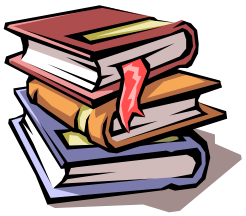
Mount Vernon High School

Name_____

STUDENT HANDBOOK 2016-2017



EXCELLENCE IN EDUCATION

Mount Vernon High School
300 Martinsburg Road
Mount Vernon, Ohio 43050

A KEY TO MANY DOORS

A PLACE WHERE STUDENTS ACHIEVE
MEMBER OF THE NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS
SINCE 1904

DAILY SCHEDULE

PERIOD	TIME	SEMESTER 1	ROOM	SEMESTER 2	ROOM
Period 1	7:45 - 8:32				
Period 2	8:36 - 9:23				
Period 3	9:27 - 10:14				
Period 4	10:18 - 11:06				
Period 5	11:10 - 11:58				
Period 6	12:02 - 12:50				
Period 7	12:54 - 1:42				
Period 8	1:46 - 2:35				

HELPFUL TELEPHONE NUMBERS

Mount Vernon City Schools 397-7422
High School - Main Number…… 393-5900
Fax ..... (740) 397-6018
Attendance Office ..... Ext. 5918
Athletic Office..... Ext. 5903
Community Use of Facilities ..... Ext. 5903
New Residents..... 397-7422
Testing, Careers ..... Ext. 5919
Guidance Office ..... Ext. 5919
Work Permits ..... Ext. 5918
Bus Transportation 393-5995
Food Service..... 393-5926
To Share Ideas, Offer Suggestions, Clear Up Rumors (K. Kasler) 393-5900
Web Address ..... www.mvcsd.us

A WORD TO STUDENTS AND THEIR PARENTS

Students and parents at Mount Vernon High School share an important responsibility. To ensure that every student has the opportunity to learn in a safe and effective educational environment, it is up to each and every member of the Mount Vernon High School community to work with the administration and staff to make certain that the school's rules and regulations are enforced. MVHS teachers arrive on duty at 7:30 a.m. Students arriving to school prior to 7:30 a.m. may be unsupervised.

If any individual has a concern about a possible violation of these rules, we strongly encourage that this concern be shared with the staff for the benefit of the entire school community.

CHANGES IN STUDENT HANDBOOK

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

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Ohio Alerts

Mount Vernon City Schools and MVHS will be using Ohio Alerts for vital alerts and important announcements for the entire school district as well as specific buildings and groups within the district. Visit the link below to get started: www.ohioalerts.com or go to district main page, www.mt-vernon.k12.oh.us, and click on Ohio Alerts in the right hand side of screen in order to create your Ohio Alerts account.

I. GENERAL INFORMATION

PRINCIPAL'S MESSAGE

Welcome to Mount Vernon High School. We pride ourselves in offering a well-rounded educational experience and encourage you to be part of our school community. Our handbook will provide you some of the day to day information needed for a successful high school experience this year.

Mount Vernon High School offers a wide variety of curricular, co-curricular and extracurricular activities. We know that the more students are involved in school programs and activities, the more rewarding their high school years. There is a positive correlation between involvement in the total school program and student success. Active and enthusiastic participation will make your high school days a rich and rewarding experience. Relationships will form through your activities that can last a lifetime. Take advantage of these opportunities!

A great educational experience resides in a strong relationship between academics and the feeling of community. We look forward to serving you and partnering to make this the next best year in your educational journey.

Sincerely,

Scott Will — Principal
Tony Ashbrook — Asst. Principal
Cory Caughlan — Asst. Principal
Justin Sanford — H.S. Manager/Activities Director

ALL STUDENTS ARE RESPONSIBLE FOR BEING FAMILIAR WITH THE MATERIAL CONTAINED IN THIS BOOK

2016 - 2017 BOARD OF EDUCATION

Dr. Margie Bennett.....President
Mrs. Jody Goetzman..... Vice President
Ms. Mary Rugola-Dye.....Member
Mrs. Cheryl Feasel.....Member
Mr. Steve Thompson .....Member
Mrs. Judy Forney..... Treasurer of Schools

Regular meetings of the Mount Vernon City Board of Education for 2016/17 will be held at 6:00 p.m. in the Middle School Library on the following dates: Sept. 19, Oct. 17, Nov. 21, and Dec. 12.

CENTRAL OFFICE

Mr. William Seder Jr. ..... Superintendent
Mrs. Pam Rose ..... Director of Student Services
Mr. Rick Shaffer..... Director of Maintenance
Mr. Todd Conant.....Director of Transportation
Ms. Bonny Buffington……....PK-5 Curriculum
Mrs. Kathy Kasler..Dir. of Secondary Curriculum

MISSION STATEMENT: THE MOUNT VERNON CITY SCHOOL DICTRICT

The Mission of the Mount Vernon City School District 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.

MISSION STATEMENT: MOUNT VERNON HIGH SCHOOL

Education is the collaborative responsibility of the staff, students, families, and community at Mount Vernon High School. It is our mission to provide a high-quality, comprehensive curriculum in a safe, supportive environment, to inspire in our students a passion for learning, to encourage our students to be respectful of diversity, and to create independent, responsible, and productive citizens in our community and in our ever-changing global society.

MVHS 2016 – 2017 CALENDAR

Aug. 17.....First Day for Students
Sept. 5 .....Labor Day - No School
Oct. 14 .....End of 1st 9 weeks
Oct. 17 ..... Teacher In-service/Work Day
Oct. 18 .....Start of 2nd 9 weeks
Nov. 3-4..... Parent/Teacher conferences
Nov. 23-25.....Thanksgiving Break No School
Dec. 20.....End of 2nd 9 weeks
Dec. 21-30 .....Student Winter break/End of 1st Sem.
Jan. 3 ..... Start of 3rd 9 weeks
Jan. 16 ..... M. L. King Day - No School
Feb. 20 .....President's Day - No School
March 9 ..... End of 3rd 9 weeks
March 10.....Teacher In-service/Work Day
March 13..... Start of 4th 9 Weeks
March 16....……Parent/Teacher conferences
April 10-17 .....Spring Break - No School
May 21 .....Graduation
May 24 ..... End of 4th 9 weeks
May 25.....End of Semester, Teacher Work Day

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 will have 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.

II. MVHS RULES, REGULATIONS AND PROCEDURES

AVAILABILITY OF BOARD OF EDUCATION POLICIES

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. Copies of these policies and procedures are kept at the Administration Offices at Mount Vernon High School.

ENROLLING IN THE SCHOOL

Unless enrolling under the Mount Vernon School District's open enrollment policy, or enrolling and paying tuition, state law requires all students to enroll in the school district in which their parent or legal guardian reside.

New students under the age of 18 must be enrolled by their parent or legal guardian. Parents wishing to enroll a new student must report to Central Office (300 Newark Road) to begin the process. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency
D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from previous school(s) in order to have credits transferred. The guidance office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be assisted by the guidance office with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parent.

If a new student resides in the District with a grandparent, the grandparent may enroll the student in accordance with board adopted policy and applicable state and federal law.

A student suspended or expelled by another school may be temporarily denied admission to MVHS during the period of suspension or expulsion. Prior to denying admission, however, the Superintendent may offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion.

Foreign-exchange students (from approved student programs) are eligible for admission on the same basis as other non-residential students.

All enrollment documentation must be provided to the school in a timely manner.

DAILY TIME SCHEDULE

The school day is divided into eight (8) periods of time. Each class meets for one period daily, except for classes which are blocked. Four minutes are allowed for class exchange. It is the student's responsibility to be at his/her next class within the four minutes to avoid tardiness.

Length of School Day .....7:45 a.m. to 2:35 p.m.
Length of Teacher Day.....7:30 a.m. to 3:21 p.m.

GENERAL RULES ON SCHOOL GROUNDS

Before and after school: After students arrive at school they are to go directly into the high school. Students are not allowed to remain in parked cars, to congregate in the parking lot, or to go off school grounds. All students in the building outside their regular school day must be under the direct supervision of a faculty member.

Leaving the building: No student may leave the building without permission from one of the administrators or the school nurse if the departure takes place before the end of the last class period.

STUDENT RIGHTS AND RESPONSIBILITIES

It is our belief that students are entitled to basic civil liberties guaranteed to all citizens. It is, therefore, the purpose of the school not only to encourage the exercise of these liberties but also to help the students develop responsibility and reliability as well as respect for themselves, classmates, school staff members, and society in general. If a student has a belief that a person intends to harm him or herself, or others, it is the responsibility of that student to report this to a trusted adult in the school. Being a global citizen requires the individual to look beyond self to the needs of others and to the protection of society as a whole.

It is further recognized that the role of the school official and teacher is *in loco parentis* relative to the student. School officials must often make decisions which protect the health and well-being of all students, while at the same time safe-guarding individual rights.

Students have responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. Most of all, they share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. The ultimate goal of the school is to encourage students to develop attitudes and behavioral patterns which will lead to productive employability, and result in an individual who is a positive contributing member of society. School policies, rules, and regulations affecting pupils will be reviewed periodically by a student committee, the faculty, and the administration.

The need for a well-ordered school environment is unquestionable. So that every student will be informed, rules and regulations pertinent to daily school life are outlined in this handbook. Students are responsible for adhering to the rules listed. Students will be afforded all rights as required under due process and the provisions of Amended Substitute HB 421 of the State of Ohio.

College Credit Plus, Knox Learning Center and the Knox County Career Center are extensions of our school program; therefore, Mount Vernon students who attend the Career Center. the Knox Learning Center, or choose the College Credit Plus Option are subject to all applicable policies, procedures, rules and regulations of Mount Vernon City Schools.

CLASSROOM CONDUCT

1) The classroom is to be a center of education where ideas and skills can be shared in an atmosphere conducive to learning.
2) The classroom teacher has the responsibility of creating and maintaining such an atmosphere and can rightfully expect the students' cooperation.
3) 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.

FERPA

Mount Vernon School City School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office.

ATTENDANCE

The educational program offered by Mount Vernon City Schools is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session.

In accordance with statute, the Superintendent, or his/her designee shall require, from the parent of each student who is absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and investigate the cause of each single absence or prolonged absence.

Notification: When a student is absent from school, a parent (or) parents/guardian is expected to notify the school Attendance Office each day that the student is absent. Please call **393-5900**

Ext. 5918 between 7:15 a.m. and 9:00 a.m. to report a student's absence or to request permission for a student to be released early from school. The parent/guardian will be asked to give the reason for absence. Students absent from school without a parental call will be considered unexcused.

ABSENCE POLICY

Board of Education: Acceptable Absences

The Board of Education considers the following factors to be acceptable reasons for time missed at school:
A) Personal illness or injury (may require note from physician)
B) Illness in the family necessitating the presence of the child (approved through the superintendent or his/her designee)
C) Quarantine of the home
D) Death in the family
E) Necessary work at home due to absence or incapacity of parent(s)/guardian(s) (approved through the superintendent or his/her designee)
F) Observation or celebration of a bona fide religious holiday
G) Such good cause as may be acceptable to the superintendent or his/her designee
H) Service as a precinct officer at a primary, special or general election with approval of the principal.
I) Required court attendance (may require documentation from court of jurisdiction)

Absences for any other reason are unexcused and no credit for work missed will be given.

Upon returning to school from any absence, a student must bring a written note, signed by a parent or guardian directly to the Attendance Office.

If the absence falls within the Board of Education acceptable reasons (A - I above) the student will be issued a blue admit slip. The student must present the admit slip to each of his/her teachers to be given the opportunity to complete missed work for full credit.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The law does not excuse absence from school for reasons such as music lessons, dance lessons, shopping trips, driver's permit tests or exams, visits to other schools, movies, theater, parties, trips to the barber or beauty shop, or work for pay—including CBI students (other than those students excused by law), and any other absence not considered part of a reasonable school program.

Chronic illness or injury which results in long-term absences should be verified with a letter from a physician to be placed in a school file. In cases of extended illness, parents should contact the school. If appropriate, the school will provide educational services.
However, students are always encouraged to make up work missed, whether or not for credit, since doing the work does help them keep current and become prepared for future exams.

PRE-EXCUSED ABSENCES:

A. **Special Absences**

1) Pre-Plan Request: If a parent or guardian wishes to take their child out of school for any period of time for reasons other than personal illness or a death in the immediate family, the student must obtain a student preplan request form from the attendance secretary. This form must be signed by a parent and all teachers and then presented to an Administrator for final approval. Pre-plans are due one week prior to date of requested absence. The absence will be judged as excused or unexcused at that time. If the absence is ruled unexcused, the student will receive an admit slip marked "unexcused." The student will receive a "zero" for all work during the time of the absence. Disciplinary action may also be taken.

2) Medical Appointments: We strongly urge that doctor and dentist appointments be made outside school hours. If this cannot be arranged, the early dismissal request must be presented at the Attendance Office at least one full day prior to the time requested. Students requesting permission to be pre-excused from school must bring a written request signed by a parent or guardian. The request should state (1) reason, (2) time of desired dismissal, (3) tentative time of return, (4) phone number where parent may be reached, and (5) name and phone number of the doctor. Upon the student's return to school, the doctor/dentist's signature must appear on the written excuse. Appointments made during school hours may be verified.

B. **Extended Absences**

1) Extenuating Circumstances &/or Family Emergencies: If the parent wishes to remove the student from school for an extended period of time due to unusual circumstances or a family emergency, the special request must be made through the Assistant Principal's office, and, when possible, approved prior to the absence.
2) Family Vacations: The school discourages vacations during days when school is in session. However, if an absence cannot be avoided because of a family vacation, students should contact the office at least one week prior to the proposed absence. A student may be granted permission for an "excused absence" to go on a family vacation during the school year under the following conditions:
   a. A student must be accompanied by a parent or legal guardian on the trip.
   b. The request should be made in the form of a personal contact by the parents or legal guardian, a minimum of one (1) week in advance.
   c. The student's current academic standing and attendance must be acceptable.
   d. As a general rule, Mount Vernon High School believes that vacations should neither exceed five (5) school days nor be used to extend regular school vacations.
   e. Final approval of the vacation request rests with the building administration.
   f. Non-compliance with the above procedures will result in unexcused absences and/or possible disciplinary action.
   g. The student will take the student preplan request form in advance of the absence to each teacher whose class will be missed during the period of absence to obtain his/her signature. (This includes teachers who may have the student for only part of a class period.) Teachers are encouraged to assess the impact of the absence(s) upon the student's academic performance but shall allow the student to make up work missed due to a pre-excused absence as determined by the appropriate school office. All school work missed during the pre-excused absence must be made up according to the guidelines established by the individual classroom teacher.
3) Extended Physical Illness (5) days or more: This should be verified on the physician's stationery with the physician's signature. Parents who know that, because of illness, a student will be absent for ten (10) or more consecutive school days are encouraged to contact Student Services located in the Central Office at 397-7422 to explore the possibility of the student receiving home tutoring.
4) Mental Disability: A student who is suffering from a mental disability may be excused from school. Verification of this should be documented by a signed letter from a licensed physician, licensed psychiatrist or certified school psychologist. Please note: The letter from the physician will note the exact number of days under his/her care. It will also note the exact number of days the student is to remain at home.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or a person whose signature is on file in the school office or (b) the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

TRUANCY (defined)

Truancy shall be defined as the absence of a student from his/her assigned school program without prior permission from a parent and a school official. Truancy may vary in length from a single period to all of a given school day. Tardiness to school counts toward truancy. All assignments and tests due during a period of truancy will not be accepted and will result in a grade of "zero."

Habitually Truant

A student may be considered habitually truant if the student is absent without a legitimate reason for: five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

Chronically Truant

A student may be considered chronically truant if the student is absent without a legitimate reason for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) school year.

For purposes of truancy, the school will accept a phone call from the parent for a maximum of twelve (12) days of legitimate student absence for a school year. Any student absence beyond twelve (12) days in a school year will require a signed note from a doctor, dentist, court official or other person of recognized authority. This note must be on official stationary and must specify which day(s) the student was unable to be in attendance.

At ten (10) days of absence in a given school year a Diversion Hearing will be scheduled to discuss student attendance issues.

If a student is habitually or chronically truant, the Board of Education authorizes the Superintendent or his/her designee to file a complaint with the Judge of the Juvenile court and/or to take any other appropriate actions.

Disciplinary action will be taken against those students who are truant. The Assistant Principal is responsible for monitoring the attendance of all students and will use the following guidelines in cases of repeated truancy:

All additional cases of truancy or absence from detention (as assigned above) would result in a progressive sequence of discipline which could result in the referral to Juvenile Court for assistance and/or recommendation to the Superintendent for expulsion.

Diversions and Truancy continued

(a) When a student reaches 10 days of absence, school officials will request a diversionary hearing with parents and a court official to create a cooperative plan of action to improve future attendance.
(b) The Juvenile Court Officer/Judge will set a regular time with parents, and the student to hold a meeting and to review the possibility of filing unruly truancy charges.
(c) Any student suspended from school will be reported to the Knox County Juvenile Prosecutors office for possible filing of unruly or delinquency charges.
(d) If a parent does not show up for the meeting at the school, or if the child's attendance or disciplinary problem does not improve, the school is instructed to file with the prosecutor as soon as any such pattern is detected.

Tardiness and Late Arrivals

Tardiness to school or class is not considered acceptable behavior for students who attend Mount Vernon High School. If a student is not in their assigned classroom when the bell rings, the student is considered tardy. Students arriving after 8:01 a.m. will be counted unexcused tardy per period up to a half day AM/PM unless proper excused tardy. The following sequence of consequences will be administered.

1) At one (1) tardy to a particular class per quarter - the student will be issued a warning by the classroom teacher.
2) At two (2) tardies to a particular class per quarter – the student will be issued a second warning and a yellow slip from the tardy table.
3) At three (3) tardies to a particular class per quarter - the student will be issued a detention by the classroom teacher.
4) At four (4) tardies for a quarter – the student will be written up by the classroom teacher and assigned an office detention by administration.
5) At five (5) tardies to a particular class per quarter, the student may receive a Friday school.
6) Each additional tardy may result in a Friday school, loss of driving privileges, SAP, Time Out placement, suspension, Knox Learning Center and/or referral to Juvenile Court.
7) Late Arrival to School – will be handled by the administration according to the provisions of the Attendance Policy.
   Possible but not limited to the following discipline:
   *Tardy 3 – 30 minute after school detention
   *Tardy 4 – 30 minute after school detention, Admin. call home.
   *Tardy 5 – 3 hour Friday School, admin call
   *Tardy 6 – 3 hour Friday School, admin call
   *Tardy 7 – 1 day of Time Out, admin call
   *Tardy 8 – 1 day of ISS, admin call
   *Tardy 9 – 1 day of ISS, parent conference Requested.
   *Tardy 10 – 1 day of OSS, referral to court.

Students who miss more than 10 minutes of a specific period (including 1st period) will be turned into the attendance office for an unexcused cut.

CONSEQUENCES

DETENTION

Detention is used in individual cases when other measures have not proven effective. Detentions are assigned on specific days and are held immediately after the close of the regular school day. Students will not be admitted without appropriate books or study materials. Students who fail to stay for detention on their assigned days will be assigned additional consequences. A student who is absent on the day of his/her detention is expected to make it up the day he/she returns. Exceptions are to be cleared with the Assistant Principal.

FRIDAY/SATURDAY SCHOOL

Mount Vernon High School has initiated a Friday and Saturday School program in attempt to eliminate alternative placements for discipline during the regular school day. This program provides a natural learning environment while holding students accountable for violations of the student code of conduct. Friday school is held after school from 2:45-5:45 Saturday School times are 8:00– 11:00 a.m. Staff members monitor the session as students are assigned by the Administration. Assigned students, who fail to attend, may be assigned a make-up session or other form of discipline.

TIME-OUT / In-School Suspension

The length of a time-out assignment may vary. This includes time-out from assemblies, pep rallies, etc… The sole activity in this room is silent study due to placement of poor behavior, class cuts, or any school disruption that administration deems necessary. All provisions listed under classroom expectations apply. Students may only be assigned by the Administration or its designee.

In-school deals with multiple issues and is used when Time Out is not effective. In-school deals with multiple days and can, but is not restricted to, being used in place of OSS.

SUSPENSION ALTERNATIVE PROGRAM (SAP)

The **Knox County Suspension Alternative Program (SAP)** as an alternative to an out-of-school suspension. This program is designed to provide consequences and opportunities for students who are in jeopardy of being suspended from school for unacceptable behaviors such as disrespect, bullying, insubordination, defiance, truancy or attendance issues. **SAP** is a Board of Education Approved program that is funded by a 21st Century Grant through the Knox County Educational Service Center.

SAP was created to:

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

How the Program Works:

- Mount Vernon High School Administration will determine if a student is eligible to participate in SAP.
- You, the parent or guardian, will be contacted by Mount Vernon High School. Parental/Guardian consent must be granted for a student to participate in SAP.
- A student who has been selected by Mount Vernon High School Administration to participate in the SAP will be required to sign the Intent to suspend letter signifying that he/she agrees to the terms of the placement.
- Students will participate in an academic program from 7:45 –1:45 p.m. at Mount Vernon High School's Time Out room.
- Students will be transported from Mount Vernon High School to the Knox Learning Center at 1:45 p.m. From 2:00 p.m. – 4:00 p.m. students will participate in physical and academic activities organized by the SAP supervisor.
- The Parent/Guardian is responsible to provide transportation at 4:00 p.m. at the Knox Learning Center.
- Non-compliance with the program rules or expectations will be considered grounds for assignment of additional consequences which

may include filing of unruly charges or referral to Knox County Juvenile Court.

- Students will receive a snack after school.
- Students will also participate in a behavior and social awareness discussion.
- All students will be monitored at all times. No student will be permitted to run power equipment. At no time will any student be put in a situation in which their safety is at risk.

OUT OF SCHOOL SUSPENSIONS

An Out of School Suspension is very serious. Out of School Suspensions may be assigned by the Principal or Assistant Principal. When a student is assigned an Out of School Suspension, these rules and regulations are in effect:

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

EMERGENCY REMOVAL/DISRUPTIVE BEHAVIOR

Students may be removed from classes for disruptive behavior. Class work may be issued by their teachers for credit.

"CUT" DAYS

Mount Vernon High School does not condone the popular practice of "class cut days." Any student participating in a "cut day" for any length of time will be counted as truant all day and will face the appropriate disciplinary procedures. A student may be disciplined even during exam weeks.

MAKE-UP WORK

It is the student's responsibility to secure assignments and complete work on time. Work missed during a period of excused absence may be made up. Upon returning to school a student shall have a period of school days equal to the number of school days absent in which to make up any work missed.

HALLWAYS

The halls of Mount Vernon High School should be clear of all students during class time. A student who needs to be in the hall should obtain a pass and present it to the supervisors on hall duty when requested. Loitering in the halls is not permissible. Students should be going to or from their destination.

Pupils passing through the halls on the way to and from classes are expected to maintain a reasonable degree of quiet. Whistling, loud talking, running, and pushing are not permitted.

STUDY HALL CONDUCT

Study hall is like any other class in that the same general conduct procedures apply. However, because an atmosphere conducive to quiet concentration must exist, the following rules have specific applications:

1) Students are to be in their assigned seats at the beginning of the period and remain there throughout the entire period unless given permission by the teacher to do otherwise.
2) Students are to refrain from talking or any other action that is disruptive in nature.
3) A student may be excused to go to other parts of the building only with permission of the study hall teacher and must have a written pass verifying said permission. No pass is to be valid for more than one student or for more than one day.
4) Food and beverages are not permitted in the study hall.
5) Games, playing cards, radios, MP3's, PDA's or anything of a disruptive nature are not permitted in the study hall.

Note: Skipping study hall is viewed as skipping a "regular" class.

CAFETERIA

There will be three thirty-minute lunch periods. Lunch periods are assigned to students on their schedule. Lunch may be purchased, or it may be brought from home. Milk and other beverages may be bought separately. Students will be issued and expected to use a P.I.N. (personal identification number). It is a four digit number that students are to memorize, and enter on the *Pin Pad* when purchasing food in the cafeteria. This service allows students to make cash deposits and access their personal accounts on a daily basis.

The Mount Vernon Board of Education participates in the federal school lunch program which covers free or reduced lunches for eligible students. Letters explaining the program will be distributed to students at the beginning of the school year. If you think you qualify, return the completed form to the main office. The following common courtesies are expected of all persons using the cafeteria:

1) Food purchased must stay in the cafeteria.
2) Moving ahead of others in lunch line is not acceptable.
3) Loud or unusual noises are not acceptable in the lunchroom. Shouting, cheering, singing, songs of congratulations are better reserved for the gymnasium.
4) THROWING FOOD, PAPER, OR OTHER ITEMS IS UNACCEPTABLE. STUDENTS ARE TO REMOVE ALL MATERIAL FROM TABLES **BEFORE** LEAVING THE LUNCHROOM.
5) All disposable items are to be placed in waste cans provided throughout the room (recyclable goods should be placed in the appropriate bins).
6) Students are to treat the monitors supervising the cafeteria with appropriate courtesy and respect.
7) Weather permitting, FIRST and FOURTH Nine Weeks, students may go outside during their lunch period, but they are not allowed in or around parked cars at this time. During the SECOND and THIRD Nine Weeks students may go outside weather permitting and the temperature is above 50 degrees (F). All students must remain in the designated outside area or loss of this privilege may result. This privilege will only be offered if supervisors are available.
8) No student may go home for lunch except by special pass.
9) Students are to remain in the cafeteria seating area until the end of the period.
10) No food may be delivered to the cafeteria from outside vendors or food services.

Note: Breakfast is available for high school students from 7:20-7:40 a.m.

FOOD/DRINKS IN HALLS/CLASSROOMS

Food or drinks are recommended to be consumed in the cafeteria only. The only exception to this rule is if a teacher or administrator grants permission because of special circumstances. Students are discouraged from carrying liquid beverages in the hallways. However, individual teachers may permit students to carry water bottles into the classroom for health reasons.

PASSES IN BUILDING

With the exception of between classes, before or after school, any student wishing to use the library, restrooms, or any other school facility must obtain a pass from school personnel. Your Agenda pages at the end of the Student Handbook portion of the Student Agenda will be one form of pass used by school personnel. Carry your Agenda with you to class!

PUPIL CONDUCT ON SCHOOL BUSES

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 and parents both must exercise these responsibilities. Headphones or ear buds must be utilized when listening to music from a personal device. Bus driver has the authority to ask a student to turn down or hand over the device if deemed a safety issue. Refusal to follow directions will result in disciplinary action.

ASSEMBLY EXPECTATIONS

Assemblies and meetings are held throughout the school year for the benefit of the student body. It is expected that any student attending any special program or meeting at school, or any school sponsored lecture will observe the following rules:

1) Feet should be kept on the floor, not placed on the back of the seat in front of you.
2) Courtesy and respect should be shown at all times. Audience members are expected to sit up, watch, and listen.
3) Applause should be used to show appreciation. Whistling, shouting, and stomping feet are not appropriate.
4) Paper or other objects must never be thrown.
5) Food or drink of any kind is never to be taken into the auditorium or gym.
6) Everyone is to remain seated until the end of any assembly program unless there is an emergency. It is rude to performers as well as to the rest of the audience to leave during a program.

BOOK BAGS/BACK PACKS

Students may find it necessary to carry several books at one time along with their supplies to arrive promptly to class. Teachers may require that students place their book bags or back packs at the entrance or in a designated area. Book bags must be of a size that will fit (without force) in the school locker. No book bags on wheels will be permitted. The teacher and school are not responsible for the contents of student property. Search of a student and his/her possessions, including book bags and vehicles, may be conducted at any time there is reasonable suspicion that the student is in violation of school rules.

PUBLIC DISPLAY OF AFFECTION

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

GUIDELINES FOR STUDENT USE OF COMPUTERS

1) Students must follow the District Acceptable Use Policy.
2) Students must have a Computer Lab pass from a classroom teacher stating the nature of the work to be done.
3) All students must sign in at the same number as the computer.
4) The computer hardware and software must be treated in an appropriate manner so that it does not become inoperable. Software should not be altered in any way.
5) No games should be played on the computers in order to prevent excessive, non-essential use.
6) When a student has completed his/her work, he/she must log off. The student should then return to the assigned computer seat and remain there until the bell rings.
7) Noise level in the Computer Lab should be low, with only quiet talking if oral communications are necessary.

(Access of technology, including electronic network systems, is a privilege extended to MVHS students, not a right. It is the responsibility of each student to use all academic tools, including technology, in a mature, appropriate manner. Any attempts of abuse, including vandalism, plagiarism from the Internet, violations of network etiquette rules (such as vulgarities, pornography, etc…) could result in the suspension of usage as well as other disciplinary action called for in the Student Code of Conduct as determined by the school administrator.)

During the school year, photographs or videos may occasionally be taken of students for various activities, including, but not limited to, yearbook, school publications, newspapers, school projects, and the school web page. In addition, a student's intellectual property such as art work, poetry, essays, performances, etc., may be posted on the school's web page. Any information posted on the web has to support the curriculum, school mission statement, and school initiatives.

ANABOLIC STEROIDS

Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.

USE OF DRUGS

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. **This prohibition also applies to any type of drug-related paraphernalia.** This includes non-alcoholic beers and wines, steroids, and the like. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.

USE OF TOBACCO

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities

of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/ or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. **It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other that the one who possessed the weapon, that student shall also be subject to that same disciplinary action.**

ZERO TOLERANCE

(For Major Offenses such as possession or use of dangerous objects, weapons, drugs, or alcohol)

First offense – Expulsion from school and notification of appropriate law enforcement agency. Conference (mandatory) as soon as possible with student, parent, and Principal. Any student who brings a firearm, as defined under Federal Law, to school shall be expelled from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

When circumstances warrant, the Principal has the option to select another misbehavior management schedule and/or level of punishment to an internal post-review by the Mount Vernon Administration Team.

USE OF BREATH-TEST INSTRUMENTS

The Principal/SRO 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 if 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.

VIOLENCE IN A DATING RELATIONSHIP

In accordance with ORC 3313.666, the Board of Education does not tolerate violence in a dating relationship. "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."

SEXUAL HARASSMENT

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual harassment or discrimination.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age and/or disability, and/or any other characteristic.

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

Copies of all written grievances, hearings, appeals, and actions taken, alleged Title IX violations should be directed to: Director of Student Services, 300 Newark Road, Mount Vernon, Ohio 43050 – (740) 397-7422.

POLICY PROHIBITING BULLYING, HARASSMENT. OR INTIMIDATION

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 involves a multi-faceted approach, which includes education and the promotion of a school atmosphere which harassment, intimidation, and bullying will not be tolerated by students, staff or administration. For purposes of this policy, the term "harassment, intimidation, or bullying" means any intentional written (including electronic terms of communication and cyber bullying), 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. Forms for reporting incidents of alleged bullying are available in the office. Anonymous reports can be made by phone at 740-393-5900 extension 5908. Any student making a false report, verbal or written will be subject to school consequences.

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

SOCIAL PROBATION

Social probation may be imposed when the behavior of a student is of a nature which reflects discredit on him or herself, as well as his school community. This could involve actions such as drinking, narcotics, vandalism, disruptive behavior, etc. Any student placed on social probation may not participate in or attend any school activity occurring after the conclusion of the school day.

STUDENT DRESS CODE

Student appearance and/or apparel which is disruptive to the educational process, indecent, sexually suggestive, profane, or which advocates the use of illegal substances, will not be permitted. Furthermore, items or apparel which advocate

violence, use of force, gang identification, or which demean any institution, individual, race, gender, ethnic, or cultural group is prohibited. Shoes must have a closed toe and should have a maximum heel height of 3" or less. (Tennis shoes are permitted, flip flops and slippers are not) All articles of clothing should cover shoulders, cleavage, and midriffs. Pants/jeans must be free of holes, rips, or threadbare material. (Patches permitted on outside only.) Trapp pants and/or pants with chains or attached metal loops are not permitted. Students are not permitted to wear pajamas or skin-tight articles of clothing. Tops and bottoms must overlap at all times, including when arms are raised. All shorts and skirts must be knee length (touching the top of the knee cap when standing. Leggings may be worn under appropriate length dresses or skirts. In addition, attire normally worn as outdoor apparel (hats, headscarves, coats, jackets, etc.) may not be worn or carried around inside during the school day. Students wearing such clothing will be held out of assigned classes until dress is appropriate for school. This absence will be unexcused and could lead to further disciplinary action. Further infractions will be considered acts of insubordination.

NO HOOD RULE

Students wearing a hooded garment may not wear the hood (up) at any time during the school day (7:40 to 2:40). The hood may not pass the bottom/base of the skull line. When a student is asked to remove their hood, due to safety/school reasons, they are to do so. Students who wear a hood will be subject to office referrals and school discipline.

ADMINISTRATIVE POLICY REGARDING CHEATING AND/OR PLAGIARISM

Cheating and/or plagiarism are serious offenses and will be treated as such by both teachers and administrators. Such violations may result in failure of a class, suspension, or any other action deemed reasonable by an Administrator. Should the student be a member of National Honor Society, either violation will be grounds for removal from the organization.

TURNITIN.COM

Turnitin.com is an online service used to help students develop quality research and writing skills, while helping teachers deter or detect plagiarism. Students may be asked to submit their papers to turnitin.com. Please refer to the Administrative Policy regarding cheating and/or plagiarism in the above paragraph.

CELLULAR PHONES

While Mount Vernon High School recognizes cell phones as being everywhere and necessary in today's world, we also recognize that cell phones equipped with cameras, and other features such as text messaging, pose risks to academic integrity and overall safety. It is for these reasons that students are **not allowed to carry cell phones on their person**. Ideally, cell phones should be locked in student lockers or their car. If students choose to store phones in their backpacks, lockers, and purses, cell phones must be in the off position during the school day. **(7:40 AM – 2:35 PM)**

Use of cellular phones on school premises is not restricted during after school hours and weekends, unless a student's sponsor or coach limits such use.

Use of cell phones and other devices with camera features is prohibited in locker rooms and bathrooms at all times including before and after school. Transmission of any material containing nudity of a minor violates school rules and may constitute a crime and will be reported to the proper authority.

First Offense: The first time a student is seen with a cell phone, whether or not it is in use, the cell phone will be confiscated and turned into the main office. The student must have a parent or guardian come in person to the main office in order to retrieve the phone and the student will receive a reminder of our policy and a verbal warning.

Second Offense: The second time a student is seen with a cell phone, whether or not it is in use, a school administrator will assign a Friday school, and the parent(s)/guardian(s) must come to the office to pick up the cell phone.

Third Offense: On a third offense the student and parent(s)/guardian(s) will meet with administration. Additional consequences may include a suspension for insubordination or continued failure to comply with school regulations. Contact administration, Mount Vernon High School 740-393-5900.

OTHER ELECTRONIC DEVICES

Students are not permitted to have and/or carry such items as radios, tape/CD players, paging devices, MP 3 players, cameras, laser pens, or other electronic/sound devices in the building or

on school grounds. Other electronic devices such as electronic notebooks and organizers, which support the student's education, are up to the discretion of each individual classroom teacher along with approval from administration. Using a cell phone or an electronic device to film, record, or take pictures of any student or staff member is prohibited. There is no expectation of privacy in instances in which the school provides a student with an electronic device. (BOE Policy: 5136.01)

Consequence: Such items will be confiscated and may be picked up after a parent conference. Repeat offenders will lose such devices until their day of graduation.

DISCIPLINE CODE

The Board of Education believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and for the consequences of their actions. Self-discipline develops self-control, character, orderliness and efficiency and is essential to the proper consideration for other people. If students understand these concepts, they will be able to do their part in making their school an effective place of learning.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS

In order to maintain an appropriate educational atmosphere, 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 extra-curricular activities pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code.

Any student who is suspended or recommended for expulsion may lose the privilege of attending prom, commencement, or any school event, at the discretion of the superintendent or his/her designee.

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

1) Damage or destruction of school property, private property, property of school employees, or property of other students.
2) Theft or Possession of school property, or private property, or school personnel's property without proper authorization;
3) Sexual or racial harassment of any person in any manner.
4) Bullying/Harassment/Intimidation - 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 of the other student.
5) Fighting, hitting, or unauthorized touching of another person.
6) Hazing (doing any act, or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.)
7) 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.
8) Defying the valid authority, disrespecting, or failing to comply with the directions/policies of teachers, supervisors, administrators, or other school personnel.
9) 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 epitaphs, and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, gender,

religion, nationality, appearance or other reason is prohibited.

10) Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
11) Forgery of school or school-related documents.
12) Any violation of the Computer Acceptable Usage Policy of the District.
13) Cheating or plagiarizing.
14) Gambling.
15) Improper use of fire or possession of matches, lighters or other similar devices.
16) Possession, concealment, or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, fireworks, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc,; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screw drivers, knives, etc.
17) Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
18) Buying, selling, transferring, using, possessing or being under the influence/odor of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence/odor of any counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
19) Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers etc.
20) Possession of electronic devices without permission of Administration.
21) Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
22) Publication of obscene, pornographic or libelous material.
23) Distribution, including electronic distribution, of pamphlets, leaflets, buttons, insignia, etc., and/or the placing of signs without the permission of the proper school authority.
24) Truancy and/or excessive tardiness.
25) Leaving school property, after arrival to school and/or leaving school premises during school hours without permission of the proper school authority.
26) Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
27) Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by 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.
28) Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
29) Turning in false fire, tornado, bomb, disaster or other alarms or inducing panic by any other means.
30) Presence on school property with a communicable disease.
31) Failure to abide by rules and regulations set forth by Administration for student driving and parking.
32) Willfully aiding another person to violate school regulations.
33) Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
34) Failing to report the actions or plans of another person to a teacher or administrator 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.
35) Violation of any Board rule, regulation or policy.

LIBRARY RULES AND PROCEDURES

ACCESSING THE LIBRARY

Students may access the library as follows:

1. Subject teacher pass: The student presents a library pass from a subject teacher in order to complete an assignment requiring library resources for the issuing teacher.

2. Study hall pass: After first reporting to study hall, the student reports to the library in order to complete an assignment requiring library

resources, read, study, etc. The student is expected to remain in the library for the duration of the period.

BEHAVIOR IN THE LIBRARY

1. Students who use the library do so with the understanding that they are to make constructive use of library resources in the completion of an educational task.
2. Food and beverage are not permitted in the library.
3. Educational electronic devices may be used at the discretion of the librarian.
4. Students with a subject teacher pass or a study hall pass should report directly to their study hall and be dismissed to the library by their teacher.
5. Restroom and hall passes will be issued to no more than two students at a time. During the last period of the day, no passes will be issued during the last fifteen minutes of the period.
6. Library passes will not be issued from homeroom unless the student does not have a study hall, and even then, only when necessary.
7. Courtesy and cooperation are expected at all times.

Students who are rude, disruptive, and/or insubordinate may lose their library privileges for a length of time specified by the library aide, librarian, and/or an administrator. Additional disciplinary measures may be taken depending upon the offense.

COMPUTER USE

1. Students must present a library pass from a subject teacher or obtain permission from the librarian or library aide in order to use the computer.
2. Computer users must first sign in on the computer log sheet and log onto the system using their own network account.
3. Email may be used for academic purposes only.
4. Students are not to use instant messaging, computer games, chat rooms, etc.
5. Academic work takes precedence over browsing/surfing the Internet.

Students must use the computers in accordance with the terms and conditions of the district's acceptable use policy. Infractions could result in the loss of computer privileges as well as other disciplinary action.

CIRCULATION

Library books are available for circulation to the staff and students of Mount Vernon High School.

Books:	2 weeks
Reference & reserve:	Overnight
Audiovisuals:	3 days
Periodicals:	1 week
Equipment:	Varies

Students who wish to borrow items valued at $75.00 or higher (for example, equipment and reference books) must obtain a permission-to-borrow form from the library and have it signed by a parent prior to borrowing the item.

FINES & FEES

Missing/damaged barcodes: $2.00 per code
Lost/damaged item replacement fee: $3.00
(In addition to cost of item)

ANNOUNCEMENTS

Announcements are read daily over the video network and or the public address system. Additionally announcements are posted on the school web page. To have an announcement read, please have it in the main office by 7:30 a.m. so it can be typed. All announcements must be signed by the advisor.

BULLETIN BOARDS AND SIGN-POSTING POLICY

The following rules apply:

1) ONLY Mount Vernon High School organizations or groups with special permission from the Superintendent or his designee may post signs in the school.
2) ALL SIGNS MUST BE APPROVED BY SCHOOL ADMINISTRATORS BEFORE THEY ARE POSTED.
3) Posters may be placed only on the walls with the use of masking tape.
4) Organizations posting signs are responsible for their prompt removal.

FIELD TRIPS

Field trips to places of interest are taken in order to enrich the school program. School buses are usually used for transporting students. Some trips require an admission fee.

No trip away from school may be taken without first securing parent permission. Field trip permission slips will be sent home with pupils well ahead of the date of the trip. These must be signed and returned promptly to the school. A student may accompany his/her class if the school receives a permission slip and an emergency medical form is on file in the office. Students attending the field trip may only be transported on school approved transportation. Any other form of transportation must be approved by Administration prior to the day of the scheduled activity.

VIDEO SURVEILLANCE EQUIPMENT

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

If a student's actions indicate a violation of the Code of Conduct, the administration and possibly the police will view the videotape. The information acquired using this type of technology will remain strictly confidential. Disciplinary and possible police action may follow as a result of the viewing of the tape by the administrative circle or its designee, and law enforcement agencies.

EMERGENCY MEDICAL FORM

It is the responsibility of both student and parents to complete Student Emergency Medical Forms at the beginning of each school year. Students are required to turn in completed forms within one week of the start of the school year. Students who fail to turn in their completed emergency medical form after the first week of school will be counted as unexcused from school, until the form is on file in the Main Office. Parents/guardians **must** keep the school informed of current home, work, and "in case of emergency" telephone numbers. In case of a student's accident or illness, these phone numbers are the school's only way of getting in touch with the parent/guardian. Please update the information on these forms whenever it is necessary so that the school can assist "in case of an emergency." The school cannot release a student to any person not listed on the emergency medical form without permission from the parent.

ELEVATOR USE

Students may use the elevator only in instances in which there is a valid medical reason. Students should report to the attendance secretary and present medical documentation for this need. Students will be given a temporary pass. Any student riding the elevator without permission may receive consequences.

CORRECTIONAL EQUIPMENT

If applicable, students are required to wear prescribed corrective lenses and/or hearing aids during instructional activities.

MESSAGE/DELIVERY FROM HOME

The school will not accept responsibilities for the delivery of balloons, flowers, or gifts to students at any time (birthdays, Valentine's Day, etc.). Messages from only parents/guardians or employers will be taken. Parents/guardians should contact the Attendance Office under emergency conditions.

TELEPHONES

A telephone designated for student use is in the Front Office for emergencies. Students will not be called to the telephone out of classes except in case of an emergency. Students are not to be excused from classes to make phone calls. Students are not to use classroom phones.

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).

LOST AND FOUND

The Lost and Found is located in the Main Office. Students are requested to check the lost and found daily for lost books, articles of clothing, etc.

LOST/DAMAGED TEXTBOOKS AND EQUIPMENT

Students are responsible for maintaining and returning all textbooks and materials issued to them. Students will be assessed a fine for the repair or replacement of any book or equipment that is damaged or lost while under their responsibility. The cost for replacement or repair

will be determined by the issuing teacher who will notify the student and the building secretary. Student grade cards, schedules, diplomas, and transcripts will not be released to any student who fails to clear all fines and fees.

STUDENT FEES

According to Board of Education policy, unpaid student fees will be accumulatively recorded in the student's folder. Credit for a high school course will be withheld if fees for the course have not been paid. Three weeks prior to graduation, parents, legal guardians, and/or students will be informed of outstanding fees that must be paid before the student is approved for graduation. KAP fees must be paid by the end of the first week of class or students will be rescheduled. In the case of an attested serious financial hardship causing an inability to pay, the Board may wholly or partially waive fees at any time.

VISITORS

Students may not have personal visitors in the building or on the school grounds during the school day (including lunch periods), unless prior arrangements have been made with the Principal. Student visitation is generally intended for students who have not previously attended but are seriously considering enrollment in MVHS. All visitors must sign in at the school office and receive a visitor's pass before going into the hallways or classrooms. Prior appointment to meet with teachers during their conference time is appreciated. Visitors to social events such as school dances must be registered at least twenty-four hours in advance. Some school events may be closed to members of the student body only.

*MVHS requires that there be no personal visitors during the first two (2) weeks and the last two (2) weeks of school or the day before any break.

WORK PERMITS

A work permit must be obtained by any student who is under eighteen years of age and employed. The State of Ohio requires such a permit, and it may be obtained through the Attendance Office. It is necessary for the student to have a different permit for each job.

INSURANCE

Accident insurance can be purchased at the beginning of the school year. Forms for the insurance are available in the Main Office. If a student carries insurance, immediately after any accident he/she should report such to the Main Office so that the appropriate forms can be completed. The local agent for the program is Gordon Griffin - Phone 397-7488. The Board of Education will not assume responsibility for the payment of any medical expense.

LOCKERS

All student lockers, desks, cabinets, and similar property are the exclusive property of the Mount Vernon Board of Education and are provided to students for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. A locker is assigned to each student at the beginning of the school year. Students must assume responsibility for their personal property, as well as the textbooks supplied by the Board of Education. The school assumes no responsibility for school or personal property lost or stolen from lockers provided. Student lockers and the contents of the lockers are subject to random search at any time. **Students must use their assigned lockers.** Any alteration of the locker, such as adding shelves, will be considered vandalism. They are to be used only for the purpose of storing textbooks, school supplies, clothing and lunches, and should not be considered as a private place. All students are responsible for keeping lockers clean and free of writing, posters, pictures or other embellishments. Replacement cost for locks is $5.00.

➔**(Any problems with lockers need to be reported to the Attendance Secretary.)**

INCIDENT REPORTS

Incident reports are used to record facts or witnessed accounts of incidents which are in violation of school rules and regulations. These reports can be used as a source of evidence in school investigations, and when appropriate, these reports will be shared with outside agencies.

STUDENT'S DRIVING AND PARKING REGULATIONS

Student driving and parking is a privilege that may be revoked if the regulations for driving and parking are not strictly followed. Safety is a priority. The school security guard will assist students in finding a parking space and discourage vandalism and theft, but each driver must assume the responsibility for theft or damage occurring on school property.

The lower far-west parking lot will be designated a senior parking lot. The upper far-west and

stadium lots will be designated for any underclassman drivers. No student will be allowed to park in the near-west lot. High School Visitor Parking is between the High School and Middle School. No student will be allowed to park in the east lot or the upper south lot which are designated for both High School and Middle School staff, personnel, and visitors.

The fee for a parking tag is $6.00. Parking tags should be purchased by the last school day of September each year. Replacement cost is $6.00. Students may lose their driving and parking privileges if the following regulations are violated at any time:

1) A student shall park in assigned areas only and have a visible, valid, parking tag.
2) A student shall properly park his/her vehicle in marked spaces.
3) A student shall depart from the vehicle upon arrival (no loitering in parking lot.) No "cruising" on school grounds will be tolerated.
4) All safe and courteous driving procedures will be observed.
5) A student must have an out of building pass to go to his/her car during school hours. This can only be provided an administrator.
6) Vehicles parked on Mount Vernon school property may be searched by supervisory personnel if administration determines there is reasonable suspicion for such search. Under normal circumstances the driver/owner will be asked to observe and assist in carrying out inspection. Failure to comply with a reasonable search will be considered insubordination.
7) A student shall not violate any law or ordinance regarding the operation of a motor vehicle, nor any other regulation set forth herein, while on school premises, under school authority, or at any school-sponsored activity, function, or event. i.e. such as passing school busses.
8) A student shall operate a motor vehicle on school premises safely and at a speed consistent with existing conditions but in no case at a speed greater than fifteen (15) mph.
9) A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses, and the directions of the security attendant.
10) A student who operates a motor vehicle on school premises must have a valid operator's license, and the motor vehicle must be insured against liability for personal injury and property damage caused by the student driver. The Board of Education shall not be liable for the student driver or for the vehicle and its contents.
11) A motor vehicle parked on school premises in violation of parking and driving regulations shall be subject to being towed away at the owner's expense.
12) A student shall not drive or park a motor vehicle on school premises when his/her privileges to do so have been suspended or revoked.

(VIOLATIONS OF ANY DRIVING OR PARKING REGULATIONS MAY CAUSE THE STUDENT TO LOSE PARKING PRIVILEGES. VEHICLES MAY BE TOWED, OR OTHER DISCIPLINARY ACTION TAKEN.)

HEALTH CONCERNS

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. The school official will then contact one of the student's parents before issuing a permit for the student to leave. Parent designees must be listed on the Student Emergency Medical Form.

MEDICATION:

Forms requesting administration of prescribed medication by school personnel are available in the Clinic. One form is to be signed by the parent/guardian and the other by the prescribing physician. Medication will be administered only when these forms are on file in the office.

NON-PRESCRIBED MEDICATION:

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. 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 the Drug Prevention and of the Student Code of Conduct Discipline Code.

CONTAGIOUS DISEASE:

Parents are asked to notify the school office when a student contracts a contagious disease. Examples of contagious diseases or conditions include: measles, mumps, rubella, chicken pox, strep throat, scarlet fever, and pediculosis (head lice.)

IMMUNIZATON:

Proof of immunization must be on file in the Clinic within two weeks 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.

EMERGENCY PROCEDURES

TORNADO DRILLS

At the signal of a tornado drill, all students will follow the directions of the teacher or monitor. All persons will remain in their assigned area until the clearing signal is given. Further instruction will be given over the P.A. system when possible.

FIRE DRILLS

Emergency drills are required by the state and should be carried out properly. At the sound of the alarm, go quickly and quietly to the assigned exit from your room. Return to your class when you hear the regular bell. Students who induce panic from a false fire alarm may be suspended and/or expelled and will face criminal charges. Any student found playing with the fire equipment will be punished as well.

LOCKDOWN DRILL (HB 422)

Administration will make a PA announcement that the school is in Lockdown. (Where there is no PA system, administration and/or counselors will act as runners to notify staff of the Lockdown.) All classroom doors should be locked or secured. Students should move to the nearest safe area and remain quiet. Students should stay in secured area until notified by administration that all is clear. Students should avoid open areas such as the parking lots, gym, cafeteria, and library.

GUIDANCE SERVICES

The Guidance Office is located on the main floor, Room 106. The Guidance Office has special information and materials available such as college catalogs, vocational and technical school addresses, financial aid and scholarships, SAT and ACT materials, computer resources and other information helpful in making career and personal decisions.

STUDENT ASSISTANCE/IAT

The purpose of the Intervention Assistance Team (IAT) is to collaboratively discuss ways to help individual students who may have problems academically, behaviorally, or emotionally. Mount Vernon High School uses data to develop high quality instruction/intervention matched to student needs. The IAT may include the student, parents/guardians, general education teachers, principal, school psychologist, and other stakeholders. Very often teachers in which you have particular confidence can be of assistance. Do not be reluctant to turn to any staff person for assistance. We care and want to assist.

CUSTODY

The school office must to be notified of any change in the status of custody of each child. The student will only be released to the legal guardian noted on the enrollment form unless the office has been notified of other arrangements by the custodial parent(s).

FAMILY CONCERNS

A student's school work often reflects changes in the family, new baby, illness of a grandparent or other family member, divorce, remarriage, loss of a parent's job, etc. Parents/guardians are encouraged to inform the school of such changes, which may be of deep concern to the student. Knowing a special family circumstance will help teachers deal with the student with extra sensitivity.

OHIO DEPARTMENT OF EDUCATION OHIO GRADUATION TESTS

Students graduating from Mount Vernon High School must pass the Ohio Graduation Tests (OGT) and meet curriculum requirements in order to receive a diploma. The first opportunity to take these tests will be in the spring of their sophomore (10th grade) year. Pamphlets and information of requirements are available in the Guidance Office.

III. ACADEMIC INFORMATION

1. Honor Roll.....4-point or above G.P.A.
2. Merit Roll .....3.5 - 3.99 G.P.A.
3. Achievement Roll.....3.0 -3.49 G.P.A.

GRADING SCALE

Individual course requirements determine the difficulty of the course and the credit which may be earned. All courses at Mount Vernon High School will follow the grading scale listed below:

A.....92.5 – 100.00%
A- .....90.0 – 92.49%
B+.....87.5 – 89.99%
B.....82.5 – 87.49%
B-.....80.0 – 82.49%
C+..... 77.5 – 79.99%
C.....72.5 – 77.49%
C-.....70.0 – 72.49%

D+ .....67.5 – 69.99%
D .....62.5 – 67.49%
D- .....60.0 – 62.49%
F.....below 60%

*Students who have an unexcused absence for a semester exam will receive an "F" for the exam.

*Incomplete grades shall be changed to an "F" after three weeks following the nine week's grading period. If the student has not "made up" the work, the incomplete will revert to an "F" grade. (Exception – prolonged illness)

*Failing grades may also be earned if a student does not pass at least one of the nine-week grading periods in the second semester of a year-long course. A student enrolled in a semester course must pass at least one of the nine-week grading periods in addition to accumulating enough points for a passing average.

Grade point averages (G.P.A.) as follows:

General			Weighted (1.0)		
A	=	4.00	A	=	5.00
A-	=	3.63	A-	=	4.63
B+	=	3.37	B+	=	4.37
B	=	3.00	B	=	4.00
B-	=	2.63	B-	=	3.63
C+	=	2.37	C+	=	2.37
C	=	2.00	C	=	2.00
C-	=	1.63	C-	=	1.63
D+	=	1.37	D+	=	1.37
D	=	1.00	D	=	1.00
D-	=	0.63	D-	=	0.63
F	=	0.00	F	=	0.00

HONOR, MERIT AND ACHIEVEMENT ROLLS

To be eligible for the **Honor**, **Merit**, or **Achievement Rolls**, students must satisfactorily complete all work by the time the rolls are completed. Students who have incompletes must have work made up two weeks after the grading period in order to be included in the rolls for that period.

WEIGHTED GRADES

The courses that will receive additional weight are those that follow the set AP, KAP, and dual enrollment criterion and follow a MVHS upper sequential course progression. Students taking college courses that are outside of the high school will earn additional weight if that course corresponds to a similar weighted course within the high school. In addition, if the prerequisite for a course is weighted, the subsequent course would be weighted as well. Grades of A's, B's, and C's will receive additional weight of 1.0 point (C- is not weighted). Students must carry at least five credits for the year.

CLASS PLACEMENT

With increased accountability (i.e. Ohio Graduation Test, etc.), it is important that the following standards be met for sophomore, Junior and senior status:

SOPHOMORE:

A student is considered to be of sophomore standing upon receiving a minimum of five (5) credits including the following required credits:

English 9 ..... 1 credit
Mathematics..... 1 credit
Physical Science..... .. 1 credit
U.S. History .....1 credit
Other (including P.E. + elective)..... 1 credit

JUNIOR:

A student is considered to be of junior standing upon receiving a minimum of ten (10) credits, including the following required credits:

English 9 ..... 1 credit
English 10…… ..... 1 credit
Physical Education .....½ credit
Health..... ½ credit
Mathematics ..... 2 credits
Science ..... 2 credits
Elective ..... 1 credit

SENIOR:

A student is considered to be of senior standing upon receiving a minimum of fifteen (15) credits, including the following required credits:

English 9 .....1credit
English10 ..... 1 credit
English 11 ..... 1 credit
Physical Education ..... ½ credit
Health..... ½ credit
Mathematics ..... 2 credits
Science ..... 2 credits
Social Studies..... 2 credits
Electives ..... 5 credits

EDUCATIONAL OPTIONS

The Board of Education recognizes differences in abilities, interests, and extenuating circumstances.

The Board encourages student initiative and self-direction in approved learning experiences.

The use of educational options represents one method by which expanded learning opportunities can be provided. Educational options may permit expanded community involvement in the education process, increasing the opportunities for students to match the pace of technological developments, and provide a broader base for earning promotion and credits necessary for graduation.

The following are approved forms of educational options for pupils in grades 9-12:

Mentor Programs Grad Point Courses
College Courses TechPrep Consortium Courses
Tutorial Programs College Credit Plus Courses
Credit Flex Option
(Information and time lines available in the Guidance Office)

SCHEDULE CHANGES

Schedules are the result of careful planning on the part of the student, parents, and counselors. Required courses cannot be changed and elective courses are chosen by the student and approved by the parents. Due to commitments for staff employment/ assignments and the ordering of textbooks and other supplies, no schedule changes can be made after June 15th except for the following reasons:

A. Mechanical error changes.
B. Changes necessitated by failures.
C. Class balancing (guidance & administrative).
D. Subject-level changes (teacher recommendation).
E. Replace study hall with class, same period.
F. Administrative (teacher/guidance) recommendation.

Students and their parents are reminded that the descriptions of courses contained in the course of study handbook have been condensed for the sake of brevity. A more detailed course of study with texts and supplementary materials is available upon request.

In order to drop an elective course the student must have a conference with the teacher, parent, and counselor. One-half unit of "F" will appear on the student's permanent record for the course dropped.
A student passing a year course and wishing to drop it at the end of the first semester must have a conference with parent, teacher, counselor and administrator. If the course is dropped, the semester average and a symbol signifying withdrawal will appear on the record.

All students must carry a minimum of five courses for each semester. Special consideration and exceptions may be made in the case of extended illness, transfer students, and other special cases.

GRADUATION REQUIREMENTS

The following credits are required for all students graduating from Mount Vernon High School.

Subject	Credits	Description
English	4	
Math	4	1 credit Fundamental Algebra or Algebra I and Algebra II or its equivalent and Geometry.
Science	3	1 credit of Life Science, 1 credit of Physical Science and 1 advanced science credit.
Social Studies	3	US History, World History. Senior Social Studies, AP US Gov't and Politics
Health	½	
Physical Education	½	2 Semesters
Business Technology	½	½ Credit Computer Applications
Fine or Performing Art	1	1 credit of Fine or Performing Art
Electives	3 ½	
Total Credits Required	20	

CRITERIA FOR DIPLOMA WITH HONORS

To be awarded a Diploma with Honors, the student shall be required to meet at least seven of the eight criteria listed below. A student shall not be required to meet more than the specified number of criteria, nor shall any student be required to meet any one specified criterion.

	Subject	**High School Academic Diploma with Honors Graduating Classes 2014 and Beyond**
1	**English**	**4** units
2	**Mathematics**	**4** units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
3	**Science**	**4** units, including physics and chemistry
4	**Social Studies**	**4** units
5	**Foreign Language**	**3** units of one language or two units each of two languages
6	**Fine Arts**	**1** unit
7	**Grade Point Average**	**3.5** on a 4.0 scale
8	**ACT/SAT Score [excluding scores from the writing sections]***	**27** ACT / **1210** SAT

COLLEGE CONFERENCES

Representatives from various colleges throughout the country come to Mount Vernon High School to inform interested students about their educational programs. Any junior or senior may attend these conferences. The lists of colleges sending representatives are announced on the video announcements and posted in the Guidance Office.

Passes to attend these informative sessions can be obtained from your counselor. Parents are also invited to attend. College conferences provide an excellent opportunity to explore various colleges and to compare their various programs.

COLLEGE VISITS

College visits should be considered the same as a field trip for academic purposes. A junior or senior student may be excused from school to visit a college not to exceed two days per year if:

1) She/he has a definite appointment at the admissions office of the college (a letter confirming appointment.)
2) The student has permission from his/her parents to leave school. (The student must bring a note from parent/guardian giving their permission to leave school.)
3) The student must complete and submit a pre-plan absence form prior to the college visit.
4) The student must bring back letter verifying visit from the Admissions Office. This letter must be turned in to the Attendance Office upon return to school.

Exceptions to the two day maximum may be granted by an administrator prior to the college visit. These exceptions will be made in very few instances. Visits to college campuses before the student's choices are narrowed down are encouraged but should be made during the summer or vacation periods.

ACADEMIC LETTER "GUIDELINES"

The following are criteria for awarding academic letters and pins:

1) All academic achievement points must be accumulated by full-time students from the Mount Vernon City Schools and/or transfer students from another public or chartered private school. Transfer students must provide a transcript adjusted to a 4.0 grading scale. In addition, transfer students from another public or chartered private school are responsible for providing past nine week grade cards to the Guidance Office by April 1. Per Board Policy 9270, students entering from a non-chartered school, home school or foreign school shall have no established grade point average (GPA) or class rank upon arrival to MVHS. Their GPA will begin after they have completed two (2) semesters at MVHS and based only upon credits earned at MVHS.
2) A student must accumulate twenty (20) points to be awarded an academic letter. This letter will be based upon points earned by the

end of the third nine weeks grading period and will be presented at the Academic Awards Ceremony in May. If a senior earns a first or second award letter during his/her fourth nine weeks, the award can be requested at the end of the 4th nine weeks through the Guidance Office.

3) A student will receive a secondary award for each twenty (20) points accumulated beyond the original twenty points. These awards will also be based upon points earned by the end of the third nine weeks grading period and presented at the Academic Awards Ceremony in May.

4) An academic letter will be awarded to foreign exchange students who accumulate thirteen (13) points while a Mount Vernon High School student.

5) The points may be accumulated from the following areas:

A. Academic Achievement –
Students will be awarded points from their grade point average per nine weeks. The responsibility for this lies with the Academic Booster Committee.

(1) 3.75-4.00+ = 4 points
(2) 3.50-3.74 = 3 points
(3) 3.25-3.49 = 2 points
(4) 3.00-3.24 = 1 point

B. Academic Activities –

(1) Long Term Academic Activities (such as, In The Know, Vedette, and FFA)
a) With each complete year of participation at a level beyond membership and recommendation of the advisor, up to one (1) point will be awarded.
b) Responsibility lies with the advisor to give information to the Academic Booster Committee prior to April 1.

(2) Short Term Academic Activities (such as scoring a predetermined score on the National Math Test, Ohio Math League Test, National French Test, National Spanish Exam, National Latin Exam, etc.) and attainment of honors in school/state/national adjudicated events (such as Debate, Fine Arts, Science Fair, FFA, FCCLA, and History Day).
a) One-half (1/2 point) point to one (1) point may be awarded based on advisor's discretion.
b) Responsibility for reporting the qualified students and points lies with the sponsor of that activity to give the information to the Academic Booster Committee.

C. Academic Honors –

(1) Upon induction into the National Honor Society, the student will receive two (2) points.

(2) High ACT scores will be awarded one time during the senior year based on the best score.
a) A composite score of twenty-three (23) to twenty-seven (27) will award one (1) point.
b) A composite score of above twenty-seven (27) will be awarded two (2) points.

(3) High SAT scores will be awarded one time during the senior year based on the best score.
a) A composite score of 1500 to 1799 will be awarded one (1) point.
b) A composite score of 1800 to 2099 will be awarded two (2) points.
c) A composite score of 2100 and over will be awarded three (3) points

(4) National Merit Scholarship Honors
a) A commendation will be awarded three (3) points. An achievement scholarship recipient will be awarded three (3) points. A semi-finalist will be awarded four (4) points. A finalist will be awarded five (5) points.

(5) Students achieving a "B" average or better in an honors class will be awarded one half (½) point per semester.

(6) Students receiving a score of three (3) on an Advanced Placement test will be awarded one half (½) point and those receiving a score of four (4) or five (5) will be awarded one (1) point.

The above (Section C) responsibility lies with the counselor to give the information to the Academic Booster Committee during the student's senior year prior to April 1.

D. Ohio Graduation Test Excellence – Students, passing all five parts (writing, reading, math, social studies, science) of the Ohio Graduation Test, the first time will be awarded one (1) point. Responsibility lies with the guidance counselors to give this information to the Academic Booster Committee during the student's junior year.

IV. EXTRACURRICULARS

NATIONAL HONOR SOCIETY

National Honor Society (NHS) is a nationwide organization whose purpose is to recognize and develop high standards in the four areas of scholarship, school and community service, leadership, and character. Membership is by invitation only. Following are the steps in the selection process:

1. Juniors and seniors with the required GPA who have been MVHS students for at least a semester are notified that they are eligible to be considered for selection.
2. Students who wish to be considered for selection are asked to sign a statement of intent, complete an activity profile, and obtain recommendations from some of their high school teachers. Candidates' names are also submitted to the high school faculty and administrators for comment.
3. A five-member MVHS faculty council studies the data provided and elects new members by a majority vote. Along with grades, decisions are based upon school and community service activities, leadership qualities and character. (**The deliberations of the faculty council are confidential and its decisions are final.**)

(Selection to the National Honor Society is an honor, not a right.) Those students selected for any school day in order to participate in any co-curricular activity (including practices and rehearsals) held that day.

POSITIVE AWARD FOR SENIOR STUDENTS (PASS PROGRAM)

All Senior Students attending MVHS are eligible to participate in the PASS Program. Eligibility is based upon individual student performance in the areas of grades, behavior and attendance per pre-established criteria. Senior students who are eligible will receive certain privileges associated with the Program. Eligibility is determined at every interim and nine week grading period. Before participating, students must also seek approval of their parents, guidance counselor and administration to be eligible.

STUDENT PARTICIPATION IN THE CO-CURRICULAR PROGRAM

(Participation fees are set at the schedule established by the Mount Vernon Board of Education's adopted policy.)

The Board of Education recognizes that a complete co-curricular program based upon student interest assists in the total education of students. While emphasis is given to intellectual growth, diversified opportunities must be provided for students who wish to participate in the co-curricular program. All such programs must contribute to the goals of general education to justify their existence in the overall curriculum.

1) All participants will be subject to the rules and regulations of the respective sport or activity.
2) Violation of rules and regulations might result in suspension from participation.
3) A student must be in attendance at school for a minimum of a half-day on

A.C.E AWARD (Attitude, Citizenship, Effort)

Purpose: To provide a system for rewarding students who show improvement in and/or demonstrates overall good attitude, citizenship, and overall effort. Through recognizing positive behavior, we hope to encourage students to strive for academic excellence as well as improving the school environment.

Procedure: Teachers will receive 15 A.C.E. Awards each nine weeks to be handed out to students demonstrating improvement in attitude, acts of citizenship, and/or best effort. A.C.E. Awards can be exchanged for different prizes/incentives. Students may continue to accumulate their A.C.E. awards over their four years in attendance at MVHS.

Every Friday during lunch periods, students may exchange their A.C.E awards for prizes/incentives.

A list of incentives will be shared with parents and students at the beginning of the school year.

CONDUCT GUIDELINES FOR THE CO-CURRICULAR PROGRAM

Students shall conduct themselves within the guidelines of the Student "Code of Conduct/Student Rights & Responsibilities" during all games and school activities, home or away. Failure to do so may result in being denied the privilege of attending any event, home or away. In addition, a student may be disciplined according to the consequences set forth in the "Code of Conduct." The administration reserves the right to extend the consequences to include all school activities and athletic contests, depending on the situation.

School rules apply at all school events and activities, home or away, just as they do during the regular school day. We expect our students to follow our rules whenever they represent Mount Vernon High School, either as participants or as spectators.

INTERSCHOLASTIC SPORTS

Athletics: Mount Vernon High School belongs to the Ohio Cardinal Conference. The Cardinal Division is made up of the following schools: Mount Vernon, Ashland, Lexington, Wooster, Clear Fork, West Holmes, Mansfield Senior, and Mansfield Madison.

Athletic Activities: Mount Vernon High School offers a variety of athletic activities to students interested in sports. A chart of interscholastic sports open to both boys and girls is listed below by season. Interscholastic sports are played on varsity, junior varsity, and freshman levels whenever possible.

BOYS' ATHLETICS – Interscholastic Sports

SEASON:

FALL	Cross Country; Football; Golf (Co-Ed); Soccer
WINTER:	Basketball; Wrestling; Swimming
SPRING	Baseball; Tennis; Track; Volleyball

GIRLS' ATHLETICS – Interscholastic Sports

SEASON:

FALL	Cross Country; Golf (Co-Ed); Tennis; Soccer; Volleyball
WINTER	Basketball; Swimming
SPRING	Softball; Track

ATHLETIC ELIGIBILITY

Athletic eligibility for students will follow all OHSAA guidelines as well as policies adopted by the Board of Education.

ATHLETIC PHYSICALS

A physical examination session must be scheduled prior to each sport season for all interested athletes. Student athletes are required to use the Ohio High School Athletic Association Physical card. These cards can be secured in the Main Office.

CHEERLEADING PROGRAM

The cheerleading program comes under the auspices of the Athletic Director. Eligibility is the same as for interscholastic athletics. The cheerleading program affords an opportunity for all interested students to cheer as selected members of cheerleading squads. Cheerleaders participate in the sports program of the school district by supporting the endeavors of Mount Vernon High School's athletes and by:

- cheerleading at selected team games,
- encouraging good school spirit,
- rallying student support, and
- Fostering an atmosphere of healthy competition.

MOUNT VERNON CITY SCHOOLS' GUIDELINES FOR ATHLETES:

Students enrolled in Grades 9 through 12 should earn passing grades in all subjects based on a cumulative tabulation from the beginning of a nine-week period to the end of a week during a sport season. Students receiving a cumulative failing grade will be placed on probation for one week and allowed to play. However, if they receive a further cumulative failing grade they will become ineligible for the following week, beginning Sunday midnight and concluding midnight the following Sunday. Students receiving two or more cumulative failing grades are not given probation and are ineligible for one week. A grade of “incomplete” means NO participation in any contest until the incomplete (work) has been made up.

The probation will be granted only once during each sport season. The administration may consider the needs of students and extenuating circumstances in the application of the ineligibility rules. A weekly check of the student's academic program will be conducted by the Athletic

Director and the High School Principal, or designee, who will notify students if they have academic deficiencies.

HOME SCHOOL STUDENTS AND ATHLETIC ELIGIBILITY

Any home school student wishing to participate in athletics at Mount Vernon High School must contact the Athletic Department for additional information.

ATHLETIC AWARDS

Athletic award criteria is available in the Athletic Department's office.

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

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

CO-CURRICULAR ELIGIBILTY

A student must have passed in subjects that are equal to five or more credits per year toward graduation in order to be eligible for participation in activities during the current nine-week grading period. Eligibility can be maintained, gained, or lost each grading period.

In addition to the above eligibility requirements, students must also meet the following requirements:

- Must have maintained at least a cumulative 1.500 grade point average or better during the seventh and eighth grades.
- Must have maintained at least a cumulative 1.500 grade point average or better during the freshman year.
- Must have maintained at least a cumulative 1.750 grade point average or better during the sophomore year.
- Must have maintained at least a cumulative 2.000 grade point average or better during the junior and senior year.

The following activities, which demand a comparable time commitment similar to that of athletics, will come under the above policy:

1) Dramatics
2) Forum Book
3) Forum Show
4) Mellow Jackets/Pep Band
5) Musicals
6) Debate Club

Eligibility will be determined at the time of auditions or tryouts and will then carry through until the conclusion of the activity. Incoming ninth grade students, to be eligible for the first grading period, must have received passing grades in seventy-five percent of those subjects which met five days per week or its equivalent the final grading period of the preceding school year. Provisions may be made for individual students with special needs or extenuating circumstances.

CURRICULAR ACTIVITY DEFINED

Curricular activities are those activities which are integral to the classroom and result in a course grade and credit.
Ex: Tests, quizzes, required field trips, concerts, x-schedule class

CO-CURRICULAR – DEFINED

Co-curricular activities are those activities which are in addition to classroom instruction and do not result in a grade nor credit. Any activity for which a grade is issued is not considered a co-curricular activity. Participation in co-curricular activities is dependent upon the students meeting the following requirements: see page 27 of student handbook.
Ex: Musicals, plays, athletic events, forum,

EXTRA-CURRICULAR – DEFINED

Being outside the regular curriculum.
Ex: Clubs, dances

ACTIVITY CONFLICTS: For students in multiple activities that are scheduled at the same time, the following guideline should be used to determine a student's participation when a conflict in scheduling arises:

- An event performance (athletic event, contest, play, concert, etc) has priority over any practice or rehearsal.
- When two events conflict, the student may participate in the event of his/her choice without fear of penalty or consequence.
- Students are to inform coaches/advisors of conflicts as soon as he/she becomes aware of them.
- Provisions may be made for individual students with special needs or extenuating circumstances.
- The administration will make final determination in instances of disagreement.

SPECIAL EVENTS

HOMECOMING WEEK

In the fall, Homecoming has become a community activity with the cooperation of Junior Class, Athletic Department, booster clubs, and students. It usually centers on a week of activities which include a Queen and her Court, a community pep rally, sporting events, and the Homecoming dance. **Dress code for homecoming dance: No athletic shoes, shorts or midriffs.**

SENIOR PROM

The Senior Prom is the formal dance for seniors. It is usually held at a location away from school during late spring and is considered the most elegant activity of the senior year.

MUSIC PROGRAMS

MARCHING BAND

Mount Vernon can be very proud of its marching band. The band plays at all football games and special events. Anyone not currently in band who wishes to become a member should contact the Music Department at 393-5900 Ext. 5909.

CONCERT AND SYMPHONIC BAND

Immediately following the football season, the marching band divides into two concert groups; the Concert Band and the Symphonic Band. Both groups give periodic concerts and participate in competition. The Symphonic Band is open by audition only. Our members regularly receive high awards as soloists and in small and large groups.

MELLOW JACKETS JAZZ BAND

The jazz band is auditioned from members of the Concert and Symphonic Bands. The band performs several times through the year at school, in Mount Vernon, and out of town. The band practices once a week. Tryouts are held in the fall.

ORCHESTRA

The Mount Vernon High School String Orchestra practices daily and is joined by wind and percussion players once a week to form the MVHS Symphony Orchestra. These groups perform pop and classical music during their five annual concerts. Students are selected from the large group to play in chamber ensembles which perform both in the community and schools.

PEP BAND

Selection for this group is based on ability and seniority. The Pep Band performs at selected Boys and Girls Varsity basketball games and pep assemblies.

CHORALE

"Chorale" is an auditioned SATB (Soprano, Alto, Tenor, and Bass) vocal group. This group is open to any student who meets the audition requirements. This is a semester course which meets every day.

WOMENS CHOIR

Women’s Choir is an auditioned SATB group. This choir is open to 9th, 10th, 11th, and 12th graders who have met the audition requirements. This is a semester course which meets daily.

PUBLICATIONS:

All publications listed below are connected to the overall school program and subject to editorial control by the school’s authorities.

The Forum

The Forum is Mount Vernon High School's yearbook. All students are eligible to be on the Forum staff. The staff creates layouts and writes captions, headlines, and copy for the yearbook. Most of the pictures used in the Forum are taken by Mount Vernon High School students. Staff photographers use the High School darkroom to develop their pictures.

Jacket Journal

The Jacket Journal is the school media outlet and is comprised of all types of school news from football to formal dances to expressions of student opinion. The Jacket Journal will attempt to be

truly representative of student life at Mount Vernon High School. Be sure to read the Jacket Journal and tune in to the Daily Buzz. The editorial control remains with school authorities.

Vedette

Vedette is the High School literary magazine. Submissions of original poetry, prose, photography, and art are solicited from the entire student body. Staff Members must have at least a "B" average in English, an interest in writing or art, and a willingness to attend editorial meeting.

DANCE REGULATIONS

During the year many groups and organizations sponsor dances to raise money for their activities. Dances will be held in the school cafeteria and are open only to Mount Vernon High School and Mount Vernon High School/K.C.C.C. students.

A representative from a group wishing to sponsor a school dance must check with the Activities Director to find if there is an appropriate date open on the school activities calendar. Communications about custodial services, preparations, and cleanup must take place two weeks in advance of the dance between the advisor and the head custodian. Tables must be put in place near the cafeteria restrooms in order to seal off school corridors. One boys' and one girls' restroom, adjacent to the cafeteria, will be available but must be supervised. The advisor must have a sufficient number of chaperones (faculty members and parents of high school students would be ideal) in order to assure careful supervision.

All students shall enter the cafeteria area through the designated outside door. If students leave the dance they should leave through the door in which they entered, and once they leave they are not permitted to return. No facilities, other than the cafeteria and restrooms, are to be used unless the adviser clears the use of the other facilities with faculty or an administrator.

A minimum of one security person must be hired (two are recommended), and the advisor should indicate the expected duties. If live music is to be used, then a contract should be in force. Dances scheduled after ball games will conclude at 11:30 p.m.

OTHER CLUBS & ORGANIZATIONS

- In The Know (Academic Competition Club)
- Latin Club
- Musicals and Drama
- Spanish Club
- Debate Club
- French Club
- Senior Freshman Mentorship
- Senior Class Officers
- Junior Class Officers
- Student Council
- Robotics Club
- Video Announcements
- Science Fair
- FFA (Future Farmers of America)
- FCCLA (Family Career & Community Leaders of America)

SCHOOL BOOSTER ORGANIZATIONS

Parents are encouraged to become involved with parent groups to provide support for our students: Academic Boosters, Jacket Boosters (Athletic), and Music Boosters.
Mascot: Fighting Yellow Jackets
Colors: Orange and Black

MOUNT VERNON ALMA MATER

On Mount Vernon Alma Mater
Glorious through the years
Brave, triumphant o'er our rivals
Harbor for our fears.
We who love thee sing thy praises
Shout them to the sky
When we're gone we'll still remember
Our Mount Vernon High

Students, faculty, and alumni share equally the responsibility for establishing and maintaining good school practices and traditions at athletic contests. We encourage an ideal of sportsmanship to govern all contests. That includes a genuine concern and respect for our opponents. Good sportsmanship is contagious - let's catch it!

V. FOR YOUR INTEREST

"An Equal Education Opportunity and an Equal Employment Opportunity Institution, in Compliance with Title VI and Title 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 Education Amendments of 1972, and with Section 504 of the Rehabilitation Act of 1973." All educational and vocational programs are offered without regard to race, color, national origin, sex or handicap.

2016-2017 TWO HOUR DELAY SCHEDULE

*No Breakfast offered before school

When necessary, Mount Vernon City Schools will utilize a "Two Hour Delay." Listen to local radio and television stations for announcements. Parents must make arrangements for children as needed. Buildings will not open until 2 hours later than normal start times.

PERIOD 1	**(31 min.) .....**	**9:45 – 10:16**		
PERIOD 2	**(32 min.) .....**	**10:20 – 10:52**		
PERIOD 3	**(32 min.) .....**	**10:56 – 11:28**		
PERIOD 4	**(34 min.) .....**	**11:32 – 12:06**	**(04 min.)--------Homeroom**	**11:32 – 11:36**
			(30 min.)--------Lunch	**11:36 – 12:06**
PERIOD 5	**(34 min.) .....**	**12:10 – 12:44**	**(04 min.)--------Homeroom**	**12:10 – 12:14**
			(30 min.)--------Lunch	**12:14 – 12:44**
PERIOD 6	**(34 min.) .....**	**12:48 – 1:22**	**(04 min.)--------Homeroom**	**12:48 – 12:52**
			(30 min.)--------Lunch	**12:52 – 1:22**
PERIOD 7	**(32 min.) .....**	**1:26 – 1:58**		
PERIOD 8	**(33 min.) .....**	**2:02 – 2:35**		

2015 - 2016 ONE HOUR DELAY SCHEDULE/LATE START

PERIOD 1	**(38 min.) .....**	**8:45 – 9:23**		
PERIOD 2	**(39 min.) .....**	**9:27 – 10:06**		
PERIOD 3	**(39 min.) .....**	**10:10 – 10:49**		
PERIOD 4	**(42 min.) .....**	**10:53 – 11:35**	**(12 min.)--------Homeroom**	**10:53 – 11:05**
			(30 min.)--------Lunch	**11:05 – 11:35**
PERIOD 5	**(42 min.) .....**	**11:39 – 12:21**	**(12 min.)--------Homeroom**	**11:39 – 11:51**
			(30 min.)--------Lunch	**11:51 –12:21**
PERIOD 6	**(42 min.) .....**	**12:25 – 1:07**	**(12 min.)--------Homeroom**	**12:25 – 12:37**
			(30 min.)--------Lunch	**12:37 – 1:07**
PERIOD 7	**(40 min.) .....**	**1:11 – 1:51**		
PERIOD 8	**(40 min.) .....**	**1:55 – 2:35**		

EARLY DISMISSAL DAYS SCHEDULE

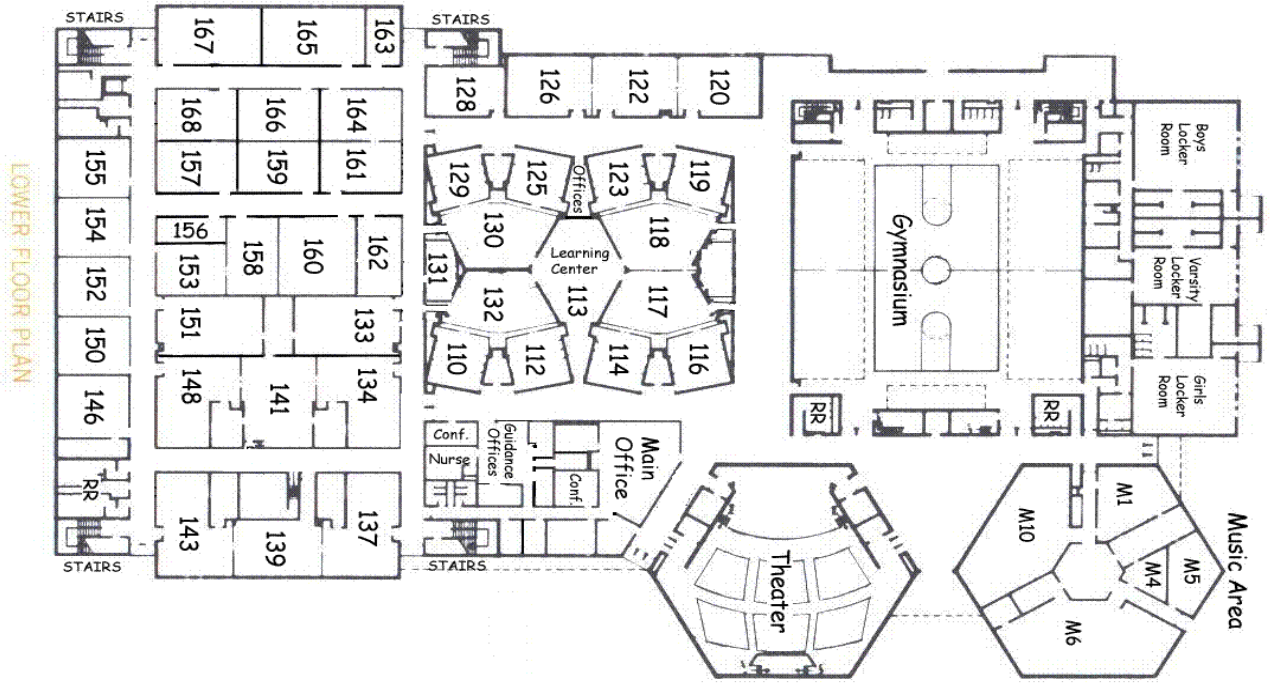
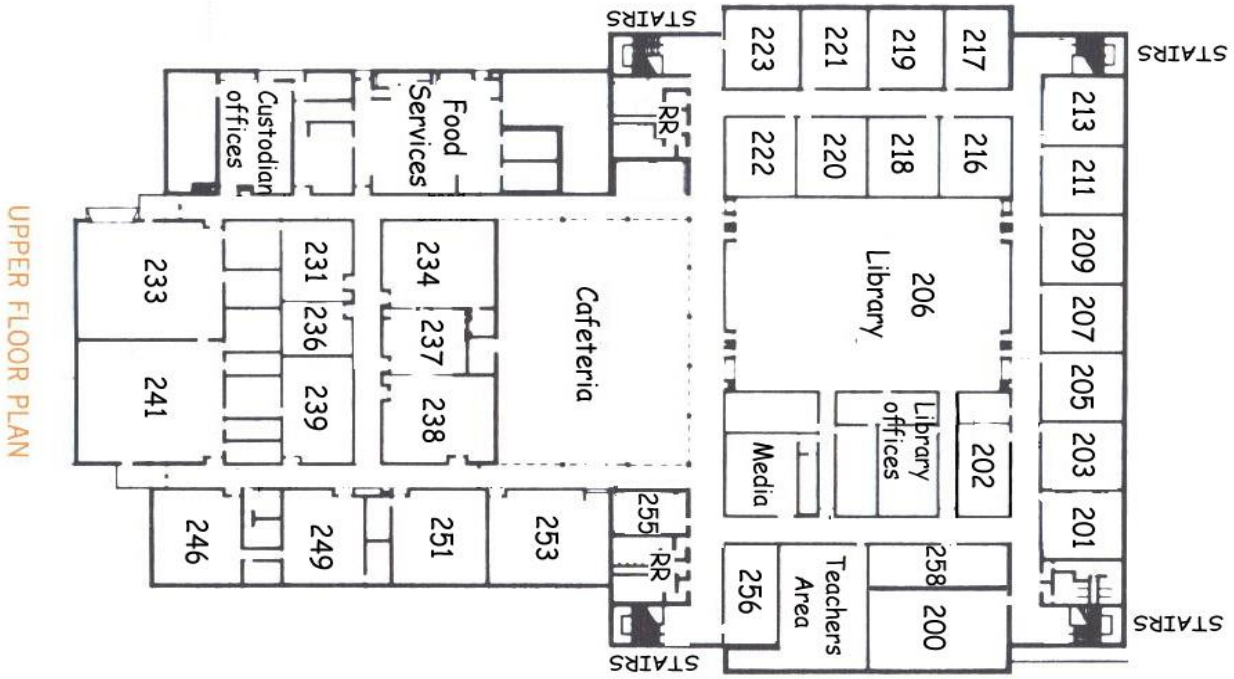
PERIOD 1	**(38 min.) .....**	**7:45 – 8:23**		
PERIOD 2	**(39 min.) .....**	**8.27 – 9:06**		
PERIOD 3	**(39 min.) .....**	**9:10 – 9:49**		
PERIOD 4	**(42 min.) .....**	**9:53 – 10:35**	**(12 min.)--------Homeroom**	**9:53 – 10:05**
			(30 min.)--------Lunch	**10:05 – 10:35**
PERIOD 5	**(42 min.) .....**	**10:39 – 11:21**	**(12 min.)--------Homeroom**	**10:39 – 10:51**
			(30 min.)--------Lunch	**10:51 – 11:21**
PERIOD 6	**(42 min.) .....**	**11:25 – 12:07**	**(12 min.) -------Homeroom**	**11:25 – 11:37**
			(30 min.)--------Lunch	**11:37 – 12:07**
PERIOD 7	**(40 min.) .....**	**12:11 – 12:51**		
PERIOD 8	**(40 min.) .....**	**12:55 – 1:35**		

PEP ASSEMBLY SCHEDULE

PERIOD 1	**(46 min.) .....**	**7:45 – 8:31**		
PERIOD 2	**(46 min.) .....**	**8.35 – 9:21**		
PERIOD 3	**(46 min.) .....**	**9:25 – 10:11**		
PERIOD 4	**(46 min.) .....**	**10:15 – 11:01**	**(16 min.)--------Homeroom**	**10:15 – 10:31**
			(30 min.)--------Lunch	**10:31 – 11:01**
PERIOD 5	**(46 min.) .....**	**11:05 – 11:51**	**(16min.) --------Homeroom**	**11:05 – 11:21**
			(30 min.)--------Lunch	**11:21 – 11:51**
PERIOD 6	**(46 min.) .....**	**11:55– 12:41**	**(16 min.)--------Homeroom**	**11:55 – 12:11**
			(30 min.)--------Lunch	**12:11 – 12:41**
PERIOD 7	**(44 min.) .....**	**12:45 – 1:29**		
PERIOD 8	**(44 min.) .....**	**1:33 – 2:17**		
PEP ASSEMBLY		**2:17 – 2:35**	**(Students remain in 8th period until dismissed)**	

Mount Vernon High School Floor Plan

LOWER LEVEL



KCCC **UPPER LEVEL** **STADIUM**