Mount Vernon High School

Name_____

STUDENT HANDBOOK 2024-2025

Mount Vernon High School
300 Yellow Jacket Drive
Mount Vernon, Ohio 43050

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 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 upheld. MVHS teachers arrive on duty at 7:30 a.m. Students arriving earlier than 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 administration 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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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,

Cory Caughlan	Principal
Ben Richards	Asst. Principal
Graham Roan	Asst. Principal
Justin Sanford	Athletics/Activities Director
Officer Jeremiah Armstrong	SRO

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

2024-2025 BOARD OF EDUCATION

Mrs. Jody Goetzman	President
Mr. Tim Workman	Vice President
Dr. Margie Bennett	Member
Ms. Mary Rugola-Dye	Member
Mr. Jeff Ward	Member
Mrs. Judy Forney	Treasurer of Schools

CENTRAL OFFICE

Mr. William Seder Jr.	Superintendent
Mrs. Carmen Griffith	Director of Student Services
Mr. Rick Shaffer	Director of Maintenance
Mr. Todd Conant	Director of Transportation
Mr. Eric Brown	Director of Elementary Curriculum
Mrs. Kathy Kasler	Director of Secondary Curriculum

DISTRICT MISSION STATEMENT:

Mount Vernon City Schools will be a Student Centered, Future Focused District with a Growth Mindset anchored by High Quality Instruction preparing students for success both now and in the Future.

HIGH SCHOOL MISSION STATEMENT:

Our vision of excellence… provide educational options for students that will foster meaningful applications to citizenship, career skills, social interactions and lifelong learning to exist in a constantly evolving society.

MVHS 2024-2025 CALENDAR

Mount Vernon City School | 2024-2025 CALENDAR

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- **7-8** New Teacher Academy
- **13** Opening Convocation
- **13-19** Teacher In-Service
- **20** First Day of School Staggered Start Kindergarten/ MS/HS

SEPTEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- **02** Labor Day (No School)
- **23** Teacher In-Service No School

OCTOBER '24

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- **17** End of 1st - 9 Weeks (41 Days)
- **18** Teacher In-Service (No School)

November '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- **6-7** P/T Conferences
- **7-8** (No School)
- **27-29** Thanksgiving Break (No School)

DECEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **2** Thanksgiving Break (No School)
- **25-31** Winter Break (No School)

JANUARY '25

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- **1-3** Winter Break Continued (No School)
- **10** End of 2nd- 9 Weeks (Q- 44 Days / S- 85 Days
- **13** Teacher In-Service (No School)
- **20** M.L. King Day (No School)

FEBRUARY '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- **17** Presidents' Day (No School)

MARCH '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- **20** End of 3rd -9 Weeks (45 Days)
- **21** Teacher In-service (No School)
- **24-28** Spring Break (No School)

APRIL '25

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- **18-** Holiday Break (No School)

MAY '25

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- **25** Graduation
- **26** Memorial's Day (No School)
- **29** Last Day for Students (2-hour early release) (Q-42 / S-87)
- **30** Teacher Work Day

Hours of Operation

High School & Middle School	7:40-2:35
Elementary Schools	9:00-3:30

Total – Hours of Instruction

Total Instructional Days –	172 Days
Total Hours – Elementary –	1118 Hours
Total Hours – MS/HS -	1170 Hours

	School Holidays (No School)		P/T Conferences/Teacher Comp Day (No School)
	Start of Grading Period		End of Grading Period
	Staff In-Service or Work Day (No School)		New Teacher Academy
	P/T Conferences		Graduation

Revised 1-8-24

SCHOOL RESOURCE OFFICER

The Mount Vernon City Schools has entered into an agreement with the Mount Vernon Police Department to provide a full time police officer as a School Resource Officer (SRO). This fully uniformed officer 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.

SCHOOL SOCIAL WORKER

The school social worker plays a crucial role in the educational system by supporting students' social, emotional, and academic development. They collaborate with teachers, parents, and other professionals to address a wide range of issues that may affect students, such as mental health concerns, behavioral challenges, trauma, and family problems. School social workers also provide counseling and intervention services, helping students develop coping skills and navigate difficult situations. Additionally, they play a key role in crisis management and prevention, ensuring that all students feel safe and supported in their learning environment.

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 resides.

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 the 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 (9) periods of time with an intervention period in the morning (3rd period). 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	7:40 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. Students must sign out at the attendance window if leaving early.

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.

Mount Vernon Digital Academy, College Credit Plus, Knox County Learning Center and the Knox County Career Center are extensions of our school program; therefore, Mount Vernon students who attend the Knox County Career Center, the Knox County 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. Disregarding these procedures by any student may result in disciplinary action.

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.
Per ORC 3319.321, "Directory Information" may not be withheld from military recruiters unless the student's parent, guardian, or custodian request otherwise in writing.

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. House Bill 410

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. 5704** between 7:15 a.m. and 8:30 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.

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 an 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 missed work, whether or not for credit, since doing the work does help them keep current and become prepared for future exams.

ATTENDANCE AWARDS

1. Any student that is attending Mount Vernon High School that has perfect attendance based on the schedule they are given will receive a perfect attendance certificate.
2. Any student that is attending Mount Vernon High School that has perfect attendance with a minimum of 5 classes per school year will receive their Senior certificate and The Iron Attendance Award.

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, or emergency contact is listed on Parent Portal

TRUANCY (defined)

Once a student reaches 72 hours (or the district equivalent of twelve days within a school year) parents will receive a phone call and a written notice informing them of their student's attendance issue and a meeting will be requested at that time. If there is no response a third attempt to set a meeting time will occur. This will occur within a 7 day time period.

1. Once the meeting time is scheduled (with or without parents) the IAP team creates an attendance plan and places the student on attendance probation.

2. If the parents do not show for the meeting the IAP team will determine if Children's Services will be contacted.

3. At the conclusion of the probation meeting the student will receive a copy of the plan and sign off on the agreement. The plan will also be mailed to the parents within a 7 day time period.

4. Once the attendance plan is in place the 60 day probation period will begin. Truancy can be filed before day 61 if there is a blatant attempt by the student to disregard the probation plan. On day 61 truancy will be filed if attendance patterns have not changed. An example would be reaching the 22 day mark. (Please reference Am. Sub. H.B. 410)

If a student misses 30 hours in a row (or equal to 5 days) of no contact/no show the plan can be put in place following 1-4. If a student misses 42 or more hours in a school month (or equal to 7 days), the plan can be put into place following 1-4.

If a student totals the appropriate amount of hours within the last 21 days of school 1-4 will occur, however, probation will start over summer break. If the student does not follow through with summer probation truancy will be filed at the appropriate date when school is back in session in the fall.

Some items that may occur, but not limited to, during attendance probation:

- Loss of extra-curricular activities such as dances, sporting events, etc.
- Summer school during June and the beginning of August.
- Loss of early release and late start for qualifying students.
- Loss of Open Lunch for qualifying students.
- No parking pass/driving privileges.

TARDINESS AND LATE ARRIVALS

Mount Vernon High School is building a culture of accountability and time management for students throughout the education environment. If a student is not in their assigned classroom when the bell rings, the student is considered tardy.

Students arriving to school after 7:40 a.m. will be counted unexcused tardy per period up to a half day AM/PM unless properly excused tardy. These students should sign in at the Tardy Tables or Main Office upon entering.

The following sequence of consequences will be given by the number of offenses per each grading period.

1. 1st Tardy-The student will receive a minor referral and a warning from the staff member.
2. 2nd Tardy-The student will be issued a second warning the staff member will establish communication with the students parent or guardian.
3. 3rd Tardy-The student will be issued a lunch detention by the teacher assigning the third tardy.
4. 4th Tardy-The student will have a major written referral to the office, communication will be made with the home, and the student will be issued an after school detention by a school administrator.
5. 5th Tardy and beyond-The student will have a major written referral to the office. Consequences will include but are not limited to Friday School (2-3 hours), In-School Suspension (½ up to 2 days), and a conference with a parent or guardian. Consequences are per discretion of the administrative team.

**Failure to serve any punishment could result in a court referral, social probation, loss of driving privilege, revocation of parking permit, or any other punishment that administration deems fitting.
**Administration reserves the right to adjust consequences as they feel appropriate.

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 SCHOOL

Mount Vernon High School has initiated a Friday School program in an 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. 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.

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.

IN-SCHOOL SUSPENSION

The length of an in-school suspension may vary. This includes time-out from assemblies, pep rallies, etc… The sole activity in this room is silent study. All provisions listed under classroom expectations apply. Students may only be assigned by the Administration.

OUT OF SCHOOL SUSPENSIONS

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:

- Students will not attend school or any school-related activities during the suspension period.
- Students are not permitted on school property; a student who violates this guideline is subject to trespassing charges being filed.
- Parents are strongly encouraged to keep the student *at home* throughout the suspension.
- A student may be provided with his/her homework assignments. The completed assignments are to be returned to the teachers upon return to school.
- Projects, assignments, tests and quizzes can be made up. **Students will not be able to make up participation points for an out of school suspension.**

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. Schools that implement PBIS focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. The purpose of PBIS is to create an environment where everyone feels welcome, promote unity, and maximize learning.

Schools that have been successful in implementing school-wide positive behavioral interventions and supports describe the following benefits:

- Increases in attendance.
- Students self-reports of a more positive and calm environment.
- Teacher reports a more positive and calm environment.
- Reduction in the proportion of students who engage in behavioral disruptions.
- Reduction in the number of behavioral disruptions.

In accordance with PBIS universal guidelines, the PBIS expectations at Mount Vernon High School are designed to (1) provide a clear understanding of expected student behavior, (2) be few in number, (3) be positively stated and structured, (4) use familiar language, and (5) include example behaviors defined for purposes of instruction. These expectations are:

Focus: Building Community & Relationships at MVHS

ENVIRONMENT	ENVIRONMENT
Classroom	Classroom
Hallway	• Act with Purpose & Respect ○ Be on Time to Class ○ Use Appropriate Language & Behavior ○ Use Common Courtesy and Manners
Cafeteria	• Act with Purpose & Respect ○ Cleanup After Yourself & Wait Your Turn in line ○ Use common Courtesy and Manners ○ Use Appropriate Language & Behavior
Restroom	• Act with Purpose & Respect ○ Cleanup After Yourself ○ Wash your Hands for your Health and Health of Others ○ Respect the Facility and Others Privacy
Extra - Curricular	• Act with Purpose & Respect ○ Represent MVHS in a Positive Way ○ Be a Positive Team or Club Member ○ Give Effort and Get Better Each Day
Technology/ Chromebooks	• Act with Purpose & Respect ○ Use Devices when Appropriate ○ Respect the Privacy of Others ○ Think Before you Act

MOUNT VERNON HIGH SCHOOL

Home of the Yellow Jackets

"WE ARE ONE"

WHAT WE DO	HOW WE DO IT	WHY WE DO IT
Build Community	• Consider Every Perspective • Invest in Relationships • Support Each Other	Everyone Feels Valued
Embrace Growth	• Improve Every Day • Be Open to Change • Celebrate Every Success	Pride in Your Progress
Take Ownership	• Do What's Right • Act with Purpose • Create Your Journey	Good Choices, Great Experiences

STUDENT BEHAVIOR EXPECTATIONS

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:

- Breakfast is available for high school students from 7:20-7:35 a.m. in the cafeteria.
- Food purchased must stay in the cafeteria.
- Moving ahead of others in the lunch line is not acceptable.
- Loud or unusual noises are not acceptable in the lunchroom.
- **THROWING FOOD, PAPER, OR OTHER ITEMS IS UNACCEPTABLE.**
- **STUDENTS ARE TO REMOVE ALL MATERIAL FROM TABLES BEFORE LEAVING THE LUNCHROOM.**
- All disposable items are to be placed in waste cans provided throughout the room (recyclable goods should be placed in the appropriate bins).
- Students are to treat the monitors supervising the cafeteria with appropriate courtesy and respect.
- No student may go home for lunch except by special pass.
- Students are to remain in the cafeteria seating area until the end of the period.
- No food may be delivered to the cafeteria from outside vendors or food services.

FOOD SERVICES
Mount Vernon City School District participates in the National School Lunch Program and makes breakfasts and lunches available to all students free of charge. This change is effective for the 2024-2025 school year. Students may also bring their own lunch to school to be eaten in the school cafeteria. Carbonated beverages (pop) and candy are discouraged in the cafeteria. No student shall be allowed to leave school premises during the lunch period without written permission from the parent. Students leaving during the lunch period must be signed out in the Office and signed back in by the parent or adult when they return to school.

Even though Breakfast and Lunches are free for the 2024-2025 school year. It is still vitally important that families continue to fill out Free and Reduced Lunch application forms

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, reading, 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 the homeroom period 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.

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)

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.

PASSES IN BUILDING (HALL PASSES)

Mount Vernon High School is dedicated to providing a safe environment for all students and staff that minimizes interruptions to learning. The school will be using an online hall pass system, Securly Pass, to monitor students that leave class to use the restroom, library, locker, or any other school facility. All passes must be approved by a staff member before use. Students will receive a maximum of three (3) personal passes per day. Personal passes do not include Hive passes or passes administered by Tardy Tables, main office, or counselors' office. The number of personal passes can be adjusted and/or restrictions can be put in place for individual students by an administrator as a consequence for misconduct.

STUDENT 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 earbuds must be utilized when listening to music from a personal device. Bus drivers have 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.

STUDENT CONDUCT AT ASSEMBLIES

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/BACKPACKS

Students will be able to use backpacks throughout the school day. 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.

MAJOR OFFENSES (Principal's Discretion)

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

May result in expulsion from school and notification of appropriate law enforcement agencies. 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 DRUGS/ALCOHOL

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. A student shall not **buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of, facilitate and/or assist in the sale of narcotics, alcoholic beverages, drugs, drug paraphernalia, tobacco products, vapes/electronic cigarette devices, counterfeit controlled substances,** or **mood altering chemicals of any kind** on Board premises.

"*Possession*" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property.

"*Under the Influence*" is defined as manifesting signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class or any other behavior not normal for the particular student.

"*Mood altering chemical*" includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and the directions for proper use.

"*Instrument or paraphernalia*" shall include, but not be limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.

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 TOBACCO/VAPES

The Board of Education is committed to providing the students, staff, and visitors of Mount Vernon High Schoo[l] a healthy and safe 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, club type implements, or explosives. An explosive is defined as an object that is able or likely to shatter violently or burst apart, which includes bombs, fireworks, firecrackers, etc. 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 than the one who possessed the weapon, that student shall also be subject to that same disciplinary action.**

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.

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.

POLICY FOR 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 in 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. Reports can be made by contacting a high school administrator. Any student making a false report, verbal or written will be subject to school consequences.

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.

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.”

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

STUDENT DRESS CODE

Student appearance and/or apparel which is disruptive to the educational process or deemed inappropriate, this includes images or advertisements of inappropriate product/company endorsements (drugs, alcohol, weapons, pornography, etc.) by administration will not be permitted. All articles of clothing should cover cleavage, midriffs, and buttocks. Students are not permitted to wear pajamas or skin-tight articles of clothing. Leggings, as well as athletic pants, may be worn UNDER appropriate length dresses, skirts, or shirts and buttocks should be covered. Tank tops and camisoles are not to be worn individually. Something must be worn over top of them. Hats and athletic headbands are not to be worn in the building. All shorts and skirts must extend to three inches above the knee. Pants or shorts may not have excessive tatters/frays or any holes above the knees. Shoes must be appropriate for the academic setting (example: tennis shoes for gym class, closed toe shoes for labs and shop class).

- All articles of clothing should cover cleavage, midriffs, and buttocks.
- Students are not permitted to wear pajamas or skin-tight articles of clothing.
- Leggings, as well as athletic pants, may be worn UNDER appropriate length dresses, skirts, or shirts and buttocks should be covered.
- Tank tops and camisoles are not to be worn individually. Something must be worn over top of them.
- Hats and athletic headbands are not to be worn in the building.
- All shorts and skirts must extend to three inches above the knee.
- Pants or shorts may not have excessive tatters/frays or any holes above the knees.
- Shoes must be appropriate for the academic setting (example: tennis shoes for gym class, closed toe shoes for labs and shop class).
- Hooded garments may be worn, hoods are not to be up any time during the school day.

Students who fail to dress properly may be referred to the office and held from class until the situation is corrected. -Hooded garments may be worn. Hoods are not to be up any time during the school day-. Additional disciplinary action may be taken if dress code violations become repetitive.

ADMINISTRATIVE POLICY REGARDING CHEATING AND/OR PLAGIARISM

Academic integrity violations, including but not limited to cheating, plagiarism, unauthorized collaboration, forging or falsifying information, submitting another's work as one's own, helping another commit academic dishonesty, and unauthorized and/or uncited use of generative artificial intelligence engines such ChatGPT are serious offenses. Such violations may result in a failing grade on an assignment, failure of a class, suspension, or any other action deemed reasonable by an administrator. Should the student be a member of the National Honor Society, a violation will be grounds for discipline and/or 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.

CELL PHONE & ELECTRONIC DEVICE USAGE

Mount Vernon City Schools Student Cell Phone Policy

The Board of Education of Mount Vernon City Schools has determined that cell phone use during school hours should be limited to support school environments in which students can fully engage with their classmates, their teachers, and instruction.

This policy's objective is to strengthen Mount Vernon City Schools' focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research:

Research shows that student use of cellphones in schools negatively affects performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has also led to higher levels of depression, anxiety, and other mental health disorders in children. Additionally, excessive use of cell phones during school hours can contribute to cyberbullying, facilitated by instant messaging and social media platforms, which further exacerbates anxiety and depression. Moreover, constant access to cell phones reduces face-to-face interactions, which is crucial for developing social skills. By implementing a structured cell phone policy, we aim to mitigate these risks and create a safer, more focused learning environment.

II. Applicability

This policy applies to students' cell phone use on school property during school hours. It takes into account students' age and maturity levels through grade-level bands.

I. Elementary School (Grades K-5):

- Policy: Student cell phones are prohibited from 9:00 AM to 3:30 PM during the school day.

- Rationale: Elementary students are encouraged to focus on learning and social interactions without the distraction of cell phones.

II. Middle School (Grades 6-8):

- Policy: Students are prohibited from using cell phones during class periods, Flex, and lunch. They may check their phones during the 3-minute transition times between periods for parent communications.

- Rationale: Middle school students are given limited opportunities to use their phones to contact parents while minimizing distractions during instructional time.

III. High School (Grades 9-12):

- Policy: Students are prohibited from using cell phones during class periods, HIVE, and study hall. They may check their phones during the 4-minute transition times between periods and at lunch.

- Rationale: High school students are allowed more flexibility to manage their communications while ensuring that academic time is prioritized.

III. Emergency Communication:

- Parental Concerns: Parents who believe they need constant contact with their children in case of emergencies can rest assured that the district has protocols and procedures for emergency communications.

- Protocol: In specific emergency situations, the district can quickly notify students if parents call the office. Students can use the office phone to contact parents in case of an emergency at school.

- Definition of Emergency: An emergency in a school setting is any situation where a student's immediate safety, health, or well-being is at risk and requires urgent communication or action. This includes sudden illnesses or injuries requiring immediate medical attention, situations involving threats to the physical safety of students, and critical family emergencies like serious illness, injury, or death in the family.

In such emergencies, parents should contact the school office, which will promptly relay the information to the student. Students are also allowed to use the office phone to contact parents in case of an emergency at school.

IV. Cell phone storage:

- Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a secured cell phone pouch provided by the district, at all times when cell phone use is prohibited. The secured cell phone pouch is the property of MVCSD; students will be held responsible for any lost, stolen, or damaged pouches.

V. Progressive Discipline for Policy Violations:

First Offense:

- Action: Student receives a first warning.
- Contact: Family is contacted.

- Procedure: The Student reports to the office with their phone and obtains a secured cell phone pouch. The phone must stay in the pouch until the end of the school day. At the end of the day, the student can report to the office to have the pouch removed.

Second Offense:
- Action: Student receives lunch detention.
- Contact: Family is contacted.
- Procedure: The Student reports to the office with their phone and obtains a secured cell phone pouch. The phone must stay in the pouch until the end of the school day. At the end of the day, the student can report to the office to have the pouch removed.

Third Offense:
- Action: Student loses the privilege of having a cell phone during school.
- Contact: Family is contacted.
- Procedure: The phone must stay at home or be checked in at the office at the beginning of the day. The student reports to the office with their phone and obtains a secured cell phone pouch. The phone must stay in the pouch until the end of the school day. At the end of the day, the student can report to the office to have the pouch removed.

Any further violations of the cell phone policy may result in increased disciplinary action, including suspension or referral to law enforcement.

VI. Policy Review and Modifications:

The cell phone policies will be reviewed regularly to ensure they continue to meet the needs of students, parents, and the educational environment. The district reserves the right to modify these policies as needed based on new research, feedback, and changing circumstances.

This policy aims to create a focused learning environment while addressing the communication needs of parents and students.

PURPOSE OF HIVE

Hive serves as a dedicated intervention period aimed at providing tailored support to students. This structured environment allows our staff to foster meaningful connections with students while offering additional assistance, enrichment opportunities, and the chance to catch up on assignments.

During Hive, it is essential that students remain focused on instructional and academic activities. The use of phones, headphones, earbuds, or AirPods will not be permitted during Hive unless explicitly authorized by the teacher for academic purposes. Any unauthorized phone usage will result in confiscation and referral to the office, in accordance with our Electronic Device Usage policy.

Students eligible for the Hive incentive may use their phones upon reporting to the theater or library. However, if these students decide to stay in Hive, once they enter Hive, phone usage will not be allowed. This policy ensures that all students maximize their time for academic engagement and growth during Hive.

HIVE INCENTIVE

Hive incentive is an initiative at Mount Vernon High School to help promote student success and engagement in their education. Incentive will take place during the Hive period everyday except the first day of school each week and during special events. Students that earn incentive can either choose to go to the library or theater where they are permitted to talk, play games, listen to music, use their phones, etc. Attendance, tardiness, grades, and behaviors will all be used bi-weekly to determine which students earn incentive. For students to earn incentive, they must meet the following expectations that will be check bi-weekly:

1. No unexcused absences or tardies
2. No minor or major behavior referral
3. Maintain a C+ average or higher in all classes

CODE OF REGULATIONS FOR STUDENT CONDUCT

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:

- 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
- Misconduct by a student that, regardless of where it occurs, is directed at a district employee or the property of an official or employee, or is disruptive to the school's educational program. Any student engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code. 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. Interfere with the ability to maintain an appropriate educational climate. This could include turning in false fire, tornado, bomb, disaster or other alarms or inducing panic by any other means.
2. Damage or destruction of school property, private property, property of school employees, or property of other students.

3. Theft/Possession of school property, private property, or school personnel's property without proper authorization.
4. Bullying/Harassment
    a. sexual or racial 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. This could also include the coercion of another, including the victim, to do any act that creates a risk of mental or physical harm.
5. Fighting, hitting, or unauthorized touching of another person.
6. Engaging in any activity or manner of conduct, either passive or active, that would present a safety hazard or disrupt or interfere with the operation of the school or any part of the school process, including curricular or co-curricular activities.
7. Defying valid authority, disrespecting, or failing to comply with the directions/policies of teachers, supervisors, administrators, or other school personnel.
8. Abuse of another. No student shall use 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.
9. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
10. Use or copy the school work of another or present it as his/her own without proper attribution or cheat in any way, or falsify/forge any document including school, or school-related, documents. Presenting the work of someone else or artificial intelligence (AI) as one's own in order to obtain a grade is considered to be plagiarism. This includes, but is not limited to, copying another student's assignment, quiz/test answers, and plagiarism. Violation of this policy may result in zero credit for assignments or work involved.
11. Any violation of the Computer Acceptable Usage Policy of the District.
12. Gambling is prohibited.
13. Possess, buying, selling, transferring or use of tobacco/nicotine products (including lighters, matches or any other similar device), look-alike tobacco products in any form including electronic, "vapor", or other substitute forms of cigarettes or lighters; In addition to the disciplinary action taken by school officials, students possessing and/or using tobacco products including electronic, "vapor", or other substitute forms of cigarettes may be reported to the appropriate law enforcement/juvenile court officials.
14. Possess, sell, transfer, offer to sell, use, conceal, exhibit symptoms of usage, be under the influence of or transmit any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, herbs and supplements, drug paraphernalia, inhalant or mind-altering substance, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the following items or assist anyone who has any involvement or be in the company of anyone while that person is smoking or otherwise ingesting or taking any of these substances. "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. Use of an over-the-counter medication or medication authorized by medical prescription from a licensed physician shall not be considered a violation of this rule so long as parents and guardians have completed the appropriate forms with the prescribing physician's signature for the administration of medication at school. All medication shall be kept in the security of school personnel. "Under the influence" is defined as manifesting signs

of drug, chemical or alcohol misuse such as, but not limited to, staggering, reddened eyes, order of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

15. Possession, concealment, or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns (tasers/stun 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, screwdrivers, knives, etc.
16. Use profanity, abusive language, libelous material, or obscene gestures not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material.
17. Distribution, including electronic distribution, of pamphlets, leaflets, buttons, insignia, etc., and/or the placing of signs without the permission of the proper school authority. This could include any underground publications, party promotions, or any other unauthorized material that could be disruptive to the school (this could include class assignments).
18. Truancy and/or excessive tardiness.
19. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority. This could include not being in the assigned area (skipping class) and/or leaving school property, after arrival to school, during school hours without the permission of proper authority.
20. Violate student dress code.
21. Promote, participate in, identify with, or be involved in any manner with gang and/or hate-group related activities.
    Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
22. Willfully aiding another person to violate school regulations.
23. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
24. 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.
25. Violation of any Board rule, regulation or policy.
26. Failure to abide by rules and regulations set forth by Administration for student driving and parking.

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 only be placed in designated areas determined by the office.
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.

EMERGENCY MEDICAL FORM

It is the responsibility of both student and parents to complete school required forms electronically through the Parent Portal. Students have the first full week of school to have forms submitted and approved. Failure to complete forms will result in non-participation in school activities and/or disciplinary action. 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.

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.

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, and diplomas will not be released to any student who fails to clear all fines and fees.

STUDENT FEES

We are pleased to announce that for the 2024-2025 school year, all Student Academic Fees will be waived for all Mount Vernon City School students. This initiative aims to support our families and ensure that every child has access to the resources they need without financial burden.

Previously, student fees helped to underwrite part of the cost of consumable items used at school. For Grades K-5, the fee was $30.00. These fees are no longer applicable, and there is no need to make any payments for student academic fees this year.

We hope this change will positively impact our students and their families. If you have any questions or need further information, please contact the school office.

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. A state issued photo ID is required to sign in. 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.

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.

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.
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.
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 the 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 by 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 buses.
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, STUDENTS MAY BE FINED, OR OTHER DISCIPLINARY ACTION TAKEN.)

HEALTH SERVICES

CLINIC INFORMATION

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

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

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

ILLNESS DURING SCHOOL DAY

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

MEDICATION TO BE ADMINISTERED BY SCHOOL PERSONNEL

(Prescription or OTC Medication - Stored in Clinic)

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

NONPRESCRIPTION MEDICATION WITHOUT SUPERVISION

Self-Administered (HS use ONLY)

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

OTHER MEDICATION INFORMATION

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

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

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

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

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

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

CONTAGIOUS DISEASES IN THE SCHOOL SETTING

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

Examples of common diseases in the school setting:

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

- Mononucleosis (Mono) - student may return to school once temperature is below 100 degrees
- Mumps - student may return 5 days after onset of parotid swelling
- MRSA - student may return to school 24 hours after beginning treatment or is deemed non-communicable by a physician
- Pinworms - student may return to school after completing appropriate treatment prescribed by a physician
- Ringworm - student may return to school 24 hours after beginning treatment
- Rubella - student may return 7 days after onset of rash
- Scabies - student may return to school 24 hours after beginning treatment
- Scarlet Fever/Strep Throat - student may return to school 24 hours after beginning antibiotic treatment
- Shingles - all lesions must be covered until dry
- Viral Meningitis - student may return to school once temperature is below 100 degrees
- Whooping Cough (Pertussis) - student may return to school after completing 5 days of antibiotic therapy and when all symptoms have cleared

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

IMMUNIZATIONS

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

Vaccines	IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT/Td Diphtheria, Tetanus, Pertussis Tdap	**Kindergarten** Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. * **Grades 1-12** Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. **Grades 7-12** One (1) dose of Tdap vaccine must be administered prior to entry. **
Polio	**K-9** Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** **Grades 10-12**

	Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles Mumps Rubella	**K-12** Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	**K-12** Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	**K-9** Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. **Grades 10-12** One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	**Grades 7-10** One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. **Grade 12** Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

For additional information visit:
https://cdc.gov/vaccines/schedules/index.html
https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-School/

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 under your teacher's instruction. 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 a secured area until notified by administration that all is clear. Students should avoid open areas such as the parking lots, gym, cafeteria, and library. Students may be evacuated at the discretion of staff/administration.

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, technical school, military, financial aid and scholarships, SAT and ACT materials, and other information helpful in making career and personal decisions. They also have the PE waiver application.

CUSTODY

The school office must 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.

END OF COURSE (EOC/OST) ASSESSMENTS

End of Course Exams

Students are required to take End of Course assessments annually in the following courses throughout high school: ELA 10, Algebra 1, Geometry, Biology, US History, and US Government. Students must achieve a competency score on ELA 10 and Algebra 1 of a 684 scale score to be considered competent to graduate. Additionally, students are required to earn at least two seals on their diploma to demonstrate readiness, one of which must be a state seal. Seals can be earned through passing certain EOC assessments with a score of a proficient (Biology, US History, and US Government) or grades can be used as a substitute. There are provisions for

converting Advanced Placement test scores and College Credit Plus grades into EOC test scores. These are clearly defined at: http://education.ohio.gov/Topics/Ohio-Graduation-Requirements

III. ACADEMIC INFORMATION

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%	C	72.5 – 77.49%
A-	90.0 – 92.49%	C-	70.0 – 72.49%
B+	87.5 – 89.99%	D+	67.5 – 69.99%
B	82.5 – 87.49%	D	62.5 – 67.49%
B-	80.0 – 82.49%	D-	60.0 – 62.49%
C+	77.5 – 79.99%	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.

~~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.

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 an 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. End-of-Course Assessments, 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
Biology or Applied Science	1 credit
World 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
Life Science	1 credit
Physical Science	1 credit
World History	1 credit
U.S. History	1 credit
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	3 credits
Science	2 credits
Social Studies	2 credits

Fine Art	1 credit
Electives	3 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	GradPoint Courses
College Courses	TechPrep Consortium Courses
Tutorial Programs	College Credit Plus Courses

Credit Flex Option
Mount Vernon Digital Academy (MVDA)
(Information and time lines available in the Guidance Office)

SCHEDULE CHANGES

As you plan your course selections, consider your choices carefully because those choices have far ranging implications that affect all students. The master schedule of classes is developed according to course selections and designed to accommodate as many student choices as is possible.
It is important for students to carefully consider courses they plan to take the following year. Course requests are used to determine staffing and teaching assignments. Because of this, schedule changes must be kept to a minimum. Changes requested after the master schedule is completed affect its effectiveness and make it very difficult to ensure the maximum availability of courses to other students.

1. Circumstances for schedule changes
    a. Graduation requirement needs to fit into student's schedule.
    b. Courses completed over the summer may require a level change at the beginning of the school year.
    c. Medical issues may necessitate a change. Doctor note may be requested.
    d. Courses may have been scheduled without proper credit for prerequisites.
    e. Changes in a school-sponsored program, may dictate changes .
    f. Technical error in scheduling program.
    g. Changes authorized by administration.
2. Circumstances where schedule changes may NOT be granted
    a. Student wants to drop a course required for graduation.
    b. Student does not like teacher or students in class.
    c. Student does not like the time of day the course is taught.
    No changes to lunch period
    d. Student is unhappy with the course workload.

e. Number of classes will drop below number required for graduation and/or athletic eligibility.
f. Student wants to drop due to extracurricular activities.
g. Student wants to drop for work activities (not part of school sponsored (program).

3. Dropping Courses
   a. Student may drop a course within the first 10 days of the class.
   b. Student will receive an "F" for any course dropped after the deadline without administrative exception being granted. This will be counted in the student's Grade Point Average.
4. Adding Courses
   a. Student may add a course within the first five days of the start of the course.
   b. Courses needed for graduation may be added past the deadline.
5. Level Changes
   a. Student, parents, and teachers may request a level change with administrative approval.
6. Teacher Changes:
   a. Teacher requests cannot always be accommodated due to the constraints of master schedule. If you have concerns about the teacher that is scheduled, please try to contact the teacher to work out any issues. If this cannot be resolved, you may pursue the matter with the building principal.

ALL SCHEDULE CHANGES MUST BE REQUESTED IN WRITING AND WILL REQUIRE A PARENT SIGNATURE, BEFORE THEY ARE CONSIDERED.

GRADUATION REQUIREMENTS

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

Subject	Credits	Description
English	4	Must earn ½ credit of U.S. Literature & ½ credit of writing.
Math	4	Must include 1 credit of Algebra 1, Geometry and Algebra II or its equivalent, and fourth math.
Science	3	1 credit of Biology, 1 credit of Physical Science and 1 Advanced Science credit.
Social Studies	3	US History or KAP American History, World History or AP European History, American Government & Economics or AP Comparative Government.
Health	½	1 Semester
Physical Education	½	2 Semesters or PE waiver
Fine or Performing Art	1	1 credit of Fine or Performing Art *at least 2 semesters from grades 7-12
Electives	4	Class of 2026 will need ½ credit of Financial Literacy course.
Total Credits Required	20	

CRITERIA FOR DIPLOMA WITH HONORS

The State of Ohio has created several options to receive a Diploma with Honors. Please click here to access these areas: Academic Honors Diploma, Career Tech Honors Diploma, Arts Honors Diploma (includes dance, drama/theater, music, and visual arts), and Social Science & Civic Engagement Honors Diploma. Portfolio presentations required through the Honors Diploma are to be student lead.

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 announcements and listed on Naviance.

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
3. bring a note from parent/guardian giving their permission to leave school.)
4. The student must complete and submit a pre-plan absence form prior to the college visit.
5. The student must bring back a letter verifying a 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"

Requirements for Academic Letter are being revised and will be updated by September 1, 2024.

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.**

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 the

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.

MOUNT VERNON CITY SCHOOLS GUIDELINES FOR ATHLETES

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

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

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

CO-CURRICULAR ELIGIBILITY

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 each co-curricular specific requirement. Ex: Musicals, plays, athletic events, forum show, etc.

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 midriff**

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.

FORUM SHOW - In the Spring, the Forum Book (yearbook) puts on the high school talent show. Acts range from singing , dancing, ensembles, and bands to comedy, drama and special acts. If you want to showcase your talents, this is the opportunity for you. Listen for the announcements in January for audition times and dates or contact the yearbook staff.

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 11:00 p.m.

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 the 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 competitions. 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 by members of the Concert and Symphonic Bands. The band performs several times throughout 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 year long course which meets every day.

CONCERT CHOIR

Concert Choir is a SATB group. This choir is open to all high school students and there is no audition requirement. This is a year long 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.

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 meetings.

OTHER CLUBS & ORGANIZATIONS

- In The Know (Academic Competition Club)
- ~~Latin Club~~
- Musicals and Drama
- Spanish Club
- French Club
- Senior Freshman Mentorship
- Senior Class Officers
- Junior Class Officers
- Student Council
- Robotics Club
- MVTV
- Science Club
- FFA (Future Farmers of America)
- Gaming Club
- Key Club
- Boots & Bindings (Ski) Club
- Art Club
- Sustainability Club
- Gaming Club

*Contact Activities Office for an updated list of co- and extracurricular activities

SCHOOL BOOSTER ORGANIZATIONS

Parents are encouraged to become involved with parent groups to provide support for our students: 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.

HIGH SCHOOL DAILY BELL SCHEDULE
(47 Minute Periods)

PERIOD 1	**7:40 – 8:27**
PERIOD 2	**8:31 – 9:17**
PERIOD 3	**9:21 – 9:51 HIVE**
PERIOD 4	**9:55 – 10:41**
PERIOD 5	**10:45 -11:34**
PERIOD 5	**10:45-11:15 (LUNCH)**
PERIOD 6A	**11:19-12:05**
PERIOD 6	**11:35 - 12:05 (LUNCH)**
PERIOD 6C	**11:35 - 12:21**
PERIOD 7	**12:09-12:55**
PERIOD 7	**12:25 - 12:55 (LUNCH)**
PERIOD 8	**12:59 - 1:45**
PERIOD 9	**1:49 - 2:35**

TWO HOUR DELAY SCHEDULE
NO HIVE *No Breakfast offered before school
(34 Minute Periods)

PERIOD 1	**9:40 - 10:14**
PERIOD 2	**10:18 - 10:52**
PERIOD 4	**10:56 - 11:30**
PERIOD 5	**11:34 - 12:08**

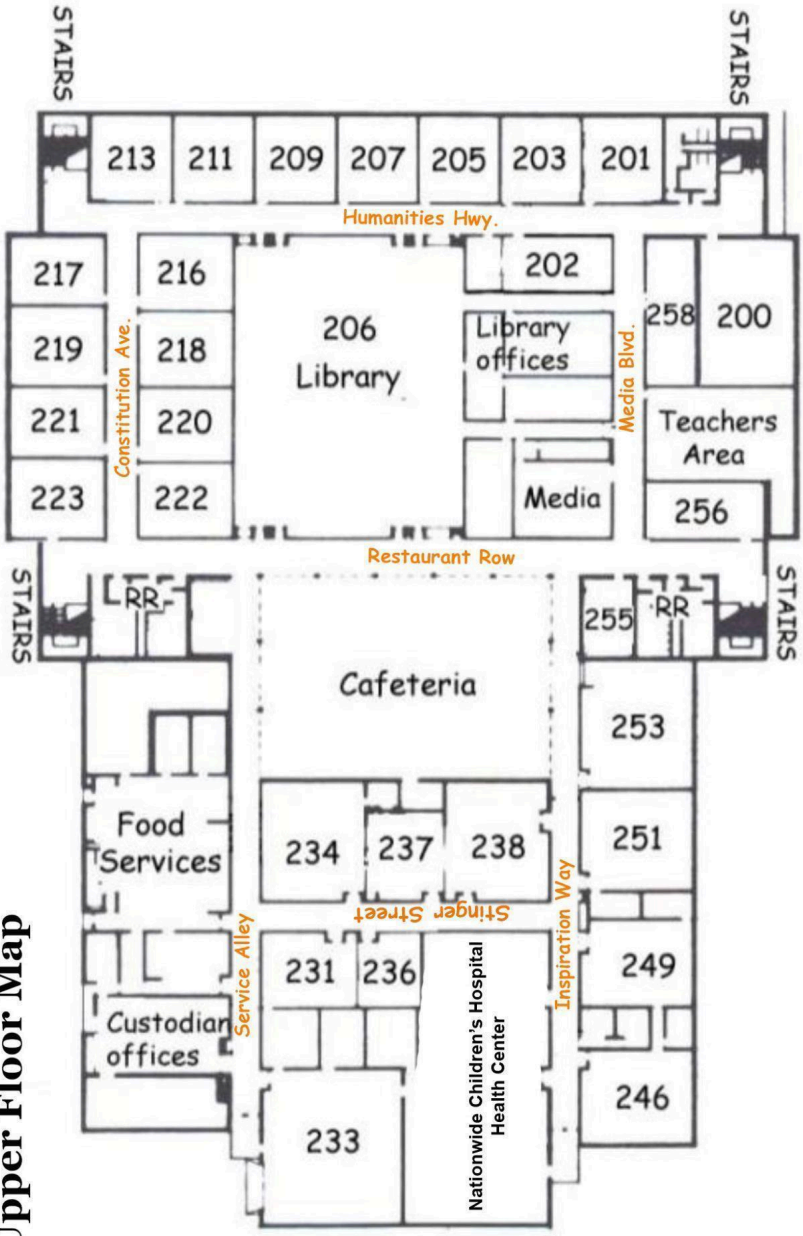
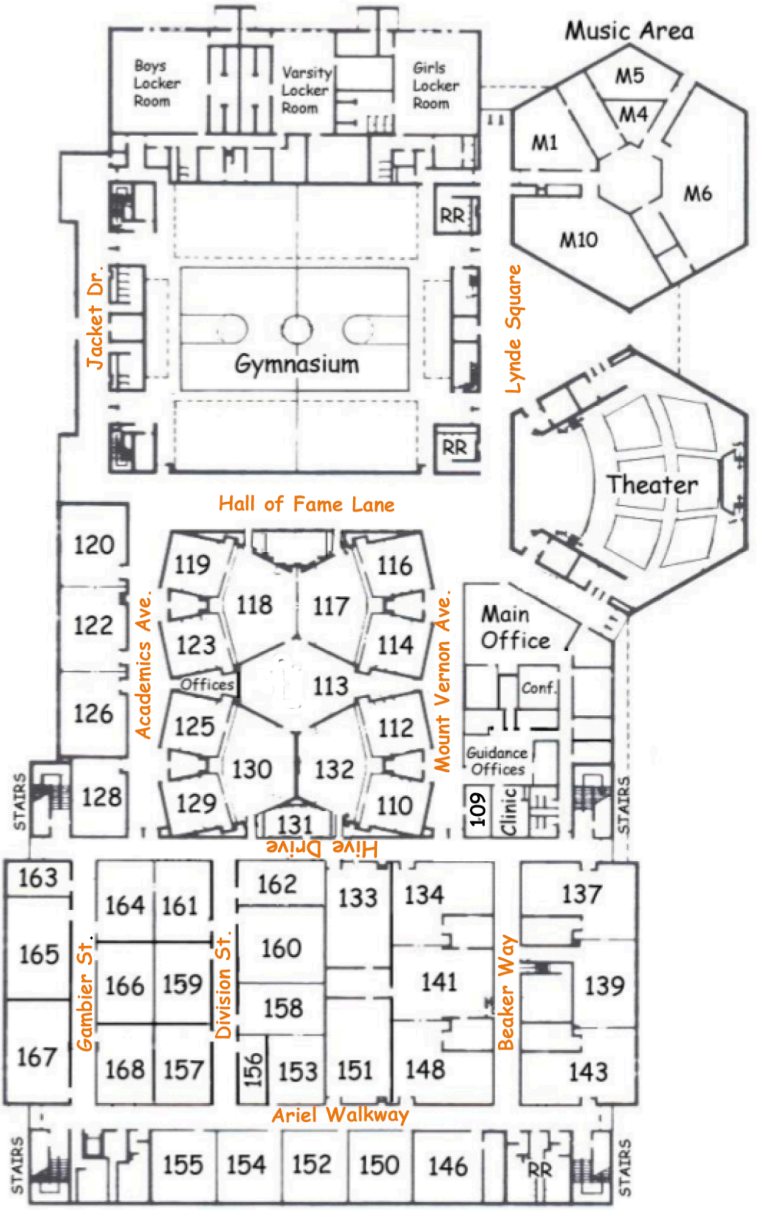
PERIOD 5	**11:34 - 12:04 (LUNCH)**
PERIOD 6A	**12:08-12:42**
PERIOD 6	**12:12 - 12:42 (LUNCH)**
PERIOD 6C	**12:12 - 12:46**
PERIOD 7	**12:46 - 1:20**
PERIOD 7	**12:50 - 1:20 (LUNCH)**
PERIOD 8	**1:24 - 1:58**
PERIOD 9	**2:02 - 2:35**

ASSEMBLY SCHEDULE
(46 Minute Periods)

PERIOD 1	**7:40 – 8:27**
PERIOD 2	**8:31 – 9:17**
PERIOD 4	**9:21 – 10:07**
PERIOD 5	**10:11 – 10:57 (Lunch 10:11 – 10:41)**
PERIOD 6A	**10:45 – 11:31**
PERIOD 6	**11:01 – 11:47 (Lunch 11:01 – 11:31)**
PERIOD 7	**11:35 – 12:21 (Lunch 11:51 – 12:21)**
PERIOD 8	**12:25 – 1:11**
PERIOD 9	**1:15 – 2:01**
Assembly	**2:05-2:35**

(Students remain in 9th period until dismissed for assembly)

Upper Floor Map



Lower Floor Map