

# MOUNT VERNON



## MIDDLE SCHOOL

Mr. Darin Prince, Principal  
Mrs. Christy Grandstaff, Assistant Principal  
Mr. Rob Gross, Assistant Principal  
298 Martinsburg Road  
Mount Vernon, Ohio 43050  
Telephone: 740-392-6867

District Website: <http://www.mvcsd.us/>

Building Website: <http://www.mvcsd.us/middle/>

Twitter: @MVMiddle

Follow on Instagram: mount\_vernonsms

**STUDENT HANDBOOK  
2018-2019  
This School Agenda belongs to:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

Mount Vernon Middle School Mission Statement

The mission of Mount Vernon Middle School is to ***inspire*** and ***empower*** students to excel both academically and socially.

Agenda cover designed by Mrs. Brubaker

## **2018-2019 Bell Schedule**

Period 1	7:45 – 8:27
Period 2	8:31 – 9:13
Period 3	9:17 – 9:59
Period 4	10:03 – 10:45
Homeroom	10:03 – 10:13
Lunch	10:15 – 10:45
Period 5	10:49 - 11:31
Homeroom	10:49 – 10:59
Lunch	11:01 – 11:31
Period 6	11:35 – 12:17
Homeroom	11:35 – 11:45
Lunch	11:47 – 12:17
Period 7	12:21 – 1:03
Period 8	1:07 - 1:49
Period 9	1:53 - 2:35

See Mount Vernon City Schools website for school calendar.

**2018-2019  
Alternative Schedules**

**1 Hour Delay**

	<b><u>Time</u></b>	<b><u>Length</u></b>
1 <sup>st</sup> Period	8:45 - 9:22	37
2 <sup>nd</sup> Period	9:26 - 10:01	35
3 <sup>rd</sup> Period	10:05 - 10:40	35
4 <sup>th</sup> Period	10:44 - 11:21	37
5 <sup>th</sup> Period	11:25 - 12:02	37
6 <sup>th</sup> Period	12:06 - 12:43	37
7 <sup>th</sup> Period	12:47 - 1:22	35
8 <sup>th</sup> Period	1:26 - 2:01	35
9 <sup>th</sup> Period	2:04 - 2:35	36

**2 Hour Delay**

	<b><u>Time</u></b>	<b><u>Length</u></b>
1 <sup>st</sup> Period	9:45 - 10:13	28
2 <sup>nd</sup> Period	10:17 - 10:45	28
3 <sup>rd</sup> Period	10:49 - 11:17	28
4 <sup>th</sup> Period	11:21 - 11:51	30
5 <sup>th</sup> Period	11:55 - 12:25	30
6 <sup>th</sup> Period	12:29 - 12:59	30
7 <sup>th</sup> Period	1:03 - 1:31	28
8 <sup>th</sup> Period	1:35 - 2:03	28
9 <sup>th</sup> Period	2:07 - 2:35	28

**Early Release**

	<b><u>Time</u></b>	<b><u>Length</u></b>
1 <sup>st</sup> Period	7:45 - 8:22	37
2 <sup>nd</sup> Period	8:26 - 9:01	35
3 <sup>rd</sup> Period	9:05 - 9:40	35
4 <sup>th</sup> Period	9:44 - 10:21	37
5 <sup>th</sup> Period	10:25 - 11:02	37
6 <sup>th</sup> Period	11:06 - 11:43	37
7 <sup>th</sup> Period	11:47 - 12:22	35
8 <sup>th</sup> Period	12:26 - 1:01	35
9 <sup>th</sup> Period	1:04 - 1:35	36

## **STUDENT SCHEDULE**

Student Name	Grade	Homeroom	Telephone

Course Name	Room	Teacher	Semester	Period(s)	Days

**Important Contact Information**

Mount Vernon Middle School  
 (740) 392-6867  
 (740) 392-3369 (fax)

- |   |                              |
|---|------------------------------|
| Mr. Darin Prince, Principal.....                    | ext. 5965                    |
| Mrs. Christy Grandsstaff, Assistant Principal ..... | ext. 5960                    |
| Mr. Rob Gross, Assistant Principal.....             | ext. 5886                    |
| Mrs. Katie Beach, Athletics.....                    | ext. 5826                    |
| Mrs. Kris Tier, Guidance Counselor.....             | ext. 5962                    |
| Mr. Ben Sanders, Guidance Counselor.....            | ext. 5963                    |
| Mrs. Goetzman, Guidance Secretary.....              | ext. 5961                    |
| Mrs. Darla Smith, Secretary.....                    | ext. 5955                    |
| Mrs. Sherry Patterson, Attendance Secretary.....    | ext. 5956                    |
| Mrs. Mollye Ashbrook, Secretary.....                | ext. 5957                    |
| Mount Vernon Board of Education.....                | 397-7422                     |
| Mr. William Seder, Jr. ....                         | Superintendent               |
| Mrs. Kathy Kasler.....                              | Curriculum Coordinator, 6-12 |
| Mrs. Pam Rose .....                                 | Director of Student Services |
| Transportation Department/Bus Garage .....          | 393-5995                     |
| Officer Armstrong, School Resource Officer.....     | ext. 5914                    |

**MOUNT VERNON MIDDLE SCHOOL**  
**STUDENT HANDBOOK**  
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## **I. GENERAL INFORMATION**

### **Announcements and Notices**

The Mount Vernon Middle School provides announcements informing teachers, students and staff members of school activities. Notices are often distributed to students at the end of the day to take home. A weekly video newsletter is available on the Mount Vernon Middle School Website.

### **Changes in Student Handbook**

Students are responsible for any additions, deletions, or changes made to the guidelines set forth in this handbook as well as those communicated either verbally or in writing.

### **Custody Papers**

The "Ohio Missing Children's Act of 1985" requires school officials to have proof of custody on file in the school office for verification of the nature of parenting agreements. If this situation exists and parents or guardians have not submitted a copy of a current custody agreement, please do so as soon as possible. The MVMS office staff will assist parents and guardians with any necessary copying.

### **Emergency Medical Forms**

Emergency medical forms are found online. Parents should access the Parent Portal found on the Mount Vernon City Schools website ([www.mvcsd.us](http://www.mvcsd.us)) to electronically submit an emergency form for their student(s). Once parents have accessed the website they should click on the Parent icon to find the Parent Portal. If any parent would like assistance with this process please contact the middle school office, 740-392-6867. The emergency medical form allows the school administration to act on behalf of the parent when necessary. State law requires that all students have an emergency medical form completed and signed by parent/guardian on file in the school office.

### **Knox Alert**

Mount Vernon Schools utilize Knox Alert to deliver automated messages to staff, parents, and students. Knox Alert is utilized for emergency situations and periodically throughout the school year. Information about Knox Alert, including how to enroll, can be found on the district website.

### **Administering Student Medication**

Parents or legal guardians are responsible for the medication of their children, and prescription medications should be administered by them at home. Non-prescription drugs at school are discouraged and should not be brought to school. No person employed by the Board of Education in the course of such employment shall administer any drug prescribed by a physician to a student enrolled in the schools of the District, except as otherwise required by federal law or in an emergency as attested by a physician.

In such exceptions, if a physician states in writing on the school-approved form that it is vital, during school hours a student take prescribed medication in an emergency (e.g., asthma, bee-sting, etc.) or to meet legal requirements, it shall be administered or supervised under the following conditions:

- A. Parents should bring the medication with them and administer it in the school office.
- B. If the parent(s) attest in writing on the school approved form that they are unable to administer the medication, or the parents and physician state that the student may administer the medication, then the medication may be administered or supervised, as is the case, by designated, Board-approved school employees identified by name and title who volunteer to do so. The procedure is as follows:
  1. The medication should be brought to the school by the parent in the container in which it was dispensed by the prescribing physician or licensed pharmacist and given to the principal or designee.
  2. The physician must sign the above mentioned school approved form indicating:
    - a. the name and address of the student;
    - b. the school and class in which the student is enrolled;
    - c. the name of the drug and the dosage to be administered;
    - d. the times or intervals at which each dosage is to be administered;
    - e. the date the administration of the drug is to begin;
    - f. the date the administration of the drug is to end;
    - g. special instructions for administration of the drug (i.e., including sterile conditions, storage, etc.);
    - h. any severe adverse reactions that should be reported to the physician;
    - i. the address of the physician, and
    - j. one or more phone numbers at which the physician can be reached in an emergency.
  3. The medication, if accepted, should be immediately locked in the medicine chest.

4. No employee without appropriate training shall administer any drug by injection unless it appears that failure to do so might be life-threatening for the student involved.
5. The parent(s) must notify the principal of all illnesses, adverse reactions, and related absences that the child has during the period of administration of the medication, and submit a revised statement signed by a physician of any changes of information.
6. The persons authorized by the Board to administer drugs shall receive a copy of the physician and parent statements by the next school day after both have been received.
7. The Board shall retain copies of all physician and parent statements received under this policy.
8. As used in this policy, the word "parents" means the natural or adoptive parents or parent, a guardian, or a person having the care or charge of the student involved.
9. As used in this policy, "federal law" means federal law as defined by Section 3313.713 of the Ohio Revised Code.

### **Immunization Requirements**

The Board hereby adopts the following immunization policy for all students. Students, at the time of their initial entry, and before 7<sup>th</sup> grade shall not be permitted to remain in school for more than fourteen (14) days unless written evidence is presented of immunization approved by the Department of Health against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, rubella, varicella, and hepatitis B or that they are in the process of being immunized. Exclusion from school will occur if immunizations are not completed according to the schedule prescribed by the Ohio Department of Health.

*In the process of being immunized* means students have been immunized against mumps, rubeola, and rubella. If students have not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, but they have received at least the first dose of the immunization sequence, they are also considered *in the process of being immunized*. To remain in process of being so immunized means the student receives subsequent vaccinations of a series according to the recommended schedule. Written evidence of each subsequent dose of the required immunization must be submitted to the building principal or designee.

A statement of immunization, signed by a physician, parent, or guardian must be presented and kept on file at the school. In the event of an outbreak of disease for which students are required to be immunized, only children who have received that vaccine or who have physician certified immunity to the disease will be considered immune. Students without such documentation will be excluded from school for the duration of the outbreak.

Students who present a written statement of parent or guardian objection to immunization for good cause, including religious conviction, are not required to be immunized. In the event of an outbreak of a disease for which a student has a written waiver of immunization, the student will be excluded from school for the duration of the outbreak. The written waiver must be kept on file at the school.

Students with physicians certifying in writing that such immunization against any of the diseases is medically contraindicated are not required to be immunized against these diseases. In the event of an outbreak of a disease for which a student has a medical waiver of immunization, the student will be excluded from school for the duration of the outbreak. The medical waiver must be kept on file at the school.

### **Student Accident Insurance**

Student Accident Insurance information can be found on the Mount Vernon City Schools webpage ([www.mvcsd.us](http://www.mvcsd.us)).



### **Instructional Materials-Textbook Adoption**

The Board recognizes the importance of supplying current instructional materials, textbooks, and equipment for teachers and pupils at each grade level so that objectives specified in the courses of study can be obtained.

Textbooks are first presented to the Board for public preview and subsequently presented again to the Board for its formal adoption. Education resources and instructional materials shall be reviewed at least once every five years.

### **Mount Vernon Middle School PTO**

The Mount Vernon Middle School has an active and supportive Parent Teacher Organization (PTO). PTO sponsors and provides activities, opportunities, and programs that enrich and benefit all students. A Teacher Appreciation Dinner is held each fall. The Mount Vernon Middle School PTO meets monthly throughout the school year to discuss and plan activities. Please contact the Mount Vernon Middle School main office for more information.

Parents are needed to assist with many activities throughout the year. Parent support plays an important role in providing a healthy community for students. Volunteers are needed to help with book fairs, team activities, picture day, dance chaperones, etc. To volunteer please contact the current PTO representative through the Mount Vernon Middle School main office.

### **Fees and Fines**

Board-approved fees are assessed to help defray the costs of materials and supplies. The fees, which may be paid in one sum or installments, are as follows:

Grades: Six, Seven and Eight - \$35.00

The \$35.00 includes student consumable items: School fees are to be paid in the school office by a parent or guardian. Fines are assessed for damage to textbooks and school property beyond normal wear and tear. Fines are collected by the teachers. Lost books or other school property must be paid for and will be added to the fee total of individual students.

### **Field Trips**

Due to the location of the middle school to other institutions, areas of interest, learning events, and activities in the immediately surrounding community, students may take multiple field trips inside the Mount Vernon City School District's attendance area. Further, students may also have an opportunity to participate on field trips where transportation is not required (i.e., "walking" field trips). With or without district-provided transportation, a one-time, miscellaneous, parent/guardian permission slip will be required or considered necessary for field trips and learning events planned or occurring inside the Mount Vernon City limits. Parent/guardian permission slips will only be required for learning activities, events, and field trips occurring outside the city of Mount Vernon.

### **Guidance**

Two full-time guidance counselors work at the Mount Vernon Middle School. They work with students, parents, and teachers to improve the quality of education at MVMS. Students may talk to guidance counselors about personal issues, problems with classmates, school-work, teachers, and family members. Parents are encouraged to talk with guidance counselors about school problems, parenting skills, adolescent development, etc. The MVMS counselors are in close contact with area service agencies and can make referrals when deemed necessary and appropriate. Parents may check on their child's progress in school by calling the guidance secretary, Mrs. Goetzman ext. 5961. If parents or students are not sure where to direct questions, the guidance staff should be contacted first. Additional information has been provided via the Guidance Office link on the MVMS website at <http://www.mvcsd.us/GuidanceDepartment.aspx>.

## Library

The Middle School Library is open to all students from 7:35 am to 3:00 pm. Students may come to the library with a note from a teacher to work on projects at 7:20 am. A student may visit the library during school hours with his or her class or with a pass signed by a teacher.

The library has about 24,000 books and paperbacks, 17 magazine subscriptions, and 1 newspaper for the students and staff to enjoy. There are also computers in the library for use in student projects or with teacher direction. The atmosphere of the library is one that invites students to complete school work, study, or read for pleasure. The universal school rules of conduct apply when a student is in the library, and library privileges may be denied when a student chooses to behave inappropriately (i.e., removing books without properly checking-out, vandalizing books, etc.). The library also has a book club, Tattered Pages. This club is open to all MVMS students. Information regarding Tattered Pages is available in the library and on the Middle School webpage.

Because many students visit the library on a bi-weekly basis, materials circulate for two weeks. There is usually no limit to the number of times a book may be renewed. There are no late fees, but students with overdue books may be required to wait to check-out additional items until outstanding selections have been returned. If a student has outstanding or lost library books from any district library their lending privileges may be limited at the discretion of the librarian. If a book is lost, the student may pay the fee or buy a replacement copy of the same title, in the same format, with the approval of the MVMS Librarian.

For many years, the library has been operating under an automation program called Infohio. This links the Middle School with about 2000 other school libraries in the state. In addition to library functions, Infohio provides a wealth of educationally sound electronic resources FREE for student use at school and home. Infohio may be accessed from home, [www.info.org](http://www.info.org). Please contact the middle school librarian for the username and password.

## Locks and Lockers

Lockers are the property of the Board of Education. The Board accepts no liability for articles placed in lockers. Students will be charged for damage to their assigned lockers or locks. This policy includes locker room lockers.

Articles that are harmful to health, safety, and property may not be placed in lockers.

Decorating of lockers must be approved by MVMS administration. MVMS administration will determine appropriateness and length of time decorations remain on locker.

The Superintendent, principals, and their designees may search lockers at any time whether or not an emergency exists.

At the beginning of the school year, students are assigned lockers. Students may not share lockers or exchange locker assignments with other students. Lockers are to be locked at all times. Administration will not investigate lost or stolen items if the locker was unlocked.

Personal locks are not to be placed on lockers without special permission from the administration.

Students are expected to keep lockers neat and the MVMS office staff will announce inspections and "clean-outs" as necessary.

- **Students must place book bags in the locker. Book bags are not permitted to be worn throughout the school day.**
- **Students must plan locker visits to avoid being late to class.**

## Lunch

Students may purchase the standard school lunch or buy items individually from the line. Parents may deposit money to students' lunch accounts by check or cash. This process is part of a computerized cash register system. Payments may be made by cash or check to the cashier during lunch. Please write the student's name and grade on the check and make it payable to the Mount Vernon City Schools. Money in these accounts can be used in the cafeteria only. Students must re-apply each year for free or reduced-price lunches. Applications are due before October 1. **Lunches may not be charged. Prices are subject to change.** No food may be delivered to the cafeteria from outside vendors or food services. Because students need to spend time with their friends, they may sit where they choose at lunch and talk during their lunch period. However, the following rules are enforced during lunch periods:

1. Remain seated while eating
2. Use good table manners and eat neatly
3. Leave the tables and floor clean, raise a hand to request to leave the table, and wait to be released
4. Raise a hand when ready to be dismissed from the table or return to the lunch line
5. Go to the playground after lunch
6. No coats or sweatshirts in lunch line
7. Horseplay is not permitted at any time.
8. Food and drinks may not be eaten/drunk outside the cafeteria
9. Cooperate and comply with the reasonable directions of school staff members supervising lunch periods.

A restroom in the commons area is available to students at lunch. Students will be expected to go outside upon completing their lunch when the temperature/wind chill is above 20 degrees. On inclement days, students will remain in the common area or in the gymnasium.

## Free and Reduced Price Lunch Program

Forms for participation in the Free and Reduced Price Lunch Program are sent home to parents at the beginning of every school year. Parents/Guardians must re-apply every year to participate in the Free and Reduced Lunch Program.

## Student Speech Therapy Services

The Middle School has the services of a speech therapist. Difficulty in one or more of the following areas may qualify for speech therapy:

1. Language Development
2. Articulation
3. Stuttering
4. Voice

A student may qualify for speech therapy services if he/she has a communication disorder that has a negative impact on academic achievement and functional performance. Parent permission is required before a student may be tested for and/or enrolled in speech therapy services.

## RTI/ Psychological Services

The purpose of the Response to Intervention team (RTI) is to collaboratively discuss ways to help individual students who may have problems academically, behaviorally, and/or emotionally. MVMS uses data to develop high quality instructions/interventions matched to student needs. RTI teams may include the student, parent/guardians, teachers, principal, guidance counselor, school psychologist, and other stakeholders. Any student who is experiencing learning difficulties may be referred to the school psychologist for evaluation. A referral may be made by a teacher, principal, student, or at the request of parents/guardians. Parent permission is required for an evaluation by a school psychologist. The school psychologist shares the results of the evaluation with teachers and parents during a conference. At the time, a plan is developed to meet the needs of the student. This plan may or may not include a special education placement.

## Visitors

Visitors to the Middle School must check in at the main office. Students from other schools are not permitted to attend classes or dances.

### **Building Entry Protocol**

Mount Vernon Middle School doors are locked throughout the school day. To enter the building, approach the office door, press the button to the left of the door, you will then be asked to state your name and purpose for visiting the building. At that time, the receptionist will either buzz you in or send someone to greet you. Thanks for your patience and assistance with our security system.

### **School Day**

Classes begin at 7:45am, and the school day is divided into 9 periods. Four minutes are allowed for changing classes, and it is each student's responsibility to report to classes on time. School ends at 2:35pm.

**The school grounds are supervised for 20 minutes before and after school. The school is not responsible for the supervision of students beyond these times.**

### **Video Surveillance Equipment**

Mount Vernon Middle School reserves the right to utilize video surveillance equipment in all common areas on school property, both inside and outside the building, to help maintain a safe and secure environment for students and staff members.

If a student's actions indicate a violation of the code of Conduct, the administration and, quite possibly, local law enforcement will review video. The information acquired will remain confidential; however, disciplinary and possible police action may follow as a result of this process.

### **Health Aide**

A Health Aide is scheduled at the Middle School daily during the lunch hours. Except in the case of emergency, students must have a written pass from their teacher to go to the clinic. Students are provided assistance with health-related needs including the distribution of prescribed medications. The school will attempt to contact parents/guardians if their child is injured or becomes ill at school.

### **Allergy Policy**

As required by law, the Mount Vernon City School District has adopted an Allergy Policy that may be viewed at the Board Office upon request.

### **Emergency Procedures**

Emergency procedures are posted in each classroom. Procedures are reviewed with staff and students throughout the school year. Safety drills (fire, tornado and ALICE) are conducted throughout the year as well.

### **Elevator Use**

An elevator is available for students not able to use the stairs. Students needing to use the elevator must receive written permission in the office. Students without permission are not permitted on the elevator.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held in the fall. Information will be sent home prior to those conferences. Parents are welcome and encouraged to contact teachers throughout the school year for a conference or meeting. Please contact the middle school office to schedule an appointment.

### **Scheduling Meetings with Counselors and Administration**

Parents are asked to contact the middle school office to make an appointment. Counselors and administration will make their best effort to meet with parents that do not have appointments, although it is not always possible. Scheduling an appointment is encouraged.

## **II. RECORDS AND PROGRESS**

### **Grade Cards/Interim Reports**

Grade cards are sent home with students to parents at the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grading period. Final report cards must be picked up at the middle school office. Interim reports are sent home with students halfway through each grading period. If a nonresidential parent would like to receive a progress report and has proper legal authorization, it is the responsibility of the individual guardian to notify the MVMS Guidance Department.

Parents and guardians should frequently check students' academic progress in specific classes via Progress Book, a web-based, password protected system provided via the district's technology department in conjunction with the Licking Area Computer Association (LACA). Information regarding accessibility procedures and passwords are sent home at the beginning of each school year. Parents can expect grades to be updated weekly.

### **Marking System:** Middle School Grading Scale

100	=	A+	4.0	77-79	=	C+	2.5
93-99	=	A	4.0	73-76	=	C	2.0
90-92	=	A-	3.6	70-72	=	C-	1.6
87-89	=	B+	3.5	67-69	=	D+	1.5
83-86	=	B	3.0	63-66	=	D	1.0
80-82	=	B-	2.6	60-62	=	D-	.6
				59 & below	=	F	.0

- The only exception to this grading scale will be classes taken for high school credit. These courses will follow the high school grading scale. Students enrolled in courses taken for high school credit at the Mount Vernon High School must also follow and abide by the MVHS attendance policy.

Honor/Merit Roll is determined by the following process. Add the point value for the letter grade of each class together and divide by the number of classes in which the student is enrolled.

HONOR ROLL 3.5 – 4.0

MERIT ROLL 3.0 – 3.49

Students with a grade lower than a "C-" will be excluded.

### **Other Grading Considerations**

1. A student must have an average of D- or above in the specific class.
2. A student may fail a class due to attendance and/or incomplete grades. Unexcused student absences which exceed twenty days may result in failure for the year. Medically excused absences, court leave, or attending the funeral of an immediate family member will not be counted towards this total.
3. Specific questions and/or requests should first be directed to the Mount Vernon Middle School Guidance Department.
  - Students receiving any grades of "D" or "F" at the conclusion of a grading period may be placed on social probation during the subsequent nine weeks. The process will also be followed as students transition from one school year to the next. Students may also be placed on social probation for missed assignments, behavioral issues, and/or general failure to comply with reasonable directions and expectations. While on social probation, a student may be prohibited from attending or participating in any of the school-sponsored activities listed previously in this section. Reevaluating student progress and reconsidering social probation with respect to interim grades will be done at the discretion of the MVMS administration and guidance staff.

### **Access to Student Records**

Each child has a cumulative record file maintained in the Guidance Office. The files contain identification information, test scores, teacher reports, past grades, and medical information. Custodial parents are welcome to check these files by calling the Guidance Office for an appointment. If students transfer to another chartered school, copies of the records will be forwarded upon request. Records will not be released to other third parties unless there is a legal order to do so.

### Withdrawal Policy for Band, Orchestra and Choir

Students involved in Band, Orchestra and Choir are required to complete a full academic year (August-May). Special consideration will be taken on a case by case basis at the discretion of the directors, administration and guidance department.

### Promotion and Retention of Students

Students are placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program provides for the continuous progress of students from grade to grade with students normally spending one year in each grade. A small number of students, however, may benefit from remaining an additional year in the same grade. If a student is under consideration of being retained, the student and parents are notified as soon as possible.

Retention is possible under the following circumstances:

1. The student is achieving significantly below his or her ability and grade level.
2. Retention would not cause undue social or emotional problems.
3. Retention would have a reasonable chance of benefitting the student.
4. The student has had over twenty (20) days of unexcused absence without proper documentation. **Proper documentation must be received for any special consideration.**
5. If offered, failure to attend summer school or the failure to comply with summer rules or the attendance policy.

When such retention is being considered, the teacher confers with the principal and other staff members involved with the student. The decision to retain or not to retain is made by the principal after consulting with members of the professional staff.

### High School Credited Courses

Seventh grade students will be invited to participate in high school credited classes during their eighth grade year based on the following criteria:

- Department Development Assessment
- Prior middle school grades
- Students performance on the State Standardized Tests
- Earn an 85% by the end of the third quarter in Accelerated Mathematics as a 7<sup>th</sup> grader
- Principal recommendation
- Criteria is subject to change

These students are selected in the spring of the seventh grade year. Credits given at the middle school for Algebra and Spanish/French are added to the students' high school transcript and are included as part of the credit requirements for graduation. **Students enrolled in Algebra and/or foreign language will abide by high school policies and grading scales. For this reason, students, parents, and guardians should be aware of grading and attendance policies at the Mount Vernon High School.**

**Students participating in high school credited courses will be monitored throughout the year to ensure proper placement and satisfactory progress.**

*This policy is subject to revision as state assessment models change.*

### Mission Statement of the Mount Vernon Middle School Challenge Program

The educational, social, and emotional development of the academically gifted/talented adolescent is as important as the experience of being a member of a diverse learning group. It is believed that an appreciation of the arts and humanities is critical to the development of a well-educated populous. Therefore, the mission of the Mount Vernon Middle School Challenge program is to provide a menu of services for identified academically gifted/talented adolescents to augment and enhance their core curriculum, while offering opportunities for enrichment experiences in the arts, sciences, and humanities.

The Challenge program offers opportunities for self-contained advanced classes, differentiation, and telescoped curriculum via the regular classroom, acceleration, independent study, and enrichment.

***Any student or parent wanting information regarding College Credit Plus should contact the MVMS Guidance Office.***

### **Administrative Policy Regarding Cheating and/or Plagiarism**

Cheating and/or plagiarism are serious offenses and will be treated as such by both teachers and administrators. Such violations may result in failure of a class, suspension, or any other action deemed reasonable by an Administrator.

## **III. ACTIVITIES**

### **Dances**

Students are expected to follow school code of conduct including school dress code when attending MVMS dances. Students must be in attendance at school the day of the dance in order to attend the dance. Only students who attend Mount Vernon Middle School are permitted to attend Mount Vernon Middle School dances.

### **Student Activities**

There are many clubs, sports and activities for Middle School students. For information, students should ask teachers about any of the following:

Book Club (Tattered Pages)	Office Helper
Book Fair	Power to the Sixth
Builders Club	Science Fair
Cafeteria Helper	School Dances
Club Boys Volleyball	Spelling Bee
Geography Bee	Student Council
Guidance Helper	Talent Show
History Day	Tennis Club
Honor Roll	WEB
Jazz Band	Yearly Canned Food Drive
Leo Club	

- All students participating in activities and clubs which meet on a regular basis during the school day will be required to submit permission slips signed by parents/guardians. In addition, all participants must sign-in for those meetings and activities that occur during the school day. In almost every case, club and student activity advisors will schedule regular meetings before and after the school day.
- All Mount Vernon Middle School rules and regulations as well as the Student Code of Conduct are in effect at school-sponsored student activities.
- Students receiving any grades of "D" or "F" at the conclusion of a grading period may be placed on social probation during the subsequent nine weeks. The process will also be followed as students transition from one school year to the next. Students may also be placed on social probation for missed assignments, behavioral issues, and/or general failure to comply with reasonable directions and expectations. While on social probation, a student may be prohibited from attending or participating in any of the school-sponsored activities listed previously in this section. Reevaluating student progress and reconsidering social probation with respect to interim grades will be done at the discretion of the MVMS administration and guidance staff.

## Athletics

### MOUNT VERNON CITY SCHOOLS' GUIDELINES FOR ATHLETES:

The Mount Vernon City Schools Athletic Guidelines for Parents and Student-Athletes will be distributed to and signed by the participating student and a parent/guardian each school year. A copy of this athletic handbook is available in the Athletic Office.

### CODE OF CONDUCT VIOLATION(S) & ATHLETIC / CO-CURRICULAR ELIGIBILITY

Students violating the code of conduct, placed on social probation and/or serving a suspension may surrender their athletic or co-curricular eligibility for a designated period of time. An athletic or co-curricular probation may be determined by the Principal, Activities Director, Head Coach or Club Advisor. A student who is placed on athletic probation may not practice, attend practice, and/or participate in any game or event as predetermined by the Principal, Activities Director, Head Coach or Club Advisor.

## Interscholastic Sports

Mount Vernon Middle School is governed and abides by rules and regulations established by the Ohio High School Athletic Association (OHSAA) in the conduct, administration, and regulation of the interscholastic program. For this reason, the interscholastic program at the middle school is closely related to various sports at Mount Vernon High School. As much as possible, the Jackets compete against other schools that are members of the Ohio Cardinal Conference (OCC). The coaches are supervised by the head coaches in their respective sports. The aim of interscholastic sports at the middle school is for athletes to:

- a. have an opportunity to compete;
- b. learn the fundamentals and techniques involved in their sport;
- c. develop physically and socially via sports;
- d. learn to handle both winning and losing;
- e. understand and gain insight about themselves and others.

A physical examination is required of every student wishing to participate in interscholastic sports prior to the first practice or try out.

Interscholastic athletics for Mount Vernon Middle School students include the following:

### Fall Season

Football  
Cross-Country  
Cheerleading  
Girls Volleyball  
Golf

### Winter Season

Boys Basketball  
Girls Basketball  
Cheerleading  
Wrestling

### Spring Season

Track & Field

Students must have an updated physical on file prior to the first day of practice according to OHSAA guidelines.





### III. ATTENDANCE

For Attendance/Tardy Policy please refer to the Mount Vernon City School District webpage.

If you are picking your student up from school one form of picture ID will be required.

#### Bicycling, Scooters or Skateboards to School

Students may ride bicycles, scooters, or skateboards to school. However, for safety reasons, they must be walked on school property. Bicycles must be parked at the bicycle rack and locked. Scooters and skateboards are permitted only if they can be secured in the student's locker. Students are not permitted to drive motorized bicycles or scooters to school.

### V. DISCIPLINE: RULES AND PENALTIES

#### Student Discipline

The school climate and the social behavior of students must be conducive to effective teaching and learning. To this end, students have a societal responsibility to behave ethically and follow the prescribed Board of Education policies as well as the rules and regulations of the Mount Vernon Middle School.

Violations of the rules, regulations, and Mount Vernon Middle School Student Code of Conduct, may result in progressive disciplinary consequences including the possibility of suspension, expulsion, or emergency removal from school. Students may be suspended or expelled from school beyond the current semester. If a student is removed from a curricular or co-curricular activity for less than twenty-four (24) hours and is not subject to suspension or expulsion, a notice and hearing are not required.

#### Minor Infractions

Minor infractions of rules and standard behavior such as shouting, cutting in lines, arguments, rudeness, throwing food, or destruction of property may result in punishments appropriate to the offense such as a verbal/written warning, conference, telephone conference with a parent/guardian, giving an apology, sitting alone, or restitution. The penalties in this category are at the discretion of administrators and teachers and are based on the need to maintain general order.

#### Classroom Rules & Conduct

Each teacher has a set of rules posted in the classroom. They are discussed at the beginning of the school year so that students fully understand consequences. Students, parents, and guardians should recognize:

- The classroom is to be a center of education where ideas and skills can be shared in an atmosphere conducive to learning.
- The classroom teacher has the responsibility of creating and maintaining such an atmosphere and can rightfully expect the students' cooperation.
- The classroom procedures established by the teacher are to be respected by all students. Disregard of these procedures by any student constitute insubordination and disciplinary action will result.

Students will be referred to the office for disciplinary action after the teacher has unsuccessfully tried to change inappropriate student behaviors. Students are always given the chance to explain whatever actions brought about the discipline referral. A discipline form is filled out for each student referred to the office for misbehavior.

## Student Code of Conduct

This Code of Regulations is adopted by the Board of Education of Mount Vernon City Schools pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. This Code of Conduct is in effect when students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events or in other school activities or programs.

In addition, this Code of Conduct includes:

1. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. misconduct by a student that, regardless of where it occurs, is directed at a district employee or the property of an official or employee, or is disruptive to the school's educational program. Any student engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code.
3. misconduct the effects of which occur on school grounds.

The types of conduct prohibited by this Code of Regulations are as follows:

1. Interfere with the ability to maintain an appropriate educational climate.
2. Damage or destruction of school property, private property, property of school employees, or property of other students.
3. Theft or possession of school property, or private property, or school personnel's property without proper authorization.
4. Bullying/Harassment (including sexual and racial)/Intimidation/Coersion – Any intentional written (including electronic forms of communication), verbal or physical act that a student has exhibited toward another particular student more than once and the behavior is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Coercing another, including the victim, to do any act that creates risk of mental or physical harm.
5. Fighting, hitting, or unauthorized touching of another person. Cause or attempt to cause physical injury or harm to another person (intentionally or through horseplay), or threatens, harass, or intimidate another person, or encourage others to participate in such misconduct, or personally participate in any manner, includes "cyber-bullying," the use of modern technologies to embarrass, humiliate, threaten or harm another person;
6. Engaging in any activity or manner of conduct, either passive or active, that would present a safety hazard or disrupt or interfere with the operation of the school or school related events.
7. Defy the valid authority of teachers, supervisors, administrators, or other school personnel; or be disrespectful of teachers, supervisors, administrators, or other school personnel; or fail to comply with the directions/policies of teachers, supervisors, administrators, or other school personnel;
8. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane. Name calling, racial epithets, and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, gender, religion, nationality, appearance or other reason is prohibited.
9. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
10. Forgery or falsifying of school or school related documents. Use or copy the schoolwork of another or present it as his/her own without proper attribution, or cheat in any way, or falsify any document. Presenting someone else's work, as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other students' assignments, quiz or test answers, and plagiarism. Violation of this policy may result in zero credit for assignments or work involved;
11. Violate the Student Computer/Internet Use Policy;
12. Gambling;
13. Possess or use tobacco products, look-alike tobacco products in any form including electronic, "vapor", or other substitute forms of cigarettes or lighters; In addition to the disciplinary action taken by school

- officials, students possessing and/or using tobacco products including electronic, “vapor”, or other substitute forms of cigarettes may be reported to the appropriate law enforcement/juvenile court officials.
14. Sell, offer to sell, traffic, or conceal any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look alike drug, drug paraphernalia, inhalant or mind-altering substance, herbs, supplements, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement; or be involved in the company of anyone while that person is involved in the selling, offering to sell, or trafficking of any of the substances listed; Possess, use, transmit, conceal, exhibit symptoms of use of, be under the influence of or transmit any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, herbs and supplements, drug paraphernalia, inhalant or mind-altering substance, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the following items or assist anyone who has any involvement or be in the company of anyone while that person is smoking or otherwise ingesting or taking any of these substances. “Possession” includes, but is not limited to, retention on the student’s person or in a purse, wallet, locker, desk, or vehicle. Use of an over-the-counter medication or medication authorized by medical prescription from a licensed physician shall not be considered a violation of this rule so long as parents and guardians have completed the appropriate forms with the prescribing physician’s signature for the administration of medication at school. All medication shall be kept in the security of school personnel. “Under the influence” is defined as manifesting signs of drug, chemical alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student;
  15. Possess, handle, transmit, or conceal any firearms, look-alike firearm or weapon, knife, explosive, ammunition, smoke bomb, mace, kubaton, or other dangerous object, or any object which might be considered a weapon or instrument of violence or harmful to the health of others (Section 2923.122 ORC);
  16. Use profanity, abusive language, or obscene gestures not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material;
  17. Possess or transmit any underground publications, party promotions, or any other unauthorized material that could be disruptive to the school (this could include class assignments);
  18. Be truant or absent from class without good cause, or be repeatedly and excessively tardy to school;
  19. Leaving school property, after arrival to school and/or leaving school premises during school hours without permission of the proper school authority.
  20. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority. This includes entering the high school before or after school.
  21. Failure to abide by the dress code set forth in the student handbooks or established by the administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang-like activity.
  22. Engaging in sexual acts, displaying physical affection or other inappropriate behavior with a person of the same or opposite sex.
  23. Willfully aiding another person to violate school regulations.
  24. Commission by a pupil of any crime in violation of the Ohio Criminal Code or the Ohio Juvenile Code.
  25. Failure to report the actions or plans of another person to a teacher or administration where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
  26. Repeated violation of school rules, regulations and/or policies.
  27. Violation of any Board rule, regulation or policy.

### **USE OF BREATH-TEST INSTRUMENTS**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine if or not the student has

consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. **(If a student refuses to take the test, she/he will be advised that such denial leaves the observed evidence of alcohol use un-refuted, thus leading to disciplinary action. The student will then be given a second opportunity to take the test.)**

### **Use of Dogs**

In accordance with Policy 5771 the Mount Vernon Board of Education has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Dogs, handled by law enforcement officers specially trained to safely and competently work with them, may come to the school and conduct a search without notice, except to the Superintendent and building Principal. The dogs will be allowed to examine a student's possessions, including vehicles. The dogs may also be allowed to examine school property such as lockers as permitted by the building Principal.

### **Public Display of Affection**

Public displays of affection (such as kissing or petting) between students are not permitted on school grounds. Violations are subject to intervention by staff and, if necessary, referred to the office for disciplinary action.

### **Study Hall/Resource Conduct**

Study hall/Resource has been considered a class in the sense that general conduct procedures for students continue to apply. However, because an atmosphere conducive to quiet concentration must exist, the following rules have specific application:

1. Students are to be in their assigned seats at the beginning of the period and should remain seated unless given permission by a staff member to do otherwise.
2. Students are to refrain from talking or any other action that is disruptive in nature.
3. Students may be excused to other parts of the building only with permission of the staff member on duty. A written pass must verify knowledge and permission for the student to leave study hall. No pass is to be valid for more than one student or more than one day.
4. Students are not permitted to eat or drink in study hall.
5. Games, playing cards, electronic equipment, and other items of a disruptive nature are not permitted in study hall.

### **Distractions to the Educational Environment**

Students are not permitted to bring items to schools which are distracting to the educational process. Items deemed disruptive will be confiscated, and a parent/guardian will be contacted at the discretion of staff members. However, staff members will not be held accountable for inappropriate items that have been lost or misplaced. Electronic devices can be used as educational tools in the educational setting with permission and under the supervision of the classroom teacher. **In the event students might bring any of these items to school resulting in an accident, loss or theft, school officials will document the situation with an incident report. No further investigation or disciplinary action will be taken.**

### **Electronic Devices (Including Cellular Telephones)**

Electronic devices have become a management issue in school buildings across the country. Although the issue of electronic device usage in school buildings has been well debated, incidents of student use may at times disrupt the instructional process and regular operation of the building. Students will not be permitted to send or receive calls or text messages during the school day (7:20-2:35) nor should student cell phones be seen or heard by any member of the Mount Vernon Middle School staff. In the event that cellular phones or electronic devices are seen or heard without permission of a Mount Vernon Middle School Staff member, the situation will be addressed through the following process:

**All violations of these expectations will result in the phone being confiscated and placed in the office until the end of the day. Student is responsible for phone pick up.**

- First violation will result in a verbal warning and phone call home.
  - Second violation will result in an after school detention and phone call home.
  - Third violation will result in one day of in school suspension.
  - Fourth violation will result in Friday Night School. Failure to report to Friday Night School will result in the student being assigned to two days in the Suspension Alternative Program (SAP)
  - Any further violations will result in the student being assigned an Out of School Suspension.
- ❖ Confiscated student cell phones and electronic devices may be searched by school administration. Students are responsible for all information, pictures, text messages, movies, etc. contained within their electronic devices. Use of cell phones and other devices with camera features are prohibited in locker rooms, restrooms, and other unsupervised areas both before and after regular school hours. Using a cellular phone or an electronic device to film, record, or edit pictures of a student or staff member is prohibited. Posting images on the Internet or any other public forum may be met with immediate school consequences and/or prosecution. Transmission of any illegal or obscene picture, video, or other material will be reported to local law enforcement immediately.

### **Student Dress Code**

Student appearance and/or apparel which is disruptive to the educational process, indecent, sexually suggestive, profane, or advocate the use of illegal substances will not be permitted. Furthermore, items or apparel advocating violence, the use of force, gang identification, or which demean any institution, individual, race, gender, ethnic, or cultural group are prohibited. All articles of clothing should cover shoulders, cleavage, back and midriffs. Tops and bottoms must overlap at all times, including when arms are raised. All shorts and skirts must extend to three inches above the knee. Pants or shorts may not have excessive tatters/frays or any holes above the knees. Any tatters/frays above the knee which expose skin are inappropriate and may not be worn. Pants with chains or attached metal loops are not permitted. Wallet chains are not permitted. Pants, shorts, and skirts may not have writing on the seat area. Students are not permitted to wear pajamas or slippers. Leggings may be worn as long as student's backside is covered entirely and the length in the front is proportional to the back. In addition, attire normally worn as outdoor apparel (hats, headscarves, coats, etc.) may not be worn inside during the school day. Wearing of costume headbands is prohibited; ears, horns, etc. Face paint is prohibited. Wearing of bandana's is prohibited.

***Special circumstance regarding dress will be addressed at the discretion of the administration.***

If a student does not comply with the dress code the following action(s) may be taken:

- 1.) The student will be offered more appropriate school provided clothing when available.
- 2.) The student may contact parents or guardians so that dress code compliant clothing items may be brought to school.
- 3.) The student will be held out of assigned classes until dress is appropriate for school in the Time Out room. This absence will be unexcused and could lead to further disciplinary action. Further infractions will be considered acts of insubordination and may result in progressive school consequences.

### **Detention**

There are two types of detentions. Detentions given by teachers are served in the teacher's classroom or designated classroom, and detentions given by administrators or designees are served in Room 106.

Facts about detentions:

1. Parents are notified by phone, email or written detention notification at least 24 hours before detention.
2. The slip includes the student's name, time, reason for the detention, and name of the staff member assigning the detention.
3. The slip is taken home and given to a parent.
4. Detentions last thirty (30) minutes, unless otherwise specified.
5. Students are expected to read books or work on assignments during detention.
6. Detentions are served from 2:35pm – 3:05pm. Regardless of the circumstances, students should not be late.

Detentions should be served as assigned unless a student is absent from school.

**7. Failure to report for assigned detention will result in:**

First incident – The detention is doubled.

Second incident – The student shall be assigned Time-Out or Friday School.

Third incident – Further infractions may be dealt with progressive consequences.

**Friday Night School and Saturday School Policies**

**Friday School**

Mount Vernon City Schools has initiated the Friday School program to eliminate alternative placements for discipline during the regular school day. It is very important that parents and the school work together to hold students accountable. A Friday School allows the school to provide a natural learning environment after school, while allowing students to attend their regularly scheduled academic classes.

Friday School is held in the middle school from 2:45pm until 5:30pm. Middle School students will report to the middle school office to be escorted to the classroom where Friday School will be held. Students are not permitted to be in any other area of the building without supervision once the session begins. Students are responsible for transportation at the conclusion of Friday School program. Students are to be picked up at the front of the building. The following rules have been established for Friday School (see next page):

**Saturday School**

Mount Vernon City Schools has initiated the Saturday School program to eliminate alternative placements for discipline during the regular school day. It is very important that the parents and school work together to hold students accountable while encouraging their academic success. A Saturday School allows the school to provide a natural learning environment after school, while allowing students to attend their regularly scheduled academic classes.

Saturday School is held in **the health room – room 186**, from 8:00am until 12:00pm at the **Mount Vernon High School**. Middle school students will report to the staff member monitoring Saturday School in room 186. Students are not permitted to be in any other area of the building without supervision once the session begins. Students are responsible for their own transportation from Saturday School program. Students are to be dropped off/picked up at the athletic entrance on the east side of the High School.

Friday Night School and Saturday School have the following rules:

- a. Each student must bring school work to remain busy for four hours. Appropriate reading materials for Friday Night School or Saturday School include textbooks, library books, suitable paperback books, and school-appropriate magazines or only those necessary to complete homework assignments. Students must work on materials that are directly related to their classroom subjects. Students should bring more than one or two items on which to work. Failing to bring appropriate or sufficient work may be considered grounds for dismissal or administrative referral. It is recommended that students contact their teachers about getting assignments to use this time constructively. No sleeping will be allowed.
- b. Students are not permitted to communicate in any way, pass materials of any kind, or put their heads down. School rules as printed in the Student Handbook are in effect. The Friday Night School or Saturday School teacher is in charge, and any refusal to comply with instructions will result in a warning being issued followed by more progressive interventions. Any severe disruptions of Friday Night School or Saturday Morning School will result in immediate removal and referral to the MVMS Administration.
- c. Students will be given one, five-minute break. This break will be supervised by the teacher in charge, and students will not be allowed to leave the classroom at any other time.
- d. The teacher will try to assist students with their questions on request.

- e. Students failing to report will be assigned further disciplinary action. Students that become disruptive will be subject to further disciplinary action.
- f. If a student is ill on the date of the assigned Friday Night School or Saturday School, the Mount Vernon City School District's attendance policy will be in effect. With a medical excuse, students will be allowed to attend the next scheduled Friday Night School or Saturday School. Progressive consequences may result due to a student's inability or refusal to attend. If school is cancelled due to indement weather, the Friday Night School session will also be cancelled, and make-up dates will be assigned.
- g. Students may not bring electronic equipment, food, or drinks. Students will not have access to lockers or other areas of the building.

**\*\*When circumstances warrant, the Administration has the option to select another level of punishment other than stated above. Students who disrupt Friday Night School or Saturday School will be removed from the premises. The school reserves the right to file charges in Juvenile Court for students who cause a disruption or fail to serve.**

### Time-out

The basic goal of the Time-out program is to create an alternative educational environment that provides individualized supervision and instruction promoting a positive change in behavior and eventually permitting the student to return to the regular classroom.

Students placed in the Time-out program are to remain seated at a desk or study carrel in the Time-out room, except for emergencies and visits to the restroom. The Time-out aide obtains assignments from teachers. Students work on assignments during the day, and credit is granted for all work completed. Rules for the Time-out program are posted. Classroom teachers, tutors, and counselors are encouraged to visit students in Time-out during the day to help the child with assigned work or problems. Students in the Time-out program are expected to follow these general rules:

1. On the initial day of an assigned Time Out, students must report to Room 106 by 7:45 am
2. Students shall have consulted with their teachers regarding the required work for the day prior to reporting to Time-out. Books, paper, pencils, and other materials necessary to carry out assignments must be in their possession at the time of reporting.
3. Students assigned to Time Out must consult with their teachers the previous day, when possible, and no later than 7:45am on the day of the assigned Time-out. Following the warning bell at 7:40am, **students are to report immediately to Time-out** with books, paper, pencils, and other materials necessary to carry out that day's work. Additional consequences may result from the refusal to serve days as assigned.
4. While assigned to Time-out, students are **to refrain from talking, sleeping, and other time-wasting activities and/or disturbances**. Students engaged in such activities may be assigned additional consequences.
5. Students needing to use the restroom will request permission from the monitor in charge and will use the restrooms located in the sixth grade hallway.
6. Lunch times will be assigned by the Time-out monitors.
7. Periodic checks on students' work will be conducted throughout the day by MVMS administrators, teachers, and other personnel.

### Mount Vernon- Suspension Alternative Program

The **Mount Vernon Suspension Alternative Program (SAP)** is an alternative to an out-of-school suspension. This program is designed to provide consequences and opportunities for students who are in jeopardy of being suspended from school for unacceptable behavior such as disrespect, bullying, insubordination, defiance, truancy or attendance issues

**SAP** was created to:

- Reduce the number of out-of-school suspensions.
- Reduce the number of potential drop outs.
- Provide negative consequences for unacceptable behavior.
- Allow students to complete assignments for credit while participating in the program.
- Teach students work/vocational skills and a sense of giving back to the community.

## **How the Program Works:**

- Mount Vernon Middle School Administration will determine if a student is eligible to participate in SAP.
- You, the parent or guardian, will be contacted by Mount Vernon Middle School. Parental/Guardian consent must be granted for a student to participate in SAP.
- Academic assignments will be provided by Mount Vernon Middle School teachers.
- Students will participate in an academic program from 7:45a m – 2:00pm in the Middle School Time Out room. All students will get ½ hour for lunch within that time period.
- From 2:00pm – 4:00pm students will participate in physical and academic activities organized by the after school coordinator.
- The Parent/Guardian is responsible to provide transportation at 4:00pm.
- Non-compliance with the program rules or expectations will be considered grounds for assignment of additional consequences which may include filing of unruly charges or referral to Knox County Juvenile Court.
- Students may participate in a behavior and social awareness discussion.
- All students will be monitored at all times. No student will be permitted to run power equipment and at no time will any student be put in a situation in which their safety is at risk.

## **School Jurisdiction**

The Mount Vernon Middle School Student Code of Conduct and adopted rules apply to any school sponsored activity and/or when students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extra curricula events or in other school activities or programs. For those concerns occurring to and from district identified bus pick-up and drop-off locations, including district elementary buildings, parents and guardians are encouraged to call local law enforcement.

## **Exclusions from School**

### **Out of School Suspensions**

An Out of School Suspension is very serious. Out of School Suspensions may be assigned by Mount Vernon Middle School Administration. When a student is assigned an Out of School Suspension, these rules and regulations are in effect:

1. Student will not attend school or any school related activities.
2. Student is not permitted on school property; a student who violates this guideline is subject to trespassing charges being filed.
3. Parents are strongly encouraged to keep the student *at home* throughout the suspension.
4. A student may be provided with his/her homework assignments. The completed assignments are to be returned to the teachers upon their return to school.
5. All homework missed during the suspension will receive a “zero”. Homework is provided only to allow the student to keep up-to-date, and to progress in his/her course work following the suspension.

### **Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process then:

The Superintendent or a Mount Vernon Middle School Administrator may remove the student from the premises, or from any curricular or co-curricular activity.

A teacher may remove a student from curricular or co-curricular activities, but not from the premises. If a teacher makes an emergency removal, the reasons must be submitted to the principal as soon as possible.

A due process hearing will be held within 72 hours after removal is ordered as follows:

1. Written notice of the hearing, reason for the removal, and intended disciplinary action will be given to the student, as soon as possible prior to the meeting.



2. The student will have the opportunity to appear at an informal hearing before an administrator (i.e., principal, assistant principal, Superintendent or designee) and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. The person who ordered or requested the removal will be at the hearing.
4. Within 24 hours of the decision to suspend, the Superintendent or administrator will notify the parent, guardian, or custodian of the student and the Treasurer of the removal.

The notice will include the reasons for the removal and the right of student and parent to appeal to the Board or its designee. The pupil has the right to be represented at the appeal.

If the Superintendent or Principal reinstates a student prior to the hearing for emergency removal, the teacher may request and shall be given written reasons for the reinstatement.

In all cases of normal disciplinary procedures where a student is removed from a curricular or co-curricular activity for less than 24 hours and is not subject to further suspension or expulsion due process requirements do not apply.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension, or expulsion.

### **Expulsion**

The Superintendent may expel a pupil from school for a period up to and including eighty school days. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

If a pupil is expelled for any period of time and the expulsion will extend into the following semester or school year, the Superintendent shall provide the pupil and his parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior contributing to the incident and giving rise to the expulsion. Such information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

The Superintendent will give the student and parent or guardian written notice of the intended expulsion. The notice shall include:

1. Reasons for the intended expulsion.
2. The right of a student and parents or their representative to appear before the Superintendent or designee to challenge the action and otherwise explain the student's actions.
3. The time and place to appear for hearing which must neither be less than three (3) days nor later than five (5) days after the notice is given.
4. The Superintendent may grant an extension of time for a hearing. If granted, all parties must be notified of the new time and place of the hearing.

### **Appeals of Suspensions, Removals, or Expulsions**

The student or parents may appeal an expulsion by the Superintendent or a suspension by a Superintendent or Principal to the designee of the Board. Such student or parent may be represented in all such appeal proceedings. A verbatim, word for word, record for the Board's review is required. (This may be a tape recording.)

All hearings will be held in executive session unless parents request a public hearing. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in public session. The decision of the Board may further be appealed to the Court of Common Pleas. All appeal hearings will be confined to the facts divulged at the original hearing.

### **Community Service Rule for Conduct of Pupils**

Due to the violation of any Board rule, regulation or policy, the Superintendent may require a student to perform community service.

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

### **POLICY PROHIBITING SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline including but not limited to suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, petting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the District's suspension/expulsion procedures. Any student who believes that he/she is a victim of any of the above or has observed such actions taken by another student, staff member or other person associated with the District should contact one of the school counselors or building administrators. Retaliation against students who report an incident of sexual harassment will not be tolerated.

### **POLICY PROHIBITING DATING VIOLENCE**

The Board of Education does not tolerate dating violence by any student on school property or at a school-sponsored event, regardless of whether the school-sponsored event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which dating violence will not be tolerated by students, staff, or administration.

For purposes of this policy, dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person regardless of gender involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

### **POLICY PROHIBITING HARASSMENT, INTIMIDATION, OR BULLYING**

The Board of Education does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the school-sponsored event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involving intimidation and bullying will not be tolerated by students, staff, or administration.

For purposes of this policy, the phrases "harassment, intimidation, or bullying" means any intentional written (including electronic terms of communication), verbal, or physical act that a student has exhibited toward another particular

student more than once and the behavior is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (BOE Policy 5517.01)

### **Reporting Procedure**

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation, bullying or dating violence to a teacher, guidance counselor, coach, principal, or other administrator. Likewise, all school personnel who become aware of harassment, intimidation, bullying or dating violence shall immediately report such behavior to their building principal. Any staff member who receives a report of harassment, intimidation, bullying or dating violence shall promptly submit the complaint in writing utilizing the Board of Education's harassment, intimidation, bullying and dating violence complaint form, which shall be made available in the office of the principal of each school building, the Board of Education's Central Administrative Office, and downloadable from the Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation, bullying, or dating violence including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal for administrative response. Reports may be made anonymously.

### **Administrative Response**

The building principal or designee shall promptly investigate all reports of harassment, intimidation, bullying or dating violence. All matters involving such complaints should remain confidential to the extent permitted by law.

- A. The principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation, or bullying complaint form.
- B. The principal or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation, bullying, or dating violence. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
- C. The principal or designee will meet with the student(s) accused of harassment, intimidation, bullying, or dating violence to obtain a response to the complaint both orally and in writing.
- D. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
- E. Retaliation against any student who makes a complaint of harassment, intimidation, bullying, or dating violence or any student who becomes involved in the investigation of such complaint is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
- F. The building principal or designee shall have the authority to involve local law enforcement if any individual believes danger is imminent due to the alleged harassment, intimidation, bullying, or dating violence.
- G. The building principal or designee shall notify the parents, guardians, or legal custodians of any student involved in an incident of harassment, intimidation, bullying, or dating violence under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

### **Preventative Measures**

This policy shall appear in student handbooks and other publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the District. Information regarding this policy shall also be incorporated into employee training manuals. To the extent that State or Federal funds are appropriated for these

purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students. Teachers, guidance counselors, coaches, and building administration will educate students about this policy through class discussion, counseling, and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not meet the frequency, severity, or pervasiveness to constitute harassment, intimidation, or bullying that is prohibited by this policy.

If the building principal or designee finds that a student has been the victim of harassment, intimidation, or bullying, in addition to the imposition of possible disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation, or bullying.

- A. Staff may be instructed to observe and record the behavior of the student-offender in less supervised settings such as the cafeteria, playground and restrooms. In the event the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch and/or class-release times different from those of the student-victim.
- B. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to further cooperation in stopping the harassment, intimidation, or bullying.
- C. In consultation with the student-victim and his/her parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation, or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under-supervised *activities*.
- D. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation, or bullying may occur.

### **Summary of Reported Incidents**

At the end of the first semester and at the end of the second semester of each school year, the principal from each school building shall provide the Board President with a written summary of all reported incidents of harassment, intimidation, or bullying. To the extent permitted by State and Federal privacy/confidentiality laws, a summary of reported incidents shall be posted on the website of the Board of Education concurrent with each report to the Board President.

### **STUDENT TRANSPORTATION GUIDELINES**

Transportation is a service provided by the Mount Vernon City School District Board of Education and should be regarded as a privilege by students and parents. It is expected that those who ride school buses will observe classroom conduct at all times. Students, parents, and guardians must exercise these responsibilities.

#### **Students**

1. Students should follow reasonable directions the first time they are given.
2. Students are expected to observe appropriate conduct as written in the school code of conduct while on the bus.
3. Leave and board the bus at the designated stop unless a bus pass has been signed by the building principal. This will be done only in emergencies, not for convenience.
4. Students are not to cross the street to enter or exit the bus until the driver motions them across.
5. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. Students are not permitted to bring on the bus items larger than those which can be held on the person. Animals, glass, or liquids are not permitted. (OH revised code 4511.76)
7. Students shall remain at their designated bus stop upon morning arrival.
8. Headphones or ear buds must be utilized when listening to music from a personal device. Bus driver has the authority to ask a student to turn down or turn over the device if deemed a safety issue. Refusal to follow directions will result in disciplinary action.

## Parents

1. **Parents are responsible for the safety and discipline of students while going to and from the bus stop.**
2. Parents are urged to have children at the bus stop five minutes ahead of time as buses operate on a time schedule. This schedule will not permit waiting for late students. If your bus is more than 15 minutes late, call the *Transportation Department at 393-5995*.
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter disputes involving parents and students prior to pickup or after return to the bus stop.
5. Please do not discuss bus problems with the driver while he/she is on the route. This delays the schedule of the bus. Call the *Transportation Department at 393-5995*.

Proper conduct on a school bus is necessary to insure the safety of students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion from the bus may be the result of the misbehavior. School personnel will make every effort to protect the rights of the student through the use of due process procedures when suspension or expulsion is used. Students should make every effort to comply with the rules and expectations of the bus driver.

## Bus Discipline

1. **Bus stops**- Improper behavior at bus stops, including horseplay, physical aggressiveness and property destruction will not be tolerated.
2. **Seating** – Upon boarding the bus, pupils should go immediately to their assigned seats and remain seated at all times.
3. **Obscene Language/Gestures/Spitting** are not acceptable student behaviors.
4. **Objects** – Students must keep their hands, arms, and legs inside the bus at all times; no objects are to be thrown on or off the bus.
5. **Fighting/Pushing/Tripping** are not acceptable student behaviors.
6. **Tobacco/Alcohol/Harmful Drugs/Weapons or look-a-likes**- The possession of tobacco in any form including E-cigarettes, “vapors”, alcohol or harmful drugs, any weapons or look-a-like will not be permitted on the school bus.
7. **Food/Drink** – Eating and/or drinking on a bus is not permitted except as required for medical reasons. Documentation of any medical condition will be required to eat or drink on the bus.
8. **Damage** –A student shall not cause or attempt to cause damage to a school bus.

## Discipline Procedures

1. First Violation – The student is warned by the driver. The student’s name is recorded by the driver.
  2. Second Violation – A written record is made by the driver. The parent will be notified by the driver. A student may be assigned a designated seat near the driver.
  3. Third Violation – The principal is notified by the driver in writing. The principal may hold a conference with the driver, student, and parent/guardian. The principal may suspend riding privileges for a designated period of time.
  4. Continued Violation may be addressed with progressive consequences.
- If an incident occurs on the bus which according to the student code calls for suspension from school, the Student Code of Conduct will take precedence. The student may be suspended from school.

A driver may request that a student be suspended from the bus for repeated minor misbehaviors such as refusal to follow reasonable directions.

### Suspension Sequence

1. *First Suspension* – three-day bus suspension.
2. *Second Suspension* – five-day bus suspension.
3. *Third Suspension* – ten-day bus suspension
4. *A fourth suspension* may result in removal from the bus for the remainder of the semester.
5. *Severe Clause* – A severe incident may result in a student being immediately suspended or permanently removed from the bus.

### Suspension Appeal

A parent/guardian of a student wishing to appeal a bus suspension may do so by contacting the building principal within 24 hours.

### No Liability for Good Faith Compliance

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith and in compliance with the procedures as specified in this policy.

(R.C. 3313.666, 3313.661, 3313.663, 3318.666, 3313.667, Adopted 12/3/07)

## VI. LEGAL STATEMENT

### No Hazing

Hazing, initiation ceremonies, or practical jokes that humiliate or cause mental or physical harm to any person are forbidden by Ohio Law. It is a misdemeanor of the fourth degree. The Board of Education policy forbids hazing. Employees of the school district, students, or any other person must not encourage or condone hazing at any school activity, on or off school premises. Incidents of hazing shall be reported immediately to the Superintendent.

### Statement of Non-Discrimination

The Mount Vernon City Schools Board of Education is an equal education opportunity institution and an equal employment opportunity institution in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination and Employment Act of 1976, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

### Student Grievances

If a student or parent feels that a grievance should be filed because of circumstances or actions that occur in violation of student civil rights, the step in all such cases should be an immediate call to the building principal. Step by step procedural directions on filing a grievance are listed in the Board Policy text that follows:

***“The Mount Vernon Board of Education recognizes that, in the interest of compliance with Title VI of the Civil Rights of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, procedures are necessary to assure prompt and equitable resolution of individual student complaints involving the application and/or interpretation of the aforementioned laws and their implementing regulations.”***

The grievance procedure shall be available to all students in the Mount Vernon City Schools, and no reprisals of any kind shall be taken against any student initiating or participating in the grievance procedure.

The lodging of any grievance shall be the exclusive right of the individual student.

The primary purpose of the grievance procedure shall be to obtain, at the lowest possible level and in the shortest period of time, actual solutions. The following grievance proceedings shall be handled in a confidential manner.

All grievances shall be lodged within thirty (30) calendar days following the act or condition which is the basis for the grievance. All grievances shall be appealed to the next step in the procedure within five (5) school days of the decision in the previous step, or such right, of appeal shall be forfeited.

All grievances shall be acted upon within (5) school days after the receipt of the grievance or after the grievance hearing. If the student requests a hearing at any step in the grievance procedure, the student shall have the right to be accompanied at the hearing by legal counsel. If the student desires to have other interested parties at the hearing, the school employee with whom the hearing is scheduled shall be notified in writing, twenty-four (24) hours in advance of the hearing, as to the names of the interested parties who will attend.

- Step One - The student shall first discuss the grievance with the building principal.**
- Step Two - If the grievance is not resolved to the student's satisfaction at Step One, the student may appeal the grievance, in writing, to the Superintendent or designee, or through the Title IX Compliance Officer.**
- Step Three- If the grievance is not resolved to the student's satisfaction at Step Two, the student may appeal the grievance, in writing, to the Office for Civil Rights, U.S. Department of Health, Education, and Welfare, Cleveland, Ohio.**

This grievance procedure shall be distributed to all students in the Mount Vernon City Schools at the beginning of each school year.

Copies of all written grievances, hearings, appeals, actions taken, and alleged Title IX violations should be directed to:

Mrs. Pam Rose, Director of Student Services  
300 Newark Road  
Mount Vernon, Ohio 43050  
Telephone (740) 397-7422 ext. 6022

### **Family Educational Rights and Privacy Act (FERPA)**

The Mount Vernon City Schools follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released should contact the MVMS Guidance Department at 392-6867. Parents should contact the Guidance Department by September 15.

### **MVCSD Resource Officer**

The Mount Vernon City Schools has entered into an agreement with the Mount Vernon Police Department to provide a full time police officer as a School Resource Officer (SRO). This fully uniformed officer has an office located inside the schools and will be under the direct supervision of both the school principals and the chief of the Mount Vernon Police Department. This officer works with the administrative staff, faculty, and students to promote a safe, effective, and crime-free learning environment. The SRO has authority to investigate criminal offenses, traffic offenses, and other complaints brought to his/her attention or to the attention of school administrators. The SRO is also available to provide appropriate advice or instruction on a variety of law enforcement and safety topics. This officer may, from time to time, assist school administrators in the investigation and resolution of disciplinary issues. Students and staff that wish or need to meet with the SRO will have access during regular school hours when available.