

# MOUNT VERNON



## MIDDLE SCHOOL

Mr. Darin Prince, Principal  
Mrs. Robin Elliott, Assistant Principal  
Mr. Josh Nowicki, Assistant Principal  
302 Yellow Jacket Drive  
Mount Vernon, Ohio 43050  
Telephone: 740-392-6867

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

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

Facebook Link: <https://www.facebook.com/MV.MiddleSchool>

## **Our District's Mission**

**Our mission is to provide, in cooperation with the larger community, a quality education for all students by upholding a standard of excellence in curriculum, staff, facilities, achievement and conduct and to graduate individuals empowered to be self-motivated, life-long learners and responsible citizens.**



### **MIDDLE SCHOOL**

**Driven. Real. Personalized. Engaged.**

# Bell Schedule

| Period    | 1                 | 2                 | 3                  | 4                   | 5                    | 6                   | 7                  | 8                 |
|-----------|-------------------|-------------------|--------------------|---------------------|----------------------|---------------------|--------------------|-------------------|
| 8th Grade | 7:40-8:25<br>(45) | 8:28-9:27<br>(59) | 9:30-10:29<br>(59) | 10:32-11:09<br>(37) | 11:12- 11:57<br>(45) | 12:00-12:32<br>(32) | 12:35-1:34<br>(59) | 1:37-2:36<br>(59) |
|           | Unified Arts      |                   |                    | Flex                | Unified Arts         | Lunch               |                    |                   |
| 7th Grade | 7:40-8:39<br>(59) | 8:42-9:27<br>(45) | 9:30-10:29<br>(59) | 10:32-11:09<br>(37) | 11:12-11:44<br>(32)  | 11:47-12:46<br>(59) | 12:49-1:48<br>(59) | 1:51-2:36<br>(45) |
|           |                   | Unified Arts      |                    | Flex                | Lunch                |                     |                    | Unified Arts      |
| 6th Grade | 7:40-8:39<br>(59) | 8:42-9:41<br>(59) | 9:44-10:29<br>(45) | 10:32-11:04<br>(32) | 11:07-11:44<br>(37)  | 11:47-12:46<br>(59) | 12:49-1:34<br>(45) | 1:37-2:36<br>(59) |
|           |                   |                   | Unified Arts       | Lunch               | Flex                 |                     | Unified Arts       |                   |

See <http://www.mvcasd.us/> for school calendar.

See [THIS LINK](#) for special bell schedule

### Important Contacts

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

|   |                              |
|---|------------------------------|
| Mr. Darin Prince, Principal.....                    | ext. 5901                    |
| Mr. Josh Nowicki, Assistant Principal .....         | ext. 5902                    |
| Mrs. Robin Elliott, Assistant Principal.....        | ext. 5903                    |
| Ms. Lissi Fuller , Athletics.....                   | ext. 5895                    |
| Mrs. Kris Tier, Guidance Counselor (6).....         | ext. 5911                    |
| Mrs. Dawn Miller, Guidance Counselor (7).....       | ext. 5917                    |
| Mrs. LeeAnne Jurkowitz, Guidance Counselor (6)..... | ext. 5909                    |
| Mrs. Goetzman, Guidance Secretary.....              | ext. 5905                    |
| Mrs. Brittany Peck , Secretary, .....               | ext. 5900                    |
| Mrs. Mollye Ashbrook, Secretary.....                | ext. 5904                    |
| Mrs. Sherry Alexander, Attendance Secretary.....    | ext. 5906                    |
| Mount Vernon Board of Education.....                |                              |
| 740-397-7422  |                              |
| Mr. William Seder, Jr. ....                         | Superintendent               |
| Mrs. Judy Forney .....                              |                              |
| Treasurer   |                              |
| Mrs. Kathy Kasler.....                              |                              |
| Director of Curriculum, 6-12                        |                              |
| Dr. Eric Brown.....                                 |                              |
| Director of Curriculum, K-5                         |                              |
| Mrs. Carmen Griffith.....                           | Director of Student Services |

|  |           |
|--|-----------|
| Mr. Todd Conant, Director of Transportation..... |           |
| tconant@mvcasd.us                                |           |
| Transportation Department/Bus Garage.....        |           |
| 740-393-5995                                     |           |
| Mr. Rick Shaffer, Director of Maintenance.....   |           |
| rshaffer@mvcasd.us                               |           |
| Officer Armstrong, School Resource Officer.....  | ext. 5713 |
| Director of Food Services.....                   | ext.      |

5737

**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 lunch or at the end of the day to take home. Daily announcements are 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 and are communicated to students either verbally or in writing (posted in the cafeteria, hallways, and/or offices).

### 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.

### Instant Connect

Mount Vernon Schools utilizes Instant Connect to deliver automated messages to staff, parents, and students. Instant Connect is utilized for emergency situations, weather delays and cancellations, and periodically throughout the school year to relay important information to parents. Information about Instant Connect, including how to enroll, can be found on the district website and at the following link: [Instant Connect](#)

## HEALTH SERVICES

### *CLINIC INFORMATION:*

A student health clinic is located in all elementary, middle and high school buildings. A full time clinic aide, in consultation with a school nurse who covers multiple buildings, staffs the clinic. When the clinic aide, school nurse, or a substitute is not available in the clinic, the building office staff will assist with student care. Clinic staff offers basic first aid, emergency care, medication administration, and vision and hearing screenings. Clinic staff also ensures compliance with Ohio's medication and immunization laws, monitors for communicable diseases, and assists students with required medical care as ordered by a healthcare provider.

At the beginning of each school year, parents/guardians are required by law (ORC 3313.712) to complete an Emergency Medical Authorization Form for each student. This form is to enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when a parent/guardian cannot be reached. Throughout the school year, please remember to update your student's Emergency Medical Authorization Form if there are changes to phone numbers, or your child's health care information. **Please note: If a student becomes**

**ill or is injured during normal school hours, they will only be released to individuals listed on the Emergency Medical Authorization Form.**

Parents/guardians are encouraged to contact the school nurse prior to the first day of attendance with any health concerns or conditions that could affect their child's learning, attendance, or safety at school. It is also recommended that parents/guardians list their child's health concerns and medications on the district's Emergency Medical Authorization form. This is especially important if a child has life-threatening allergies, seizures, diabetes, or other major health concerns. The school nurse will work with the parents/guardians to develop a health care plan for students who require preventative or medical interventions at school. This plan will be shared with school staff that work with or supervise the student.

#### ***ILLNESS DURING SCHOOL DAY:***

If a student becomes ill during the school day and wishes to be excused from school, he/she must first report to the School Nurse or the clinic. A school official will then contact one of the student's parent/guardian before issuing a permit for the student to leave. Parent designees must be listed on the Student Emergency Medical Form.

#### ***MEDICATION TO BE ADMINISTERED BY SCHOOL PERSONNEL (Prescription or OTC Medication - Stored in Clinic):***

The Administration of Prescription and Nonprescription Medication by School Personnel Form is available in the school clinic or available on the school website. The form is to be filled out and signed by the prescribing healthcare provider and parent/guardian. Medication will be administered only when this form is on file with health services. A separate form is required for each medication and a **new** form is required if any changes are made regarding the medication. Parent/Guardian is responsible for the delivery of the medication to the school office or clinic and will notify the school immediately if there is a change in medical provider or the need for the medication is discontinued. If medication is required for extracurricular activities, the parent/guardian will provide a separate dose to school staff supervising the student's extracurricular activities.

#### ***Nonprescription Medication Without Supervision: Self-Administered (HS use ONLY)***

The Student to Self-Administer Nonprescription Medication Without Supervision Form is available in the school clinic or available on the school website. As the parent/legal guardian of the student, you are requesting that he/she be allowed to carry and self-administer an over-the-counter medication. Signing the form indicates that the student has been instructed on the proper use of this medication. Signing this form indicates that the school district or its personnel will not store or render assistance in administering the nonprescription medication without written authorization of a licensed prescriber. The student is **not** permitted to possess or carry more than a **one day** supply of any over-the-counter medication. The Board of Education or their designee reserves the right to deny or revoke permission for self-medication at any time. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention Policy 5500 - Student Code of Conduct. If a nonprescription medication requires staff assistance of any form or storage in the clinic (i.e. rectal suppositories, G/JG tube assistance), a form with an Ohio licensed health care prescriber's order is required. Signing the form releases any claims against the Board of Education or its employees for allowing the above named student to self-administer medication(s) in accordance with this request. This form is in effect for the duration of the current school year only.

#### ***OTHER Medication Information:***

Parents or their designee who are listed on the student's emergency authorization form may administer medication or treatment but only in the presence of a designated school employee.

Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted a request form for Authorization for Student Possession and Use of an Inhaler to the school nurse/health services.

Students shall be permitted to carry and use, as necessary, an epinephrine auto injector/Auvi-Q to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted a written approval form: Authorization for Student Possession and Use of an Epinephrine Auto Injector to the school nurse/health services. The parent/guardian or the student is **required** to provide a

back-up dose of the medication to the school nurse/health services if they have chosen to self-carry. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored events.

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board, may administer medications to students in school.

### ***CONTAGIOUS DISEASES in School Setting:***

Mount Vernon City Schools follow the recommendations of the Ohio Department of Health regarding school exclusion requirements for communicable illnesses. When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the clinic and administrative staff have the authority to exclude or isolate the student. Parents are asked to notify the school office immediately when a student contracts a contagious disease. Students having symptoms of fever 100 degrees or higher, vomiting, diarrhea, or other signs of a possible communicable disease, will be excluded until they are symptom-free for 24 hours without the assistance of medication.

Examples of common diseases in the school setting:

- Bacterial Meningitis- student may return to school 24 hours after beginning antibiotic treatment
- Bed Bugs - student may return to school/class after visual inspection
- Chicken Pox (Varicella) - student may return to school when all lesions are dry, usually 5-7 days
- Conjunctivitis (bacterial pink-eye) - student may return to school 24 hours after beginning antibiotic treatment
- Diarrheal Diseases - student may return to school 24 hours after diarrhea stops or is determined non-communicable by a physician
- Fifth Disease (Erythema Infectiosum) - student may return to school once temperature is below 100 degrees
- Flu (Influenza) - student may return to school once temperature is below 100 degrees
- Hand, Foot and Mouth Disease (Coxsackie Virus) - student may return to school when there are no signs of weeping lesions on hands or blisters in mouth and fever below 100 degrees
- Head Lice - A parent/guardian will be notified for treatment that day. Students may return to school following an application of pediculicide. The parent/guardian and child are expected to report back to the school clinic for re-examination the following school day. If the student is found to be free of live lice, he/she will return to the classroom.
- Hepatitis A - students may return to school 10 days after the onset of symptoms.
- Impetigo - student may return to school after completing 24 hours of treatment and all lesions are dry and covered
- Measles - student may return 4 days after onset of rash and are fully immunized, fever must be below 100 degrees
- Molluscum - no exclusion, lesions must be covered
- Mononucleosis (Mono) - student may return to school once temperature is below 100 degrees
- Mumps - student may return 5 days after onset of parotid swelling
- MRSA - student may return to school 24 hours after beginning treatment or is deemed non-communicable by a physician
- Pinworms - student may return to school after completing appropriate treatment prescribed by a physician
- Ringworm - student may return to school 24 hours after beginning treatment
- Rubella - student may return 7 days after onset of rash
- Scabies - student may return to school 24 hours after beginning treatment
- Scarlet Fever/Strep Throat - student may return to school 24 hours after beginning antibiotic treatment
- Shingles - all lesions must be covered until dry
- Viral Meningitis - student may return to school once temperature is below 100 degrees

- Whooping Cough (Pertussis) - student may return to school after completing 5 days of antibiotic therapy and when all symptoms have cleared

For more information on communicable diseases and the guidelines for treatment and exclusion from school, please visit the Ohio Department of Health's website.

**IMMUNIZATIONS:**

Proof of immunization must be on file in the clinic within 14 days of the beginning of the school year, (or a student's entry to Mount Vernon High School) or that student will be **excluded** from school until appropriate records are submitted, as required by Ohio Law (ORC 3313.671).

| Vaccines   | IMMUNIZATIONS FOR SCHOOL ATTENDANCE  |
|--|--|
| <p>DTaP/DT/Td<br/>Diphtheria, Tetanus,<br/>Pertussis</p> <p>Tdap</p> | <p><b>Kindergarten</b><br/>Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.<br/>*</p> <p><b>Grades 1-12</b><br/>Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b>Grades 7-12</b><br/>One (1) dose of Tdap vaccine must be administered prior to entry. **</p> |
| <p>Polio</p>   | <p><b>K-9</b><br/>Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b>Grades 10-12</b><br/>Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>  |
| <p>MMR<br/>Measles<br/>Mumps<br/>Rubella</p>                         | <p><b>K-12</b><br/>Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p>   |
| <p>HEP B<br/>Hepatitis B</p>   | <p><b>K-12</b><br/>Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>   |
| <p>Varicella<br/>(Chickenpox)</p>                                    | <p><b>K-9</b><br/>Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months</p>   |

|                               |  |
|-------------------------------|--|
|                               | <p>after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p><b>Grades 10-12</b><br/>One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>                |
| <p>MCV4<br/>Meningococcal</p> | <p><b>Grades 7-10</b><br/>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b>Grade 12</b><br/>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p> |

For additional information visit:

<https://cdc.gov/vaccines/schedules/index.html>

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-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.

**FEES AND FINES**

There will be no school fees charged for the 2025–2026 school year. However, students may be assessed fines for any loss, damage, or destruction of school property, including school-issued Chromebooks, textbooks, equipment, or facilities. These fines will be determined based on the extent of the damage and the cost of repair or replacement.

**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**

Three full-time guidance counselors and one social worker 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 or the social worker 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/social worker 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. 5905. 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 2:36 pm. A student may visit the library during school hours with his or her class or with a pass signed by a teacher.

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.).

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/school administration. 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.infohio.org](http://www.infohio.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 lockers.

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.

### **Lunch**

Students are given the option to have one free lunch and to purchase a standard school lunch or may purchase 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 reapply 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 per administration discretion and talk quietly 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 jackets in lunch line
7. Horseplay is not permitted at any time.
8. Food and drinks may not be eaten/drunk outside the cafeteria, including at recess
9. Cooperate and comply with the reasonable requests of school staff members supervising lunch periods.

Administration reserves the right to assign consequences as needed including assigned seats.

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 reapply every year to participate in the Free and Reduced Lunch Program even though there are free lunches provided to students. This paperwork is needed for a variety of reasons and is important to fill out each year.**

### **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.

### **MTSS**

The purpose of the Multi-Tiered System and Supports Team (MTSS) 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. MTSS teams may include the student, parent/guardians, teachers, principal, guidance counselor, school psychologist, and other stakeholders.

### **Psychological Services**

Any student who is experiencing learning difficulties may be referred to the school director of student services 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 the student services department. 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 7:40am, and the school day is divided into 8 periods. Three minutes are allowed for changing classes, and it is each student's responsibility to report to classes on time. School ends at 2:36pm.

**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 the video. The information acquired will remain confidential; however, disciplinary and possible police action may follow as a result of this process.

### **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 available on ProgressBook through parent access at the end of each grading period. Interim grades are also available via ProgressBook. An Instant Connect message will be sent to notify parents when they are available. 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 office so a Progress Book account can be created.

Parents and guardians should frequently check students' academic progress in specific classes via ProgressBook, 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 available through the guidance office. 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. Policies and grading scale for HS are available on the MVHS website.

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 to pass the class.
2. A student may fail a class due to attendance and/or incomplete grades. Unexcused student absences which exceed 125 hours 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 benefiting the student.
4. The student has had over 125 hours of unexcused absences 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 Accredited Courses**

Select Middle School students will be invited to participate in high school credited classes based on the following criteria:

- Department Developed Assessments
- Prior middle school grades
- Students' performance on the State Standardized Tests
- NWEA MAP Assessments
- Space Availability

Credits given at the middle school for Algebra and Foreign Language 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 accredited 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 Gifted Program**

The educational, social, and emotional development of the academically gifted/talented adolescents 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 populace. Therefore, the mission of the Mount Vernon Middle School Gifted 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 Gifted program offers opportunities for advanced classes, differentiation, and telescoped curriculum via the regular classroom, acceleration, independent study, and enrichment.

***Any student or parent who would like information regarding College Credit Plus should contact the Mount Vernon High School 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 repeating the assignment, failure of the assignment, 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:

|                     |                         |               |
|---------------------|-------------------------|---------------|
| Big Sibs            | Robotics                | School Dances |
| Food for the Hungry | Ski Club                |               |
| History Day         | Spelling Bee            |               |
| Homework Club       | Student Council         |               |
| Jazz Band           | Talent Show             |               |
| Office Helper       | Tennis Club             |               |
| Pilots              | Veteran's Day Breakfast |               |
| Power of the Pen    | WAGS                    |               |
| Robotics            |                         |               |

- 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 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 and on the following site: [MVCSD Athletic Code of Conduct](#)

### 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 Licking County League (LCL). 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  
Boys Volleyball

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



#### **IV. ATTENDANCE**

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

**Students can accumulate 65 hours of absence (10 days) before medical excuses are required for school.**

**Students must report to 1st period on/before 7:40am. Neglecting to do so will result in....4 tardies=Principal verbal warning/minor PBIS referral. 5 tardies=lunch detention. 7 tardies=lunch detention 10 tardies=Friday Night School. 11 or more tardies will result in a consequence determined by the administration.**

#### **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 the 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/Coercion – 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. 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 threaten, 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. Use or copy the school work of another or present it as his/her own without proper attribution or cheat in any way, or falsify/forged any document including school, or school-related, documents. Presenting the work of someone else or artificial intelligence (AI) as one's own in order to obtain a grade is considered to be cheating plagiarism. This includes, but is not limited to, copying another student's assignment, quiz/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, buying, selling, transferring or use of tobacco/nicotine products (including lighters, matches or any other similar device), 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. Possess, sell, transfer, offer to sell, use, conceal, exhibit symptoms of usage, 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 or alcohol misuse such as, but not limited to, staggering, reddened eyes, order 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 or general inappropriate conduct at school.

### **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 Displays 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.

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

Students are not permitted to bring items to school 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. **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. The staff at MVMS are dedicated to creating the best possible learning environment for our students. For this reason, all classrooms at MVMS are cell phone free. During the school day (7:25-2:36), students will only be permitted to have cellphones in their lockers. They are not permitted between classes to use their cell phone to make calls, send text messages, or use social media unless they are contacting their parent/guardian. Parents/guardians needing to make immediate contact with their student should call the office at (740)-392-6867. Students are NEVER denied making calls from the front office if they need to contact a parent/guardian.

\* Students will not be excused from being tardy if they are late due to contacting their parents between classes on their cell phone.

**All violations of these expectations will result in the phone being confiscated and placed in the office until the end of the school day.**

- First violation will result in a verbal warning and students must take their phones to Mrs. Ashbrook in the front office until the end of the school day and an Instant Connect message will be sent to parents. Students can pick up their phones at the end of the school day.
- Second violation will result in a lunch detention and an Instant Connect message will be sent to parents. Students can pick up their phones at the end of the school day.
- Third violation will result in one day of in-school suspension and the student will be required to drop their phone off to the office each morning for the remainder of the school year. Failure to drop the phone off will result in a consequence determined by the administration. Students can also choose to leave phones at home once they reach a third violation. This will be discussed when administration calls home.

\* 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 any 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**

It is the intent of the MVMS administration and staff to encourage and create a positive and safe learning environment in which students, as well as adults, can develop a feeling of pride and unity. The administration and staff at Mount Vernon Middle School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Mount Vernon Middle School staff appreciates the right of students and their parents to make decisions regarding their appearance, except when their choices affect the safety or the educational process of the schools.

The below information is general guidelines for the appropriate dress at MVMS. Mount Vernon Middle School administrators have the final decision as to the appropriateness of all student dress and appearance.

#### **Students Must Wear:**

- Shirt or dress\* with fabric on the front, back, and covering the sides. A student's midriff/stomach and small of the back must be covered.
- Bottoms\*: pants, sweatpants, leggings, shorts, skirts
- Clothing should be opaque (non-"see-through") unless an appropriate piece of clothing exists underneath. Clothing should be non-revealing.
- Appropriate footwear; activity specific shoes

\*at least mid-thigh length

**Students May Wear:**

- Leggings (opaque)
- Ripped jeans, as long as
  - no holes above the knee
  - no holes that would create a safety concern
- Items for medical purposes
- Hoodie sweatshirts, but not worn over head
- The wearing of jackets and coats are only allowed when classroom temperatures warrant doing so.
- Pajama pants (onesie pajamas are NOT permitted)

**Students Cannot Wear:**

- Hats except for medical or religious purpose
- Sunglasses worn inside the building
- Any item that obscures the face or ears except as a religious observance or medical purpose
- Costumes, one piece pajamas, and slippers
- Garments that contain messages that are vulgar, offensive, obscene, gang-related, or libelous
- Clothing that represents or implies alcohol, tobacco and other drugs
- Strapless garments
- Accessories that could be considered dangerous or could be used as a weapon
- Clothing and accessories with words, pictures, emblems or symbols that would be considered profane, violent, suggestive, racially offensive or intimidating or offensive to any religion, gender or disability.
- Boys cannot wear sleeveless and open-sided shirts. Their sides must be covered.

**Dress Code Enforcement: Violations of the above guidelines may result in the following consequences as determined by Mount Vernon Middle School Administration:**

1st violation- warning/referral in PBIS system

2nd violation- after school detention or 3 lunch detentions/referral in PBIS system

3rd and subsequent violations- consequence to be determined by Administration

In addition, students will be provided with three options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided (when possible) with temporary school clothing to be dressed more to code for the remainder of the day
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

**After School 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 107.

Facts about detentions:

1. Parents are notified by phone, email or written detention notification at least 24 hours before detention.

2. Detentions last thirty (30) minutes, unless otherwise specified.
3. Students are expected to read books or work on assignments during detention.
6. Detentions are served from 2:35 pm – 3:05 pm. 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**

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 2:45 pm until 5:30 pm. 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):

Friday Night School has the following rules:

- a. Each student must bring school work to remain busy for four hours. Appropriate reading materials for Friday Night 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 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 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, 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. Progressive consequences may result due to a student's inability or refusal to attend. If school is cancelled due to inclement 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 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 107 by 7:40 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 7:40 am on the day of the assigned Time-out. Following the warning bell at 7:36am, **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 adult in charge and will use the restrooms located in the sixth grade hallway.
6. Lunch times will be assigned by the Time-out personnel.
7. Periodic checks on students' work will be conducted throughout the day by MVMS administrators, teachers, and other personnel.

### 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, extracurricular events or in other school activities or programs. For those concerns occurring to and from district identified bus pick-up and drop-off locations 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. Students will not attend school or any school related activities.
2. Students are 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 will be provided with his/her homework assignments personally or digitally. The completed assignments are to be returned to the teachers upon their return to school.
5. All homework missed during the suspension will receive full credit.

### 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.

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 one year. If at the time an expulsion is imposed there is less than a year 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.

### **Appeals of Expulsions**

The student or parents may appeal an expulsion by the Superintendent to the designee of the Board. Such students or parents 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 or use the following link: 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 a 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 a 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. Any changes that have been made with the Transportation Supervisor 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 earbuds must be utilized when listening to music from a personal device. The 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 returning 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-alike 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 misbehavior 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.

**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.

### **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 logged 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 with (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. Carmen Griffith, Director of Student Services  
300 Newark Road  
Mount Vernon, Ohio 43050

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

The Mount Vernon City Schools follow 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.

**MVCSO 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.