be receiving free meals and are not. If you do not want your child to participate in the free meal programs using this method, please notify the school.

### If anyone in my household has a case number, will all children qualify for free meals?

Yes. If someone else in the household has a case number, other than a foster child, you must fill out an application and send it to your student's school. Please contact us immediately if you feel other children in your household should be receiving free meals and are not.

### Basic Food - Can I qualify for assistance in buying food?

Basic Food is the state's food stamp program. It helps households make ends meet by providing monthly benefits to buy food. Getting Basic Food is easy! You can apply in person at the local DSHS Community Service Office, by mail, or online. There are other benefits too. You can learn about Basic Food by calling 1-877-501-2233 or by logging on to <https://www.dshs.wa.gov/esa/community-services-offices/basic-food>.

### We are in the military. Do we report our income differently?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

### My child's application was approved last year. Do I need to fill out a new one?

Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

### What if some household members have no income to report?

Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

### Health Coverage

To inquire about or apply for health care coverage for kids in your family, please visit <http://www.wahealthplanfinder.org> or you may call Washington Health Plan Finder at 1-855-923-4633.

### What if my child needs special foods?

If your child needs special foods, contact the school/district food service office.

### Proof of Eligibility

The information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals.

### Fair Hearing

If you do not agree with the decision on your child's application or the process used to prove income eligibility, you may talk with \_\_\_\_\_, the fair hearing official. You have the right to a fair hearing which may be arranged by calling the school/school district at this number 360-428-6110

### Reapplication

You may apply for benefits any time during the school year. If you should have a decrease in household income, an increase in household size, or become unemployed, or receive Basic Food, TANF, or FDPIR, you may be eligible for benefits and may fill out an application at that time.

### USDA Non-Discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

**2024–25 Child Nutrition Eligibility & Education Benefit Application**

**MOUNT VERNON SCHOOL DISTRICT**

This application may qualify you for: meal benefits, Summer EBT benefits (if enrolled in a NSLP/SBP school), reduced fees for other programs and activities, and/or help secure funding for your school district. If your child(ren) are enrolled in a Community Eligibility Provision (CEP) or Provision 2 school, completing this application will not impact your eligibility to receive meals at no cost.

**Complete, sign, and return this application to:** Your Students School or 124 E. Lawrence Street, Mount Vernon, WA 98273

**Check here if you received meal benefits last year:**

1. List **all students** living with you that are attending school. If the student is in foster care, experiencing homelessness, or receiving migrant education services, indicate this by placing an “x” in the appropriate box. Include any personal income received by the student and make an “x” in the correct box for how often it is received.  Homeless  Migrant

Student’s Last Name	Student’s First Name	MI	Foster	Date of Birth	School	Grade	Student Income	Weekly	Bi-weekly	2 X Month	Monthly
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. If any Household Members (including yourself) currently participate in one or more of the following assistance programs, please write in a case number. If no, go to Step 3.

Basic Food     TANF     Food Distribution Program on Indian Reservations (FDIPR)    Case Number: \_\_\_\_\_

3. List the names of all other household members - Enter income (in whole dollars) and CHECK how often it is received. If a household member does not receive income, write 0. If you enter 0 or leave the income sections blank, you are promising there is no income to report.

Names of ALL other household members (do not include students listed above)	Foster	Earnings from work (before any deductions)	Earnings from work				Public Assistance/ Child Support/ Alimony	Public Assistance/ Child Support/ Alimony				Pensions/ Retirement/ Social Security (SSI)	Pensions/ Retirement/ Social Security (SSI)				Any Other Income Not Already Listed	Any Other Income Not Already Listed			
			Weekly	Bi-weekly	2 X Month	Monthly		Weekly	Bi-weekly	2 X Month	Monthly		Weekly	Bi-weekly	2 X Month	Monthly		Weekly	Bi-weekly	2 X Month	Monthly
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Total Household Members (include all people living in your household):  Last Four Digits of Social Security Number (SSN) of  Check if no SSN:   
 (total listed must equal number of household members listed above) Primary Wage Earner or Other Household Member (Optional if only applying for Summer EBT)

5. Contact Information & Signature – Complete, sign, and return this application to: Your Students School or 124 E. Lawrence Street, Mount Vernon, WA 98273  
 I certify (promise) that all information on this application is true, that all income is reported, and that my household does not receive Summer EBT benefits through a different State or Indian Tribal Organization (if applicable). I understand that this information is given in connection with the receipt of federal or state benefits and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose these benefits, and I may be prosecuted under applicable State and Federal laws.

Printed Name of Adult Household Member

Adult Household Member Signature

E-mail Address

Mailing Address

City, State & Zip Code

Daytime Phone

Date

**6. Children’s Racial and Ethnic Identities (Optional) – We are required to ask for information about your child(ren)’s race and ethnicity. This information is important and helps make sure we are fully serving our community. Responding to this section is optional and does not affect your child(ren)’s eligibility for free & reduced-price meals.**

Mark one or more racial identities:

- American Indian or Alaska Native       Asian  
 Black, or African American       Native Hawaiian or Other Pacific Islander  
 White

Mark one ethnic identity:

- Hispanic or Latino  
 Not Hispanic or Latino

**Child Nutrition Eligibility:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (Basic Food), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
 (833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider. The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX/Civil Rights Compliance Coordinator/HIB Coordinator, Jon Ronngren, Director, 124 E. Lawrence Street, Mount Vernon, WA 98273 (360)428-6110; Section 504/ADA Coordinator, Clint Carlton, Executive Director/Student Support Services, 920 S. Second Street, Mount Vernon, WA 98273, (360)428-6141.

**SCHOOL USE ONLY DO NOT WRITE BELOW THIS LINE**

ANNUAL INCOME CONVERSION: Weekly x 52; Bi-Weekly x 26; Twice per month x 24; Monthly x 12. (Do **NOT** convert to annual income unless household reports multiple pay frequencies).

<b>LEA APPROVAL:</b>	<input type="checkbox"/> Basic Food/TANF/FDPIR/Foster	Total Household Size	_____	Weekly		Bi-Weekly		2x per Month		Monthly		Annual	
	<input type="checkbox"/> Income Household	Total Household Income	\$ _____	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<b>APPLICATION APPROVED FOR:</b>	<input type="checkbox"/> Free Eligible	<b>APPLICATION DENIED BECAUSE:</b>	<input type="checkbox"/> Income Over Allowed Amount	<input type="checkbox"/> Other: _____									
	<input type="checkbox"/> Reduced-Price Eligible		<input type="checkbox"/> Incomplete/Missing Information										

\_\_\_\_\_  
Date Notice Sent

\_\_\_\_\_  
Signature of Approving Official

\_\_\_\_\_  
Date

**CONSENT TO SHARE PROGRAM ELIGIBILITY INFORMATION  
FOR OTHER SCHOOL PROGRAMS  
2024-2025 School Year**

If you qualify for free or reduced-price meals based on household size or income or, if you receive Basic Food, Temporary Assistance for Needy Families (TANF), Food Distribution on Indian Reservations (FDPIR), or have been Directly Certified as eligible for free meals you may be eligible for decreased fees to participate in other school programs. Submitting/not submitting this form will not affect your child's eligibility for free or reduced-price meals.

You must check the box for each program you would like to participate in and sign the form to allow your eligibility status to be shared for other program benefits. Please contact Mount Vernon School District with any questions at 360.428.6100.

Check to participate	Title of school program	How the shared information will be used
<input type="checkbox"/>	Testing Fee Waivers	Fee reduction/waiver.
<input type="checkbox"/>	College Courses and Application Fees	Fee reduction/waiver
<input type="checkbox"/>	Extra Curricular Activities	Fee reduction/waiver
<input type="checkbox"/>	Class Fees	Fee reduction/waiver
<input type="checkbox"/>	<b>ALL Programs</b> that apply	Fee reductions/waivers

**Print Full Name of students here that you consent to share Income Eligibility to qualify for the above programs:**

Student's First and Last Name	

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Jon Ronngren, 124 E. Lawrence Street, Mount Vernon, WA 98273 (360)428-6110; Section 504/ADA Coordinator, Clint Carlton, Executive Director/Student Support Services, 920 S. Second Street, Mount Vernon, WA 98273, (360)428-6141.

**CONSENTIMIENTO PARA COMPARTIR INFORMACIÓN DE ELEGIBILIDAD  
DEL PROGRAMA PARA OTROS PROGRAMAS ESCOLARES  
Año escolar 2024-2025**

Si califica para comidas gratis o a precio reducido según el tamaño del hogar o los ingresos o, si recibe alimentos básicos, asistencia temporal para familias necesitadas (TANF), distribución de alimentos en reservaciones indígenas (FDPIR), o ha sido certificado directamente como elegible para comidas gratis, puede ser elegible para tarifas reducidas para participar en otros programas escolares. Enviar o no enviar este formulario no afectará la elegibilidad de su hijo para recibir comidas gratis o a precio reducido.

Debe marcar la casilla de cada programa en el que le gustaría participar y firmar el formulario para permitir que su estado de elegibilidad se comparta para otros beneficios del programa. Si tiene alguna pregunta, comuníquese con Mount Vernon High School al 360.428.6100.

<b>Marque para participar</b>	<b>Título del programa escolar</b>	<b>Cómo se utilizará la información compartida</b>
<input type="checkbox"/>	Exenciones de tarifas de prueba	Reducción/exención de tarifas.
<input type="checkbox"/>	Cursos universitarios y tarifas de solicitud	Reducción/exención de tarifas.
<input type="checkbox"/>	Actividades extracurriculares	Reducción/exención de tarifas.
<input type="checkbox"/>	Tarifas de clase	Reducción/exención de tarifas.
<input type="checkbox"/>	<b>TODOS los programas que aplican</b>	Reducción/exención de tarifas.

**Escriba aquí el nombre completo de los estudiantes que acepta compartir la elegibilidad de ingresos para calificar para los programas anteriores:**

**Nombre y Apellido del Estudiante**


**Firma de la Madre/Tutor:** \_\_\_\_\_

**Fecha** \_\_\_\_\_

**Dirección de correo electrónico:** \_\_\_\_\_

**Teléfono** \_\_\_\_\_

**NO DISCRIMINACION**

El Distrito Escolar de Mount Vernon no discrimina en el empleo, los programas o las actividades por motivos de edad, raza, color, origen nacional, credo, religión, sexo, orientación sexual, expresión de género, identidad de género, veterano licenciado honorable o estado militar, o la presencia de cualquier discapacidad sensorial, mental o física o el uso de un perro guía o animal de servicio entrenado por una persona con una discapacidad y proporciona igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Las consultas sobre el cumplimiento y/o los procedimientos de quejas pueden dirigirse al Coordinador de Cumplimiento de Derechos Civiles/Título IX del Distrito, Jon Ronngren, 124 E. Lawrence Street, Mount Vernon, WA 98273 (360) 428-6110; Coordinador de la Sección 504/ADA, Clint Carlton, Director Ejecutivo/Servicios de apoyo estudiantil. 920 S. Second Street, Mount Vernon, WA 98273, (360)428-6141.