

**COVINGTON  
ELEMENTARY SCHOOL**

2021 – 2022

STUDENT HANDBOOK

Covington Elementary School  
807 Chestnut Street, Suite B  
Covington, OH 45318

Telephone (937) 473-2252

FAX (937) 473-3685

Website: [www.covington.k12.oh.us/es](http://www.covington.k12.oh.us/es)

Mr. Josh Long

Principal

Dear Parents & Students,

It is with great pleasure that I serve as Covington Elementary Principal. It is exciting to work with you to prepare for a wonderful year of learning. I look forward to working with you and your child and trust you will find Covington Elementary an excellent place to learn and grow.

Communication is an important component of your child's education. Your child's teacher will communicate with you regularly about what is being taught in your child's classroom through newsletters. Parents have access to their child's grades through an online program called *Progress Book*. The *Chestnut Chatter*, our monthly newsletter, communicates the many happenings in our building. The newsletter can be viewed by clicking on Covington Elementary School on the web page at [www.covington.k12.oh.us](http://www.covington.k12.oh.us)

As a parent, you are invited to visit our school at any time. Please make arrangements with the teacher before going to the classroom. Please don't hesitate to contact the office to discuss a concern, or offer a suggestion – the door is always open.

Please sit down with your child and read through this handbook. It will tell you exactly what we expect and what services and benefits you may expect from the school. To verify that you have read this Handbook online or hard copy, please sign and return the signature form provided to your child's teacher.

I hope the 2021-2022 school year is an educationally rewarding and enjoyable year for your family.

Sincerely,

Josh Long, Principal  
Longj@covingtonk12.org

## Table of Contents

Acceptable Use Policy - Computer/Electronic Services .....	27
Announcements/Communication.....	14
Attendance.....	10
Bicycle Regulations.....	12
Character Counts.....	25
Building Time Schedule.....	8
Cafeteria.....	14
Calendar.....	5
Celebrations.....	13
Change of Address/Telephone.....	15
District Grading Scale.....	17
District Philosophy.....	4
Emergency Messages.....	15
Family Educational Rights and Privacy Act.....	37
Family Vacations.....	12
Fees.....	13
Harassment/Bullying .....	24
Homework.....	17
Inclement Weather.....	16
Information Release.....	15
Medication/Clinic Guidelines.....	16
Mission Statement.....	4
Notice of Consent/Opt-out for Specific Activities.....	36
Office Discipline Procedure.....	22
Parent Right To Know.....	39
Parking/Drop-off and Pick-up of Students.....	40
PTO.....	26
Principal's List/Honor Roll.....	25
Progress/Grade Reports.....	17
Protection of Pupil Rights Amendment.....	34
School Bus Discipline Procedure.....	23
School Bus Expectations.....	22
School Supply Window.....	13
School Motto.....	4
Staff.....	7
Student Arrival and Departure.....	9
Student Behavior Guidelines.....	18
Student Conduct Code.....	20
Student Council.....	25
Student Dress Code.....	20
Tardiness.....	11
Telephone Numbers/E-Mail Address.....	8
Telephone Use.....	15
Truancy.....	11
Visitors.....	12
Volunteers.....	25
Water Bottles.....	17

**COVINGTON ELEMENTARY SCHOOL  
PARENT-STUDENT HANDBOOK**

The purpose of this handbook is to help you become familiar with Covington Elementary School and the operating procedures of our building.

**COVINGTON ELEMENTARY SCHOOL MOTTO**

Covington Elementary School is the  
Place to Learn, Think, Share, and Care!

**COVINGTON SCHOOLS' MISSION STATEMENT**

The mission of the Covington Schools is to provide an excellent educational foundation that prepares our students to become productive and responsible citizens.

**COVINGTON EXEMPTED VILLAGE SCHOOLS  
DISTRICT PHILOSOPHY**

The public schools belong to the people. The people govern the schools under rights guaranteed to them by the constitution and statutes of our state. They exercise their proprietorship through the elective process. Their elected representative, the Board of Education, determines local educational plans and establishes publicly endorsed goals and objectives.

Schools should provide a stimulative environment and opportunities for learning experiences, which will promote desirable behavior changes in children through continuing satisfactory adjustments necessary for civic, social, and economic success in life.

Stability and conformity are desirable and essential traits for citizens in a democracy. However, emphasis must also be placed on initiative, leadership, and innovation as well as adaptability.

To serve all the children of all the people without regard to race, creed, color, or disability demands recognition of individual differences and specific needs. Therefore, every effort must be made to serve each child to the full extent of resources and facilities available.

**COVINGTON ELEMENTARY SCHOOL**

**2021-2022 SCHOOL CALENDAR**

\*\*Please note – most of our usual activities/events have not yet been scheduled for the year. You will be notified of upcoming events via our OneCallNow system and the monthly Chestnut Chatter or teacher newsletter.

August	
9	Teacher In-Service/Work Day
10	Teacher In-Service/Work Day
20	Teacher In-Service/Work Day
23	Teacher In-Service/Work Day
	Open House 4:30-6:30 pm
24	First Day of School
September	
2	School Pictures
6	Labor Day- No School
14	7:00 PM PTO Meeting
25	Interim Ends
October	
1	Interim Reports sent home
12	7:00 p.m. PTO Meeting
19	Picture Retakes
28	End of 1 <sup>st</sup> Quarter
29	No School
November	
5	Report Cards sent home
9	7:00 PM PTO Meeting
11	1:00 PM-Early Dismissal
	1:30-9:00 Parent/Teacher Conferences
12	No School
24-28	No School - Thanksgiving Break
December	
3	Interim Ends
10	Interim Reports sent home
14	7:00 PM PTO Meeting
21	1:00 p.m. Early Dismissal
22-Jan. 2	Winter Break

January  
 3 School Resumes  
 11 7:00 PM PTO Meeting  
 14 End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester  
 17 MLK Day – No School  
 21 Report Cards sent home  
 February  
 8 7:00 PM – PTO Meeting  
 17 1:00 – Early Dismissal – 1:30 – 9:00  
 Parent/Teacher Conferences  
 Interim Ends  
 18 No School  
 21 Presidents' Day – No School  
 25 Interim Reports sent home  
 March  
 8 7:00 PM – PTO Meeting  
 9 Spring Pictures  
 18 No School  
 25 End of 3<sup>rd</sup> Quarter  
 April  
 1 Report Cards sent home  
 12 7:00 PM – PTO Meeting  
 14-18 Easter Break  
 19 School Resumes  
 22 Interim End  
 29 Interim Reports sent home  
 May  
 10 7:00 PTO Meeting  
 27 Last Day of School for Students  
 End of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester, 1pm dismissal  
 Report Cards sent home

## COVINGTON ELEMENTARY STAFF

Mr. Josh Long Principal  
 Mrs. Kate Reck Kindergarten  
 Mr. David Heffelfinger  
 Mrs. Karla Pohlman  
 Mrs. Rachel Larson First Grade  
 Mrs. Kelly Thomas  
 Mrs. Kelly Turner  
 Mr. Logan Carey Second Grade  
 Mrs. Angie Kendig  
 Ms. Morgen Grunkemeyer  
 Mrs. Christie Brown Third Grade  
 Mrs. Angie Knick  
 Mrs. Ronda Pritchard  
 Ms. Paula Jurgens Fourth Grade  
 Mrs. Jennifer Miller  
 Mrs. Kate Shaffer  
 Mrs. Rachel Kramer Fifth Grade  
 Mrs. Christina Sommer  
 Ms. Susan Brunswick  
 Mrs. Sharon Eilerman Sixth Grade  
 Mrs. Cheryl Fahy  
 Mrs. Meghan Gehret  
 Mrs. Jessica May Intervention Specialist  
 Mrs. Diane Wenning Intervention Specialist  
 Mrs. Cindy Johnson Intervention Specialist  
 Mrs. Julie Scott Intervention Specialist  
 Mrs. Karol Hogue Intervention Specialist  
 Mr. Jim Meyer 6-8 Guidance/School Psychologist  
 Mrs. Lauren Bell K-5 Guidance Counselor  
 Mrs. Susan Bohlander Title 1 Reading  
 Mrs. Diana Schaurer Title 1 Reading  
 Mrs. Josselyn Lavey Title 1 Reading  
 Mrs. Denise Pond Title 2 Reading  
 Mrs. Lauren Gerlach Art  
 Mr. Matthew Gibbins Physical Education  
 Mrs. Katherine Moeller Music  
 Mrs. Beth Humphrey Speech  
 Mrs. Lisa Benson Secretary  
 Mr. Mike Stephan Custodian  
 Mr. Mike Schaffer Custodian  
 Mr. Jeremy Yingst Custodian  
 Mrs. Lisa McCord District Nurse  
 Mrs. Michelle Reck Library Aide  
 Mrs. Shanda Rench Teaching Assistant  
 Mrs. Amy Lavey Teaching Assistant  
 Mrs. Mary Taylor Teaching Assistant  
 Mrs. Annetta Wilson Teaching Assistant  
 Mrs. Terri Hoke Teaching Assistant  
 Mrs. Bonnie Flora Head Cook

## COVINGTON EXEMPTED VILLAGE SCHOOLS

### TELEPHONE NUMBERS

473-2249	Covington Board of Education Office
473-2252	Covington Elementary School Gr. K-6
473-3746	Covington Middle/High School Gr. 7-12
473-2552	Bus Transportation Supervisor

WEBSITE: [www.covington.k12.oh.us](http://www.covington.k12.oh.us)

### COVINGTON ELEMENTARY TIME SCHEDULE

7:50	Students attending breakfast admitted to building
7:50	Students admitted to building and class
8:10	Tardy Bell/Announcements

9:45-10:00	Recess, 1 <sup>st</sup> grade
10:10-10:20	Recess, 4 <sup>th</sup> grade
11:05-11:15	Recess, 3 <sup>rd</sup> grade

### LUNCH

10:30 – 10:50	Kindergarten
11:00 – 11:20	First & Second Grade
11:15 – 11:45	Seventh Grade
11:45 – 12:05	Fifth & Sixth Grade
12:05 – 12:30	Eighth Grade
12:30 – 12:50	Third & Fourth Grade

### RECESS

11:00 – 11:20
11:20 – 11:45
11:45 – 12:00
12:05 – 12:30
12:30 – 12:50
12:50 – 1:15

1:00-1:15	Recess, KG
1:20-1:30	Recess, 5 <sup>th</sup> grade
2:00-2:15	Recess, 2 <sup>nd</sup> grade

2:57	Bus Riders Dismissed
3:00	Late Bus & Walkers Dismissed

## STUDENT ARRIVAL AND DEPARTURE

Covington Elementary School is in operation from 8:00 a.m. to 3:00 p.m. Students who walk, ride bicycles, or are brought to school in the morning will be permitted to enter the building at 7:50 a.m. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL BEFORE 7:50 A.M. **Please do not enter the school's driveway, the faculty parking area, or the bus drop-off/pick-up area. Drop-off or pick-up is not permitted at the back of the school.**

At 2:57 p.m., students riding the bus will be dismissed. Those who walk, ride bicycles, or are picked up will be dismissed at 3:00 p.m. All students are to be picked up in front of the building only. Parents are to wait in the front of the building for their children. Please always use the crosswalk to and from the parking lot.

If a student is tardy, (s)he **and a parent** should report immediately to the office upon his/her arrival. **The parent must sign-in the student.** Early departures from school will be treated the same as tardiness. The parent/guardian must sign their child out. Early dismissals also require a note from the parent/guardian. Students who will be going somewhere other than their normal destination after school **must have a written note from his/her parents.** If we do not have a note, we must send the child to his/her usual destination.

Students will be released only to the custodial parent. In order for any other individual to have a child released to them, we **MUST** have a written note from the custodial parent, stating who will be picking up the child. If the office personnel does not know the parent or individual, picture identification will be required before releasing the child.

## ATTENDANCE

### Attendance

Attendance is critical for students to receive the full benefit of our educational program. Work missed through absence from school is difficult to make up. There is no substitute for participation in daily classroom discussion and work. School attendance is the parents' responsibility and is required by law. A student shall not be absent from school except for the reasons provided by Ohio Revised Code.

District attendance policy requires notification to the school in case of an absence. The parent/guardian must call the elementary school (473-2252) prior to 9:00 a.m. on the morning of an absence. The phone system has a 24-hour voice mail service for you to leave messages. If we do not receive a call, we will be calling home. Even though the phone call has been properly made, the student must bring a written excuse stating the reason for the absence, signed by the parent, when the student returns to school. Failure to provide a written excuse within two days of the absence may classify the absence as unexcused. The administration has the authority to determine if an absence is excused or unexcused.

### Excused Absences

The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness
2. Illness in the family
3. Quarantine of home
4. Death of relative
5. Work at home due to absence of parents or guardian. Any absence arising from this shall not extend beyond the period for which the parents or guardians were absent.
6. Observance of religious holiday
7. Emergency set of circumstances, which in the judgment of the principal constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension.
8. Pre-approved absences by the principal

A student absent for two days or longer is urged to make arrangements to have assignments collected so they may be picked up in the office after school. *The number of days for completion of make-up work will be equivalent to the number of **excused** days of absence*

### Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state.

Absence from school due to suspension shall be considered an authorized unexcused absence.

Students who have an unexcused absence or who are assigned out-of-school suspension **will not** be permitted to make up work. Students who are assigned in-school suspension **will** be permitted to make up work.

**After 65 hours excused or unexcused absences, the Covington Board of Education may require a doctor's statement for further absences.**

### Tardiness

Students are expected to be **on time** to school. Students may enter the building at 7:50 a.m. **All students are to be in their classrooms and in their seats by the tardy bell at 8:10 a.m.** If a student is chronically tardy or repeatedly leaves school early, the student may be assigned to after school study (detention) in order to make up for the lost instructional time. In an effort to deter tardiness the following policy has been adopted:

- A parent must accompany the student to the office to sign the student in for the day.
- A sixth and seventh tardy during a **quarter** will result in a detention and a letter sent to the parent.
- After seven (7) tardies in a semester a parent letter will be sent, additional school discipline will be given and a referral to the truant officer may occur.

### Truancy and Excessive Absences

Habitual Truant:

1. Absent 30 or more consecutive hours without a legitimate excuse
2. Absent 42 or more hours in one school month without a legitimate excuse
3. Absent 72 or more hours in one school year without a legitimate excuse

Excessive Absences:

1. Absent 38 or more hours in one school month with or without a legitimate excuse
2. Absent 65 or more hours in one school year with or without a legitimate excuse

**Absences, including family vacations, and appointments of any kind will count toward "excessive absences" hours and may result in letters and intervention plans/programs being developed for your child.**

## **Family Vacations**

Parents are discouraged from taking students out of school for vacation purposes, as the school calendar provides numerous opportunities for vacations. **Students will be granted 65 total hours of vacation.** Written notice must be submitted **one week prior** to the absence for vacation. Students will be permitted to make up teacher created tests that are missed during such **excused** absences from school. State tests must be made up due to testing requirements. Home work must be done within the time frame specified under the make-up work policy. In such a situation of extended absence, "parents must not expect work missed by their child(ren) to be retaught by the teacher."

## **BICYCLE REGULATIONS**

Anyone may ride bicycles with parents' permission. Students must use their own locks, know the rules of safe riding, and make sure bikes are in good working condition. All bicycles must be parked in the racks provided. **Students must walk bicycles on school property.** Students park their bicycles at their own risk.

## **VISITORS**

All visitors, including parents, are to enter through the front doors and sign in at the greeter's desk when arriving so we know you are in the building. All visitors must also wear a badge designating the individual as a visitor or volunteer. **If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.**

Students may not bring visitors to school.

See also board Policy and Administrative Guidelines, 9150, which can be found on Covington Exempted Village School District's website at [www.covington.k12.oh.us](http://www.covington.k12.oh.us).

## **FEES**

Fees may be paid during Open House or sent in during the first week of school. Fees may also be paid on-line. If there are any questions regarding the payment of fees, please call the school office. If fees cannot be paid in a lump sum, we will expect 1/3 to be paid before the first report card, another 1/3 before the second report card, and fees must be completely paid before the third report card is published. Fees for the 2021-2022 school year are: Kindergarten – Sixth: \$45.00.

## **SCHOOL SUPPLY WINDOW**

For the convenience of our students, the Student Council operates a school store and sells school supplies each day. Supplies may include pencils, pens, pencil grips, erasers, notebooks, crayons, rulers, glue, glue sticks, folders, colored pencils, cloth book covers and other items depending on the supply.

## **CELEBRATIONS**

According to CEVSD Wellness Policy, "Schools shall limit the number of celebrations involving serving food during the school day to no more than one birthday party per class per month and no more than four school-wide celebrations per year. The school shall prepare and distribute to staff, parents and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans."

**If snacks are sent in for individual birthdays, the food item must be individually wrapped, and will be sent home at the end of the day.**

## CAFETERIA

Breakfast for students is \$1.50 and lunch for students is \$2.60. The cost of milk is \$.50. Since CES uses a point of sale system for purchasing lunches, parents may pay in advance for any number of days. Parents may also pay on-line. Students may pay cash on a daily basis. All students will have a PIN number that is confidential and will be used to access their cafeteria account. Information will be made available to the students the first week of school, which will include free/reduced lunch prices. Students will not be allowed to accumulate more than three lunch charges. Students may come into the building at 7:50 if buying breakfast. No breakfast is served on days when there is a delay.

Each day a regular menu lunch will be served. On Monday, Wednesday, and Friday, a sack lunch will be offered to students, as well as a salad lunch on Tuesday and Thursday. The menu may be accessed through the district web site at [www.covington.k12.oh.us](http://www.covington.k12.oh.us) and clicking on the elementary school. Please assist your child(ren) in making lunch choices, which will insure a balanced diet.

Although we encourage parents not to send pop when children pack their lunches that will continue to be a parent decision. Parents are invited to join their child(ren) for lunch anytime. Please call that morning so the kitchen prepares enough food. Students who are lactose intolerant must submit a physician's statement to the school nurse.

## ANNOUNCEMENTS/COMMUNICATION

Announcements of interest to school personnel and students are made over the public address system immediately after school begins at 8:10 a.m. These may include information pertinent to the school program, birthdays observed, meetings in and out of school, and special events. **If you wish to have an announcement made, please call the school prior to 7:45 a.m.** Announcements are **not** usually made in the afternoon.

The Chestnut Chatter will be posted on the website during or just before the first week of each month. Please inform your child's teacher if you do not have access to the Internet to obtain a hard copy of the Chestnut Chatter. If you have an announcement of interest to our school community, please give us the information.

## EMERGENCY MESSAGES

We will assist in getting messages to your child on **AN EMERGENCY BASIS ONLY**. If you need to make alternative transportation arrangements for your child, please send a note on that morning. You may also follow up with a voice mail message to the teacher. Teachers check their messages at 2:30. If there is no note or voice-mail by 2:30, there will be no change. **WE APPRECIATE YOUR HELP!**

## INFORMATION RELEASE

State law requires the school to release directory information (name, address, phone number) to the public, including non-custodial parents. However, federal law states that we may give parents the right to object. Consequently, it is our policy that we will not release any student information for two days. In that time period, parents will be notified in order to allow time for objection to release of the records.

You may submit an objection to the building principal at the beginning of the school year or at any other time. Please state your reason for not wanting directory information released.

Non-custodial parents are asked to submit to the child's homeroom teacher self-addressed, stamped envelopes for newsletters, report card copies, school information, etc. Fees must be paid in order for report card information to be sent out from the teacher.

## TELEPHONE USE

The school telephones are for business purposes. **Use by students is limited to emergencies only. Students will not be permitted to call home for materials they were responsible for bringing.** Cell phone/electronic communication device use during school is prohibited. If cell phones/electronic devices are out during school time, the device will be taken to the office and parents called.

## CHANGE OF ADDRESS/TELEPHONE

Please login into Final Forms and make any changes in address and phone number in all the required forms. Proof of residency is needed for any change in address.



### INCLEMENT WEATHER

Sometimes it is necessary to cancel school, delay the start, or send children home early. We have One Call Now to inform you of such information. You may also listen to radio station WCLR/WPTW (95.7 FM/1570 AM) or watch television Channels 2, 7, or 22. You may also check Channel 7's web site at [www.whiotv.com](http://www.whiotv.com). If school should have to be closed during the day because of weather or any emergency, please give your child(ren) prior instructions on where to go and what to do.

### MEDICATION/CLINIC GUIDELINES

Any Student who is required to take medication during regular school hours must comply with the following regulations:

1. A written permission form, "Physician's Request for the Administration of Medication by School Personnel," must be signed by a physician and presented by the parent or guardian to the school nurse, requesting that the school comply with the physician's written order.
2. Non-prescription medicine does not require a physician's note, but does require parent permission form. Forms are available from the school clinic.
3. The medication should be brought to school in the original container, having the student's name, name of medication, dosage, doctor's name and directions concerning time and route of administration.
4. The medication should be brought to school by the parent or guardian.
5. If your child is allergic to bee stings, please provide the office and teacher with complete medical information and instructions regarding treatment.

Guidelines in effect for students sent to the clinic are as follows:

**If your child gets sick (vomits) at school or on the bus OR your child has a fever of 99.5 degrees or higher, your child will be sent home.**

We will contact the parent and expect the child to be picked up from school. We are also requesting you to honor a 24-hour space between your child's last fever and/or episode of vomiting.

### PROGRESS BOOK

Grade cards will be issued four times a year, at the conclusion of each nine weeks grading period. Parents have access to their child(ren)'s grades through an online program called *Progress Book*. If, at any time, you have a question or concern about your child's progress, do not hesitate to contact the school and/or the teacher.

### District Grading Scale

(used for progress reports and grade cards)

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 0 – 59%

### HOMEWORK

At Covington Elementary we know that it is difficult to learn all the facts, concepts, and skills that students need during just the school day. Our students' achievement depends on close attention to class work. Like athletes who practice everyday to stay in shape and hone their skills, students must also be in training to achieve success in school. Consequently, we will assign homework to allow students to practice and improve their skills. Successful completion of homework represents an essential component in the development of a successful student. Each grade level has an individual homework policy. You will receive that information the first week of school. Students are expected to read at home for ten to fifteen minutes each day, as well as practice math facts, in addition to regular homework.

### WATER BOTTLES

Water bottles are permitted throughout the school year.

## STUDENT BEHAVIOR GUIDELINES

Our goal is to spend more time encouraging good behavior, rather than spend extra time on inappropriate behavior. Each teacher has provided your child with a set of classroom rules and consequences. Each child has a choice to make. We believe our students will make positive choices.

Proper behavior and control of students is a necessity and only works when school personnel and parents work together as a team. All students are expected to follow the STUDENT BEHAVIOR GUIDELINES. Teachers are responsible for the control and discipline in their classrooms. If additional help and support is needed, the principal will become involved.

For your reference, the following are building-wide expectations as well as the OFFICE DISCIPLINE PROCEDURE:

### General Expectations

1. Students are expected to move through the hallways quietly. This is to show respect for fellow students and teachers within the classrooms.
2. Fighting and inappropriate language will not be tolerated.
3. Students will not be permitted in the building after school hours unless under the direct supervision of school staff or when accompanied by a parent/guardian.
4. Covington Elementary students are expected to show respect for staff members, other adults, and fellow students.
5. Students are expected to show respect for all facilities and materials.
6. All students are expected to follow the directions of the principal and all school personnel.

### Classroom Expectations

1. Students will comply with teacher rules, requests, and assignments.
2. Students are responsible for their own books, paper, etc.
3. Students will display respect for all staff members and each other.
4. Teachers will inform students and parents about their behavior and academic expectations. Students are expected to know those expectations and the consequences for failing to follow those guidelines. After school supervised study may be assigned when students repeatedly fail to complete in-school or homework assignments.
5. Student lockers must be closed, and tables and cubbies must be neat and organized.

### Building Movement Expectations

1. No student will be admitted in the building until 7:50 AM, unless it is raining or is too cold to stay outside (20 degrees or lower, including wind chill).
2. Students are to report directly to their homerooms BEFORE the 8:10 AM bell rings.
3. Students are expected to be quiet and walk in the hallways at all times.

### Dining Hall/Kitchen Expectations

1. Students are expected to be neat, orderly, quiet, and to display proper manners.
2. Students are expected to remove all paper, containers, etc. and clean up spills from the tables and floor upon being dismissed by the adult on duty.
3. Students are expected to follow all posted Dining Hall Rules.

### Playground Expectations

1. Whenever outside recess is being held, all students are expected to go outside unless they have a note from a physician. When a child returns to school from an illness, (s)he will be allowed to stay inside for one day without a physician's note.
2. **No tackle football or rough physical contact will be permitted.**
3. Students may not throw hard objects, stones, or snowballs.
4. Students are not to go into the street after a ball. Permission must be granted by the playground supervisor for a student to retrieve the ball.
5. Students must use all playground equipment as directed by staff members.
6. Students must remain in assigned areas and must have permission to enter the building.
7. Indoor recess will be held if the playground is too wet or if the temperature, with wind chill, is 20 degrees or lower. 15 – 19 degree temperature will allow ten minutes of outside play.
8. To play in the snow, students must wear snow boots and have a pair of dry shoes to wear in the classroom.
9. Students are to leave personal toys/electronic devices at home.

### Indoor Recess

1. Students will report directly back to homerooms.
2. Students are to remain in their homerooms unless given permission by the supervising teacher.
3. Students are expected to play games and be seated.
4. Students are to leave personal toys/electronic devices at home.

## STUDENT DRESS

Students at Covington Elementary have always been concerned with and shown good judgment in their appearance and dress. We have grown to expect our students to have a positive attitude concerning their dress at school. To ensure that our students come to school appropriately dressed, these guidelines should be followed:

1. Full-length tops must be worn. Stomachs are to be covered during all activities, including sitting down and raising arms.
2. Sleeveless tops must have a two-inch shoulder strap.
3. Shirts and hats with provocative, derogative printing, slogans, or those mentioning drugs, alcohol, or tobacco products may not be worn.
4. Hats may not be worn in the building during the school day, except on specially designated days.
5. Shoes must be worn at all times. **Flip-flop sandals may not be worn.** Closed-back sneakers must be worn for P.E. classes.
6. Shorts may be worn at anytime. Shorts must be appropriate length. No volleyball/cheerleading shorts. No "cut-offs" are permitted. Clothing may not have excessive holes/tears. Pants may not drag on the floor nor be so baggy that they need to be held up. Pants may not have tears/holes above the knee.

## STUDENT CONDUCT

All rules apply while on school property, under school authority, including school buses or at any school-sponsored activity. Students under suspension shall not be permitted to attend school, any school-sponsored activity, or to be on school grounds during such activities. Students guilty of any of the following submit themselves to the possibility of severe disciplinary action. This may include suspension or expulsion.

- Rule 1. Disruption of School: A student shall not by use of violence, force, coercion, threat, or hazing cause material disruption or obstruction to the educational process.
- Rule 2. Damage of school or Private Property: A student shall not steal, cause or attempt to cause damage to the property of another, public or private, on school premises or at any school activity on or off school grounds. This is to include the setting or use of any unauthorized fire.

- Rule 3. Assault: A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to another; nor may he/she direct verbal assaults toward staff or other students. This includes harassment and/or bullying. See Board Policy 5517 and 5517.01.
- Rule 4. Dangerous Weapons, Instruments, and Explosives: A student shall not possess, use, handle, transmit, or conceal any object or material which when used, misused, or attempted to be used, may cause injury to persons or damage to property.
- Rule 5. Tobacco, Narcotics, Alcoholic Beverages, and Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of tobacco, narcotics, alcoholic beverages and/or drugs. This includes drug-related paraphernalia.
- Rule 6. False Alarms: A student shall not knowingly report, turn in, or sound any false alarm to the school.
- Rule 7. Leaving School Grounds: A student shall not leave school grounds unless he/she obtains permission from the office or it is the designated time for him/her to leave.
- Rule 8. Repeated Violations and Insubordination: A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teachers aides, Principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
- Rule 9. Additional Grounds for Suspension Shall Include:
  - A. Fighting among two or more students on school property, including busses or at any school-sponsored activity.
  - B. Truancy and repeated tardiness from class or school without school authorization and parent consent.
  - C. Repeated or Flagrant Violations of any school rules or accepted standards of school behavior. This is to include, but not be limited to: the use of profanity, forgery of notes, passes, etc., falsehoods, disrespect toward others and driving infractions.
  - D. The Covington School District reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in any of the preceding rules.

## OFFICE DISCIPLINE PROCEDURE

If a classroom teacher refers a student to the office, the following plan will be used:

First Referral -- Student will be counseled by the principal and his/her name will be put into the PRINCIPAL'S DISCIPLINE REPORT. Parents will be notified, and an additional consequence will occur at this time. Consequences will include one or more of the following:

All must be documented in Public Works

Parents will be notified.

Logical consequence devised by principal and teacher

Noon recess detention(s)

After school detention(s)

In-school suspension

Suspension

Expulsion

Further inappropriate behavior will result in one or more of the consequences listed above.

SEVERE DISRUPTION will result in a second referral consequence.

## SCHOOL BUS REGULATIONS

1. Bus riding for elementary students is a privilege. All students are to exercise courtesy and good behavior. Students violating the basic bus rules may be removed from riding the bus.
2. Every bus rider must abide by these rules or be deprived of the right to ride.
3. GET TO THE SCHOOL BUS STOP ON TIME. Avoid having to run to catch the bus.
4. WHEN WAITING FOR THE BUS, STAY OFF THE STREET OR ROAD. Stay back to allow the bus to enter the loading zone.
5. ALWAYS USE THE HANDRAIL WHEN GETTING ON OR OFF THE BUS.
6. Load and unload from the bus at its designated stop in an orderly manner.
7. Ride only the regularly assigned bus and unload at the regular stops.
8. Keep the aisle clear. Don't pile books, musical instruments, book bags or other belongings in the aisle.
9. Eating, chewing gum, drinks and littering are not permitted on a bus.

10. Noise on the bus should be kept at a minimum. The same behavior is expected on a school bus as in a classroom. Pupils may talk quietly if the driver permits. (Radios of any kind are not permitted on the bus.)
11. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
12. Pupils should not change seats while the bus is in motion.
13. Pupils are not to throw any objects while riding on the bus.
14. Pupils must cross the street at least ten feet in front of the bus and upon the signal of the driver.
15. Pupils must not hang any object or part of their body outside the bus window.
16. Pupils are not permitted to transport animals on the school bus.
17. Pupils must go promptly to the bus when dismissed from school. When they are discharged from the bus they should go directly to their home.
18. Positively no smoking or tobacco use is allowed on the bus.
19. Pupils must sit only in their assigned seats, when assigned by the driver.
20. Inform your driver, if possible, when rider will be absent.
21. The Emergency Door is not to be used except for emergency situations.
22. These rules apply to all students at any time they are riding a bus (athletes, band, field trips, etc.)
23. ANY STUDENT WHO INSISTS ON MISBEHAVING SHALL BE DENIED THE PRIVILEGE OF RIDING THE BUS BY THE PROPER AUTHORITY.
24. The bus driver has the authority to assign seats if he/she deems it necessary.

Students who do not comply with these rules will be subject to disciplinary action including, but not limited to, assigned seat, Saturday School, bus suspension, suspension from school, expulsion from bus, expulsion from school.

## SCHOOL BUS DISCIPLINE PROCEDURE

If a student misbehaves on the bus, the following plan will be used:

FIRST BEHAVIOR VIOLATION: Driver warning to student.

SECOND VIOLATION: Driver will call parent(s) and seek your assistance.

THIRD VIOLATION: Conduct Report will be submitted to the principal and a copy will be mailed to parent(s) - - further disciplinary action may be taken.

## Harassment/Bullying

Harassment, intimidation, or bullying behavior by any student/school personnel in the Covington Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property;  
and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the building principal.

Superintendent  
Covington EVSD  
807 Chestnut Street, Suite A  
Covington, OH 45318  
Ph. 937.473.2249  
Fax: 937.473.3730

## PRINCIPAL'S LIST AND HONOR ROLL

We honor students in grades 3-6 for academic achievement. Each nine weeks, students on the Principal's List and Honor Roll will be recognized and invited to breakfast with the principal. They will also receive recognition in the Piqua Daily Call.

*A student must receive all A's for the Principal's List, and all A's and B's for Honor Roll.*

## STUDENT COUNCIL

The Student Council of Covington Elementary consists of third, fourth, fifth and sixth grade students, who are elected by their classmates. The council is in charge of many school activities which include; operating the supply window, raising the flag, leading the Pledge of Allegiance, planning dress-up days, advising the Principal about student concerns, assisting during Parent and Grandparent Weeks, assisting with Awards Assemblies, decorating the front hallway at Christmas, and various other activities throughout the school year.

## VOLUNTEERS

If you are interested in becoming a volunteer, information will be coming home with your child in the very near future. Committed volunteers enhance our educational program tremendously and are highly valued by our school. We hope you will consider spending time with us as a volunteer.

## **PARENT TEACHER ORGANIZATION (PTO)**

Our PTO is very active. They sponsor our building fundraiser, COSI on Wheels, the Secret Santa Shop, and many other events. Profits from their activities are spent in ways that benefit the entire student body. All are welcome and encouraged to attend the meetings. Meetings are held at the elementary school at 7:00 pm on the second Tuesday of each month.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Network system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Authorized Technology Personnel may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately

blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information.
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network. However, students shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use, in coordination with the technology department.

Non-Internet and specific other unauthorized user actions of the District's Network are encompassed with the following.

- A. Vandalism or altering system software or hardware such as the placing of unauthorized information or computer components, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
  - a. The District reserves the right to remove files, retain added hardware components, limit or deny access, and refer the User/Student for other disciplinary actions.
  - b. The User/Student will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the District.
  - c. The District reserves all rights to any material stored in files which are generally accessible to others and will review and/or remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
  - d. Users/students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- B. All information services and features contained on District's Network resources are intended for the private use of its registered users and any use of these resources for commercial for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- C. The User/Student is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a user's/student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be subject to discipline.



- a. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - i. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - ii. Misrepresenting other users on the Network and/or allowing anyone to use an account other than the account holder.
  - iii. Disrupting the operation of the Network through abuse of the hardware or software.
  - iv. Malicious use of the Network through hate mail, harassment profanity, vulgar statements, or discriminatory remarks, slander, or libel which constitutes cyberbullying.
  - v. Interfering with others use of the Network such as extensive use for non curriculum-related communication.
  - vi. Unauthorized downloading, copying, installation of licensed copyrighted software.
- D. Electronic mail is an electronic message (not guaranteed to be private) sent by or to a user in correspondence with another person having Internet mail access. If the student has an email account, he/she must follow the district "Electronic Mail" adopted Bylaws & Policies, plus the adopted Administrative Guidelines. Diligent clean-up of the email account must be performed to avoid excessive use of the electronic mail disk space.
- E. The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including loss data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system

- F. The District will periodically make determinations on whether specific uses of the Network are consistent with the acceptable use practice.
- G. The District reserves the right to log computer use, Internet use, electronic mail, and any technology utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem with any of the hardware or services owned or operated by the District, he/she must notify a faculty, staff member or administrator. This is an ethical obligation.

Users who disregard this policy and its accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Disciplinary Action will be levied against any user abusing the equipment, programs, services or conditions of use as outlined in this policy agreement which governs the use of the District's Network.

- A. Any disciplinary action may be applied as determined by the Covington Exempted Village School District administration:
  - a. 1<sup>st</sup> Offense: Two weeks loss of computer privileges.
  - b. 2<sup>nd</sup> Offense: One month loss of computer privileges.
  - c. 3<sup>rd</sup> Offense: Loss of computer privileges for remainder of the current school year. Privileges may be restored at the beginning of the next school year, but the first violation would then be counted as a third offense.
  - d. (\*The user is responsible for any costs for repairs to equipment resulting from misuse, vandalism, or carelessness. This means time and materials costs.)

- B. Notification to parents will be made at any level of disciplinary action if the user is a student.
- C. Teachers may request reinstatement of lost privileges for a student user only for the purpose of completion of required assignments. A student user reinstated under this provision must be supervised at all times.

The Board designates the Superintendent and the Technology Coordinator as the administrators responsible for initiating, implementing, and revising this policy and its accompanying guidelines as they apply to students' use of the Network while maintaining compliance with Children's Internet Protection Act.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.

7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*—
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Covington Exempted Village School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Covington Exempted Village School District will directly notify parents and eligible students of these policies at least annually at the start of each school year] and after any substantive changes. Covington Exempted Village School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

#### **NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Covington Exempted Village Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
1. Sex behavior or attitudes;
2. Illegal, anti-social, self-incriminating, or demeaning behavior;
3. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

6. Religious practices, affiliations, or beliefs of the student or parents; or
7. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

#### **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal or Superintendent a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal or Superintendent to clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

## Parent Right to Know Teacher Qualifications

Covington Exempted Village Schools  
 807 Chestnut Street, Suite A  
 Covington, OH 45318

937-473-2249

August 2021

Re: Parent Right to Know Teacher Qualifications

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I, improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional para-professionals (sometimes called teacher's aides) and their qualifications.

You may request this information by writing a request to the above address. Be sure to give the full name of your child, your full name, your complete address, including zip code, and the full name of your child's teacher.

Sincerely,

Mr. Gene Gooding, Superintendent

## **Parking/Drop-off and Pick-up of Students**

A Letter from Police Chief Harmon

Dear Parents,

Another school year has begun at Covington Elementary, and we ask that all persons take all of the following into consideration when taking children to or from School.

### **Speed**

Please insure that you obey the twenty-mile an hour speed limit in all areas that are considered to be part of the school zone. It may be necessary at times to drive even slower due to conditions and times of extreme congestion.

### **Drop-off and Pick-up of Students**

I cannot over-emphasize the importance of insuring that children load and unload from the **curb or sidewalk side of the vehicle**. Small children are difficult to see and don't always use the best judgment when crossing the street. Stopping in the middle of the street to allow children to get out of the vehicle is also a practice that is very dangerous for them as well. It is important that drivers take the time to find a parking spot to unload their small passengers. A little longer walk down the sidewalk is much safer than a short walk across a heavily congested street.

### **Parking**

We ask that drivers pay attention to the various parking regulations in the area of the school. Parking in crosswalks, too close to curb radiuses, and in front of driveways is not only a dangerous practice; it is also forbidden by state and local regulations. We also would like to remind drivers of the posted time restrictions in the morning for the drop-off of children. This was put in place to accommodate as many safe drop-offs of children as possible in the morning. It is understandable that parents and guardians wish to watch their children safely enter the school, but this creates back-ups, particularly in the extreme cold weather months.

Adhering to these rules, using common sense, and teaching our children about the need for safety will help mitigate the possibility of a senseless tragedy involving one of our children. We are counting on you as parents to insure that your children are safely delivered to school.

Questions may be directed to me at my office at any time.

Chief Lee Harmon  
Covington Police Department