

2017 – 2018
MVHS
STUDENT
HANDBOOK



MOUNT VERNON HIGH SCHOOL QUICK FACTS

- School colors: maroon and white
- Team name: Mustangs
- Athletic Conference: WaMaC
- District website: www.mountvernon.k12.ia.us
- Phone numbers:
 - High School: 895-8843
 - Attendance line: 895-8843, ext. 4020
 - Counseling office: 895-8843, ext. 4119
 - School nurse: 895-8843, ext. 4223
 - AP/AD secretary: 895-8843, ext. 4003

INTRODUCTION

Mount Vernon Community School District is a comprehensive school district that exists to serve its students, the community, the state, and our nation. Our district offers a varied instructional program serving a wide spectrum of student needs and abilities. Individual students will have a four-year plan designed to meet their learning, social, and emotional needs.

This handbook is a collaborative guide for students, parents, and MVHS staff. Its purpose is to promote a common understanding of the policies and procedures for Mount Vernon High School.

ACADEMIC CLIMATE

We are proud of each of our students at Mount Vernon High School. In order to provide the best education for all of our students, our staff expects the following:

- **RESPECT THE RIGHTS OF OTHERS.** Every student has a right to an education, including one free from harassment.
- **ORDERLY BEHAVIOR.** Students should conduct themselves in an orderly and mature manner while at school.
- **PROMPTNESS AND EXCELLENT ATTENDANCE.** Students are to be on time for class and to miss school only when absolutely necessary.
- **GOOD STUDY HABITS.** Students are expected to devote time daily during and outside of school hours to study and complete homework.
- **MUTUAL TRUST.** The staff and students of Mount Vernon High School interact on a basis of trust and mutual respect. Students are expected to model responsible citizenship within our school and community.

ASBESTOS

School personnel are sensitive to the potential danger associated with the presence of asbestos within our school buildings. All district buildings are inspected on a regular basis. The Environmental Protection Agency (EPA) requires all students, staff, and parents be informed of the presence of asbestos in our schools and what steps have been taken to eliminate any danger to humans.

A record of periodic inspections, a diagram of the locations of asbestos-containing materials, and a copy of relevant EPA regulations are available in each school's main office and the office of the Superintendent of Schools.

ASSEMBLIES

All students are expected to attend our school assemblies unless prior written approval to be excused has been granted by the principal. Students are expected to practice appropriate audience behaviors during assemblies. Students will be removed and disciplined for disruptive behaviors.

ATTENDANCE EXPECTATIONS AND PROCEDURES

Absences

Regular school attendance is one of the most important aspects of school success. Research confirms that regular attendance enhances student achievement and learning. Parents partner with high school staff to encourage regular school attendance for all MVHS students. The following attendance procedures are designed to promote regular school attendance for each class:

- All absences will be recorded by class period.
- Absences must be verified by a phone call from a parent or guardian within 48 hours of the date of the absence. It is best to phone the school (895-8843) on the same day of the absence.
- **Students will be responsible for completing missed schoolwork within a timely manner for any absences. Homework assigned previous to the absence will be due upon the student's return to school. Example: If the student was absent on Monday, all work that was to be turned in on Monday will be due immediately upon the student's return to school. For work assigned on the day a student is absent, the student and teacher will work together to create a timeline to complete the work.**
- School officials will determine whether a reported absence will be recorded as *excused* or *unexcused*.

Consequences for unexcused absences will include the following actions:

- **1st or 2nd unexcused absence in any one class period** – consequence is at the discretion of the teacher. This may include a before or after school detention to be served within 24 hours of the absence.
- **3rd unexcused absence in any one class period** - a phone call to parent/guardian will be made to discuss the absences and the teacher may assign a before or after school detention.
- **4th unexcused absence in any one class period** - a meeting will be held with student, parent/guardian, teacher and administrator to discuss the viability of continuing the class. This may result in removal of the student from the class with a failing grade.

Excessive Absences:

- After 5 absences per semester, excused or unexcused, a letter will be sent to the student's parents/guardians reminding about the attendance policy.
- After 7 absences per semester, excused or unexcused, a phone call will be made to the student's parents/guardians regarding attendance.
- After 10 absences per semester, excused or unexcused, an administrator will address the issue through a conference with the student and his/her parents/guardians. Hospitalization or extended illness under doctor's care will be considered an exception to this conferencing requirement.

Tardiness

Students are expected to arrive to class on time. Teachers will take attendance within the first 5 minutes of class. If a student arrives after attendance has been recorded, the student must return to the office for an admit pass.

Any tardy may be assigned a detention by administrators, teachers, or office staff.

Detentions as Consequences

- Students who are assigned detentions must make arrangements to serve the detention immediately after school on the day the detention was assigned **unless** other arrangements are made with the teacher who assigned the detention. Administration may also make adjustments to the time a detention may be served.
- Students who fail to serve an assigned detention will be issued an additional detention. If a student continues to skip assigned detentions, administration will decide the appropriate consequences, up to and including in-school or out-of-school suspensions.

BUS REGULATIONS

Students are responsible to the bus driver while on the vehicle, loading, unloading, or leaving the vehicle. The driver has the authority to discipline students who do not satisfactorily follow all bus regulations. The driver may also notify the school principal of inappropriate student behavior. The driver, sponsors, and chaperones are to follow all school district policies, rules, and regulations for student violations, and the good conduct policy is in effect.

Students riding in school district vehicles will adhere to the rules listed below:

- Be at the designated loading location before the scheduled arrival time.
- Wait for the vehicle to come to a complete stop before entering or exiting.
- Exit buses using the front door except in emergencies as directed.
- Depart only at your designated location unless written permission to get off at an alternative location is given to the driver.
- Stay at least ten (10) feet away from the front of the vehicle when walking in front of the vehicle to cross a roadway. Exit the bus, look in both directions, and wait for the driver's signal before starting across the roadway.
- Do not extend arms, heads, or personal items out of the vehicle's windows.
- Do not throw any object inside or outside the vehicle.
- Obtain permission of driver before opening windows.
- Sit in an assigned seat if directed to do so by the driver.
- Keep feet on floor of vehicle and off the seats.
- Avoid using an excessively loud voice while riding.
- Avoid roughhousing, crowding, or pushing while riding, entering, or exiting.
- Use waste containers on vehicles to dispose of all trash.
- Keep aisles of buses clear at all times.
- Assist younger riders in following all bus regulations.
- The good conduct policy is in effect and will be enforced.
- Remain seated while on bus.

CARE OF SCHOOL PROPERTY

The high school building and grounds reflect our pride in the Mount Vernon community. Every student is encouraged to assist our staff in maintaining a neat, clean school environment.

Students are not allowed to mark walls, lockers, or desks. Defacing, abusing, or destruction of school property or equipment will result in disciplinary action. Students will be charged for repair or replacement costs incurred by the school.

CHANGE OF LEGAL STATUS

If a student's legal status (i.e. name change, custodial care change) should change during the school year, the parent or guardian must notify the high school office in order to keep current, accurate information on each of our students.

CHILD ABUSE

It is the policy of the Mount Vernon Schools that any employee who has reason to believe that a student has been abused, as defined by law, must report to the Department of Human Services. Legal reference: Chapter 35A, the Code of Iowa. The level one investigator for suspected abuse by a district employee is our school nurse.

COURSES – STUDENT DROP / ADD REQUESTS

At Mount Vernon High School the staff believes all students can learn and need to be in challenging and rigorous classes. Students are responsible for determining and accepting the course of study for which they register. They must plan very deliberately, always keeping in mind high school graduation requirements, individual abilities and interests, and post high school plans. Schedule adjustments will be made for academic reasons only. In many cases, parent permission will be required, but does not guarantee a schedule adjustment. Students are to limit their visits to the counselor's office to make schedule changes to "one and done".

Students must request to drop or add courses within the first three (3) days of each semester. Dropping a class after the third day of a semester will result in a grade of "F" on the student's transcript. Drop / Add forms requiring parent and teacher signatures may be used to make any schedule change.

Schedule changes are limited and will be based on the following criteria:

1. Will be made during your free time only. You will not be excused from classes to make changes.
2. Only adds or drops allowed. Shuffling of classes to align free time or change teachers is not acceptable.
3. No additions to sections that are full.
4. Changes can be made for legitimate educational reasons. If you have extenuating circumstances that you believe justify a schedule change, please see the counselor.

Unless there are unusual circumstances, the counselor will not allow changes such as:

- a. to change teachers
 - b. to change lunch periods
 - c. to change to a friend's class
 - d. to change to a section with more students.
5. Administrative approval may be required for some schedule changes.

6. MVHS will follow the Kirkwood policies for courses taken on the Kirkwood campus or for online Kirkwood offerings. For Kirkwood courses taken on our campus (ex. Menu Planning/Nutrition, College Statistics), we will follow MVHS procedures.
7. In rare circumstances, students may be dropped from a course with a **Medical Withdrawal**. Students will need the correct paperwork from a physical or mental health care provider. Documentation must be in writing describing the absences & the medical procedures taking place with the student.

CLASS SCHEDULES

REGULAR DAY SCHEDULE

Early Bird	7:15 - 8:00
Period 1	8:15 - 9:07 (52 minutes)
Period 2	9:11 - 10:03
Period 3	10:07 - 10:59
Period 4	11:03 - 12:27
A Lunch	11:03 - 11:31 (28 minutes)
A Class	11:35 - 12:27 (52 minutes)
B Class	11:03 - 11:55 (52 minutes)
B Lunch	11:59 - 12:27 (28 minutes)
Period 5	12:31 - 1:23
Period 6	1:27 - 2:19
Period 7	2:23 - 3:15

EARLY DISMISSAL SCHEDULE

Early Bird	7:15 - 8:00
Period 1	8:15 - 8:48 (33 minutes)
Period 2	8:52 - 9:25
Period 3	9:29 - 10:02
Period 4	10:06 - 10:39
Period 5	10:43 - 11:16
Period 6	11:20 - 12:22
A Lunch	11:20 - 11:45 (25 minutes)
A Class	11:49 - 12:22 (33 minutes)
B Class	11:20 - 11:53 (33 minutes)
B Lunch	11:57 - 12:22 (25 minutes)
Period 7	12:26 - 1:00

**TWO-HOUR DELAY SCHEDULE
(NO EARLY BIRD)**

Period 1	10:15 - 10:50 (35 minutes)
Period 2	10:54 - 11:29
Period 3	11:33 - 12:39
A Lunch	11:33 - 12:00 (27 minutes)
A Class	12:04 - 12:39 (35 minutes)
B Class	11:33 - 12:08 (35 minutes)
B Lunch	12:12 - 12:39 (27 minutes)
Period 4	12:43 - 1:18
Period 5	1:22 - 1:57
Period 6	2:01 - 2:36
Period 7	2:40 - 3:15

Please note that when a 2-Hour Delay is announced, there are NO EARLY BIRD CLASSES AND 1ST PERIOD WILL BEGIN AT 10:15 a.m. The following full day of school will then start with the Early Bird day that was missed. Example: If we have a late start with no "A" Early Bird, then the next full day of school will begin with "A" Early Bird classes.

THURSDAY BLOCK SCHEDULE

Early Bird	7:15 - 8:00
Block 1	8:15 - 9:40 (85 minutes)
Block 3	9:46 - 11:11
Lunch	11:15 - 12:15 (1 hr. Lunch/Break)
Block 5	12:19 - 1:44
Block 7	1:50 - 3:15

FRIDAY BLOCK SCHEDULE

Early Bird	7:15 - 8:00
Block 2	8:15 - 9:40 (85 minutes)
Block 4	9:46 - 11:11
Lunch	11:15 - 12:15 (1 hr. Lunch/Break)
Block 6	12:19 - 1:44
MTSS	1:50 - 2:10 (Home Room)
Skinny A	2:13 - 2:43
Skinny B	2:45 - 3:15

**TWO-HOUR DELAY BLOCK SCHEDULE
(NO EARLY BIRD)**

Period 1/2	10:15 - 11:10 (55 min)
Lunch	11:14 - 12:14 (1 hr. Lunch/Break)
Period 3/4	12:19 - 1:14
Period 5/6	1:20 - 2:15
Period 7/MTSS	2:21 - 3:15
Friday Homeroom	2:21 - 2:31
Friday Skinny A	2:33 - 2:53
Friday Skinny B	2:55 - 3:15

J-TERM SCHEDULE (January 4 - January 18, 2018)

AM Block	8:15 - 11:08
Lunch	11:08 - 12:23
PM Block	12:23 - 3:15

COLLEGE CREDIT OPPORTUNITIES

High school students in grades 11 and 12 may earn dual credit (both high school and college) for successfully completing eligible courses through area colleges under Senior Year Plus legislation. Senior Year Plus serves as an umbrella for a variety of programs including Alternative Concurrent Enrollment (Community College), Concurrent Enrollment / Career Academy, and Post-Secondary Enrollment Option (PSEO, 4-year). The school district will pay the pre-determined cost of enrolling in post-secondary courses that are not offered at MVHS and meet the Senior Year Plus guidelines..

High school graduation credit for eligible post-secondary classes will be awarded in the following manner:

- Semester-long courses earn 0.5 credit with a passing grade
- Year-long courses earn 1.0 credit with a passing grade

Students who wish to enroll in a Senior Year Plus course should contact the counselor for a list of courses available, the application form, and to confirm that pre-requisites for the course(s) have been met. Transportation is the responsibility of the student.

COLLEGE ENTRANCE TESTS

Each year the test dates and registration of college entrance tests are posted at school. Please contact the school counselor or the ACT website www.actstudent.org for updated testing information.

The Mount Vernon school code is: 163065

COLLEGE INTERVIEWS

A number of college recruiters visit Mount Vernon High School to promote their schools to prospective students throughout the school year. Dates and times of these recruiter visits will be posted on the school counselor calendar. Students must sign up in advance to visit these recruiters and obtain a pass from the counseling office. Students should use discretion when signing up to avoid missing too much class time.

COLLEGE RECOMMENDATIONS

Many colleges or universities will request a written recommendation from a teacher, counselor, or administrator when a student applies for admission to a school. The high school staff is willing and pleased to assist with this very important part of the college admission process. College recommendation forms are available on the school website under students/forms. It is imperative that students give staff adequate time to write these recommendations.

COMPLAINTS AND GRIEVANCES

The goal of the District is to resolve all student complaints at the lowest level. Students are encouraged to address problems with the classroom teacher, sponsor, or coach for possible resolution before addressing the issue with administration. If the complaint cannot be resolved at this first level, the student should discuss the matter with MVHS Administration. If the complaint is still unresolved, the student may discuss the problem with the superintendent.

DANCES AND OTHER SCHOOL-SPONSORED EVENTS

All school-sponsored dances must be pre-approved by the principal. All school district policies, rules, and regulations apply to students and their guests attending our dances. Students and/or guests must be enrolled as at least a ninth grade student and under the age of twenty-one in order to attend any of high school dances. All guests must sign-in (listing their name, resident school district/school building, and phone number) before they will be admitted to a school-sponsored dance.

Students and their guests who violate school district policies, rules, or regulations will be asked to leave the dance and school grounds, and be prohibited from attending future school dances for an extended time period. **Students who are suspected of being under the influence of alcohol or other controlled substances will have their parents and law enforcement officers contacted and may be tested with a breathalyzer. Students who test positive for any level of alcohol will only be released from the dance in the custody of a parent or a law enforcement officer.**

Students may not re-enter a dance after leaving the building without an adult chaperone escort. All dances will end by midnight.

Our junior/senior prom is only open to juniors and seniors and their dates. Dates must be enrolled in at least the ninth grade and be under the age of twenty-one in order to attend prom.

Students are encouraged to attend all school-sponsored events (i.e. athletic, fine arts, academic recognition, etc.). Students must be in attendance at school by noon on the day of these events in order to participate either as a spectator or a participant.

DISCIPLINE

This handbook is an extension of the Mount Vernon School Board policies and is a reflection of the goals and objectives of the Board. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Use of abusive language, profanity, or vulgar gestures or language will not be tolerated.

This handbook and the school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while students are attending or engaged in school activities, and while students are away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules, or regulations may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether or not the violation occurred while school was in session.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of this handbook and to comply with it. Students or parents with questions or concerns about the current enforcement of the policies, rules, and regulations should contact the high school principal.

Discipline matters will be referred to the high school administration if necessary. Disruptive behavior that necessitates the removal of a student from classes may result in a conference with the principal. Students may be permanently removed from a class for the remainder of the semester and lose course credit after a second offense. Student disciplinary consequences will be conducted in accordance with due process procedures. Normal disciplinary consequences may include:

- Removal from classroom; referral to principal or vice-principal
- Verbal warning and parent notification
- Before school or After school detention
- In-school suspension
- Out-of-school suspension
 - Referral to legal and/or counseling authorities
- Expulsion from school

The following behaviors are examples of actions that constitute reasonable grounds for out-of-school suspension:

- Possession or use of tobacco products, alcohol, and/or illegal drugs in any form while at school or at a school-sponsored event
- Infringement of the rights of other students or staff
- Defacement of school property or grounds
- Truancy
- Physical, aggressive contact toward another student or staff member (i.e. fighting, taunting, harassment)
- Use of profanity

Unacceptable computer usage

- Possession or use of a weapon, look-alike weapon, or explosive devices
- Pattern of repeated insubordination or misbehavior
- Other actions that interfere with the educational program or that are opposed to the welfare of other students

STUDENT DRESS CODE POLICY

Students are expected to adhere to reasonable levels of cleanliness and modesty in the way they dress for school. Student dress at school should show respect for themselves and others within the educational environment. Students who dress in a manner that causes a disruption to the educational environment will be asked to remove, change, or cover up the objectionable attire. Students who fail to comply with these requests will be referred to administration. Students will be disciplined according to the nature of the offense, circumstances surrounding the offense, and the frequency of the offense.

Examples of student dress that may be considered disruptive include:

- Clothing containing slogans and/or designs that advertise or promote illegal or controlled substances, or that may offend other students for gender, race, sexual orientation and/or religious reasons.
- Clothing worn in a manner that reveals excessive skin or chest areas (i.e. low-cut shirts, undershirts worn as shirts), stomach areas (i.e. low-rider jeans/shorts), or buttock areas (sagging pants, pockets revealed, or underwear showing).
 - Some type of shoe must be worn when in the hallways, office, or cafeteria.

In addition, the following items may not be worn at school:

- Shoes with spikes or cleats may not be worn in the high school building
- See-through or net clothing
- Chains longer than twelve inches
- Spiked straps worn on the neck, arms, or wrists
- Loose clothing or jewelry worn near school equipment (i.e. in shop or art classrooms)

Ultimately, appropriate clothing to be worn at school is left up to administrative discretion. Whether or not hats may be worn in the classroom is left up to the discretion of the individual teacher.

DUAL ENROLLMENT

Home school or home school assistance students enrolled in classes or who participate in school activities in the district are subject to the same policies, rules, and regulations as other students. Home school or home school assistance program students are subject to the same disciplinary consequences as other students. Dual enrolled students who are interested in participating in school activities or enrolling in courses taught at the high school should contact the principal.

EARLY GRADUATION

Students may qualify for early graduation if they have completed the minimum high school requirements prior to the end of their senior year. Students must apply to the high school principal at least one semester prior to the completion of the required graduation requirements. Students must receive the approval of both the high school principal and superintendent of schools in order to graduate early. Students who graduate early immediately become alumni of the school district. As alumni, early graduates may not participate in any extracurricular activities, athletics, or clubs. The Mount Vernon Honor Society is considered a club. Early graduates are eligible for scholarships presented at the Senior Awards Night and may participate in commencement ceremonies.

USE ELECTRONIC DEVICES DURING SCHOOL DAY (CELL PHONES, IPODS, OTHER NON-INSTRUCTIONAL TOOLS)

Use of electronic devices in classrooms will be left to the discretion of individual teachers. Students who fail to comply with a teacher's classroom expectations will have their electronic devices confiscated by staff. Students may retrieve confiscated items after 3:15 p.m. Those who repeatedly violate this policy will be required to have a parent/guardian pick up their confiscated device.

Regarding cell phones & other electronic devices, teachers will:

- Have clear expectations
- Communicate those expectations with students
- Have predictable & consistent consequences with all students

ELIGIBILITY RULES – ACTIVITIES / ATHLETICS

The Mount Vernon Schools offer a wide range of activities and athletic programs to our students. Our staff and community are very proud of the activities and athletic accomplishments of our students. It is a privilege for students to represent Mount Vernon Schools by participating in one or more of our school's activities or athletic programs.

The Mount Vernon Board of Education policy book states that "Students may participate in interscholastic athletic, music, speech, and other contests/events approved by the Administration. Any such event must be directed or guided by professional school personnel. No student will participate in an athletic practice or contest without filing a doctor's certificate of good health." (Board policy 503.6)

Additionally, the Mount Vernon School district follows the requirements set forth by the Iowa High School Athletic Association, Iowa High School Music Association, Iowa Speech Association, and the Iowa High School Girls Athletic Union for participation in extra-curricular activities (See *Academic Standards below*). If a student fails a J-Term course, s/he becomes ineligible to compete in extra-curricular events as soon as the J-Term grades are finalized (this is typically 3-4 days after the last day of J-Term).

Students must be in attendance by noon on the day of a scheduled practice or competition in order to participate. If the absence prior to noon is considered unexcused, the student will not participate in the after school activity. Exceptions to this policy for emergencies and/or unavoidable circumstances require prior approval of the Principal or Activities Director.

Academic Standards

A student must earn passing grades in all courses in the previous semester (*including J-Term) to be eligible for participation in any and all extra-curricular activities or athletic competitions. If a student does not participate in any activities for two consecutive semesters (*not including J-

Term), that student becomes eligible without penalty during the third semester. All freshmen are eligible at the time of completion of eighth grade.

*J-Term is considered a grading period, but not considered a semester.

Scholarship Rule

Athletics: Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

“If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.”

The 30 days will start at the date of the 1st eligible competition date for that sport/activity OR immediately at the end of the grading period if competitions for the sport/activity have already occurred. Each year, MVHS will follow the state’s directives on eligible start dates.

The Mount Vernon Community School District will enforce this policy for all state-sponsored interscholastic athletic contests per Iowa law, regardless if any additional consequences are given by extracurricular activities, clubs, etc.

Speech: Iowa High School Speech Association

“If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the Iowa High School Speech Association or IHSSA sponsored event within period of 30 calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.”

Music/Choir: Iowa High School Music Association

“If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is nongraded (event doesn’t affect course GPA) within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.”

Ineligible students may continue to practice only with the approval of their coach/director/sponsor.

ELIGIBILITY – GOOD CONDUCT RULE

GOOD CONDUCT POLICY – MVCSD

Statement:

The Mount Vernon School District offers a full range of extracurricular activities, including extracurricular social activities. It is a privilege to be able to participate in these activities. Participation in these activities complements each student’s education by promoting good

citizenship and moral character, developing skills necessary to personal success and well being, including taking responsibility for personal actions. Students who participate in any of these extracurricular activities are responsible to represent the school and the community in an appropriate manner. A student participating in extra-curricular activities shall be required to follow the established rules and regulations set out in this policy while on school grounds, school district property, property within jurisdiction of school district while attending or engaged in school activities, or in any way representing the Mount Vernon Community School District.

Applicable Activity Programs:

The good conduct code applies to all extracurricular activities, including but NOT limited to:

1. All athletics
2. All music/vocals/speech/drama, cheerleading, and dance team
3. Team and school honors (examples are student council, Honor Society, graduation speech honors, etc.)
4. All school clubs/organizations
5. All extracurricular social activities, excluding religious activities (examples are prom, homecoming, royalty, etc.)

Any group or activity sponsor/coach may have rules and regulations in addition to this policy which must be adhered to as well. These will be above and beyond what is listed here and will be monitored by the coach/sponsor.

Acknowledgement of Good Conduct Policy:

All students and parents/guardians will receive the good conduct policy and be responsible to read, sign and return the eligibility agreement. Failure (of student) to sign will exclude the student from any participation. Students will have one calendar week after an activity begins to turn in a signed **Eligibility Agreement**. It is preferable that parent/guardian signature is secured on the agreement, but failure to have parent/guardian signature will not prohibit the student from participation. Any violations of this policy will be governed by the Good Conduct Policy regardless of the date of signing the Acknowledgement of Eligibility Requirement and Good Conduct Code.

Definitions:

Competition/performance means a specific event that is a component of an extracurricular program whether it's a contest, a performance, a school sponsored trip, etc.

Offense occurs when a student is found to have violated the good conduct policy. Such violations accumulate throughout a student's high school career (9th grade begins the day after 8th grade completion). Middle School students must also abide by this good conduct policy. However, any violations incurred prior to ninth grade will not be carried forward to their high school eligibility status.

Contraband refers to substances or items that violate the law and/or school regulations or are detrimental to the learning environment.

Proof of violation is defined as a staff member, teacher, or law enforcement personnel who had direct observation of a student who has violated the good conduct policy.

Possession is in regards to alcohol, drugs, tobacco, or other controlled substances and weapons. Possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control, or accessible to and the student has knowledge of the prohibited substance's presence.

School days shall mean days when school is in session.

Student Code of Conduct is a body of school rules and regulations independent from this good conduct policy. Any student behavior which violates both the Student Code of Conduct and this good conduct policy will incur penalties under both sets of rules and regulations.

Year means one calendar year.

Events are defined as any extracurricular scheduled competition, performance or leadership opportunity.

Student Advocate is an adult role model who will support a student's best interest.

Application of the Good Conduct Code:

Appropriate student behavior is required by students and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy, the loss of privileges is in effect for all activities in which the student participates.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first extracurricular activity or activities in which the student participates. A disciplinary action may carry over from one activity to another and may carry over from one school year to the next.

Standards and Conduct Requirements:

Students shall abide by the Good Conduct policy at all times and in all places, including all times of the day or night, when school is in session or on break.

Good conduct consists of behaviors which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, regardless of nationality, gender, religion, race, or disability, and a respect for their rights, property, and dignity.

Violations of the good conduct policy include but are NOT limited to the following prohibited conduct and actions.

Students shall not...

1. Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
2. Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
3. Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia. Misuse of prescription/over the counter drugs is also prohibited.
4. Possess, use, or be under the influence of alcoholic beverages.
5. Assaulting or physically/verbally abusing through hazing or harassment any person at school or during school activities or coming to and/or going from school or a school activity.
6. Knowingly attending and remaining at a function or party where illegal drugs are being used or where alcohol is being used illegally by minors. Attendance with parents at a function where alcohol is served legally to adults of age shall not be considered a violation.
7. Use, possess, and/or transmit tobacco or imitation substances (including but not limited to e-Cigarettes, vaporizers, synthetics, etc.).
8. Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.

9. Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs when proof exists, except simple misdemeanor traffic violations.

Determination of Violation:

When a student is suspected of violating the Mount Vernon good conduct policy, the principal and assistant principal will investigate and determine if it is a violation based upon proof. Upon determination, the student will be immediately notified orally and written notification will follow in a timely manner. Students are given the opportunity to respond and/or file an appeal in regards to the determination.

Criminal charges do NOT have to be filed for actions to be considered a violation of the good conduct policy. After the determination of a violation, the principal and/or assistant principal will inform parents/guardian of their decision by mailing a letter to the residence and placing a copy in the student's file within 2 school days of the determination. Parents/guardians are responsible to keep residence information up to date.

Penalties for Violations:

The penalties below are for specific violations of the good conduct policy. The penalty will begin on the day the determination is made by the principal and assistant principal, including the extracurricular activity for which the student is currently involved. The student shall participate in practice during the period of ineligibility but is not allowed to dress or participate in competition. A violation of the good conduct policy may prevent or limit a student's participation in non-athletic events such as Homecoming court, plays or musicals, etc. National Honor Society and Student Council have their own rules and regulations to be a part of their organization and violations will be handled by their supervising faculty. Note: this will be in addition to any penalties with extracurricular activities.

When a principal deems it appropriate, any student found in violation of the good conduct policy may meet with a team comprised of the student, student's parent/guardian, student's advocate and an administrator. The purpose of the team would be to work together to determine what other services the student may need to assist them in achieving success. The team would also determine the application of the (1/3, reduction to 1/4, 1/2, calendar year) penalty for students participating in non-seasonal events (i.e. homecoming, student council, honor society).

If a student is not involved in any activities at the time of violation, the administrative team will use the following criteria for determining which activities the student will be penalized:

1. Any athletic sport the student was involved in from the previous season or plans to participate in the current school year
2. Any fine arts programs that are extra-curricular (non-graded)
3. Any extra-curricular social activities
4. Any others, etc.

Any penalties from our school-sponsored clubs will be in addition to this Good Conduct Policy.

If a student is participating in more than one activity at the same time as the violation, the penalties will be for all activities in which the student is involved at the current time.

When deemed appropriate, administration or faculty may recommend the student to meet with a substance abuse counselor for an assessment if the violation is alcohol and/or substance abuse related and follow through on all recommendations. If there is a tobacco violation, the student may be required to successfully complete a tobacco cessation class. In addition, a parent/guardian and the student would have to attend a one hour educational session. When a student completes, or shows significant progress toward completion of substance abuse treatment, and the ineligibility time period is over, a student may regain eligibility.

First Offense: A student whose violation of the good conduct policy constitutes a first offense will be ineligible to participate in all extracurricular activities for 1/3 of the events.

Penalty reduction for first offense: Any student who comes forward and admits to of a violation the first thing the next school day after it occurs and provides complete and accurate facts about his/her involvement to the principal and/or assistant principal, shall have the 1/3 penalty reduced to 1/4. The principal and assistant principal will have the sole authority and discretion to determine whether a student has complied with the requirements for penalty reduction. The student will still need to comply with an assessment and follow through if substance abuse related, tobacco cessation if tobacco related, and the parent/guardian one hour educational sessions. Since honesty and taking personal responsibility are foundations for good character, this will be offered for the first offense only.

Second Offense: A student whose violation of the good conduct policy constitutes a second offense will be ineligible to participate in all extracurricular activities for ½ of the events.

Third Offense or More: A student whose violation of the good conduct policy constitutes a third offense or more will be ineligible to participate in all extracurricular activities for one calendar year.

Student Appeal:

A student may contest the determination of a violation and/or penalty imposed for a violation of the good conduct policy. All appeal hearings shall be informal and a student may be accompanied by a parent/guardian and a student advocate. A student may be represented by legal counsel in any hearing before the District's Board of Education.

To file an appeal, the student must submit a written request to the Superintendent within five days of the determination of the violation. The superintendent shall then consider the evidence and all circumstances and make his/her findings in writing to the student and parent/guardian within five days.

The student and/or parent/guardian may appeal the Superintendent's findings with the School Board of Education within five days. The appeal shall be heard at the earliest feasible opportunity. The School Board will either affirm or refute that the procedures and processes outlined in the Good Conduct Policy were followed. The Board's decision shall be in writing and final.

During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

Referral:

If you are concerned about a student's suspected drug or alcohol use, you may confidentially refer that student to the substance abuse counselor, school counselor or nurse. Such referral would NOT constitute proof of a violation of the good conduct policy.

Safety:

If you are concerned about the safety of the school, staff, students, or a specific student, please confidentially notify the principal, assistant principal, or school staff member.

Student/Parent Form:

**Acknowledgment of Eligibility Requirement and Good Conduct Policy –
Mount Vernon Community School District**

Student:

Please read this information very carefully. Sign below the statement, then detach this sheet and return it to your coach/activity sponsor within five (5) days of the beginning of the school activity. Thank you.

I have had the opportunity to read and discuss with the coach/activity sponsor the attached "Eligibility Requirement and Good Conduct Code for Extracurricular Activities."

I understand these are the standards of conduct expected of me in return for the privilege of representing Mount Vernon Community School District in all forms of extracurricular school activities.

Student's Name (please print)
Current Grade

Student's Signature

Date

Parent/Guardian:

Please read this information very carefully. Sign below the statement, then detach this sheet and have your child return it to his/her coach/activity sponsor within five (5) days of the beginning of the school activity. Thank you.

I have had the opportunity to read the attached “Eligibility Requirements & Good Conduct Code of Extra-curricular Activities.”

I understand these are the standards of conduct expected of my son/daughter in return for the privilege of representing Mount Vernon Community School District in all forms of extracurricular activities.

Parent’s/Guardian’s Name (please print)
Signature

Parent’s/Guardian’s

Date

*Please return this form to the main office and keep all other policy pages for your records. Completed form must be turned in **prior** to participation in any extracurricular sport/activity.*

ELIGIBILITY – TRAINING RULES

Training rules may be established for each activity or athletic team by the individual coach/sponsor. These rules will be communicated to participants prior to enforcement. These rules may include, but are not limited to:

- Absences from required practices, contests, or events, etc.
- Tardiness to practices, contests, or events, etc.
- Lack of sportsmanship and/or cooperation with teammates
- Lack of appropriate care of school district equipment or facilities

EQUAL EDUCATIONAL OPPORTUNITY

The Mount Vernon Community School District will not discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion, and creed. Students, parents, employees and others doing business with or performing services with the district who feel that they have experienced discrimination are encouraged to contact Matt Thede, Equity Coordinator, Mount Vernon Community High School, 731 Palisades Road SW, Mount Vernon, IA 52314, telephone: 319-895-8843 x4005, where our district has a grievance procedure for processing complaints of discrimination. Inquiries may also be directed in writing to the Director of Civil Rights – Region VII, US Department of Education,; 310 W. Wisconsin Ave.; Suite 800; Milwaukee, Wisconsin 53203-2292 (phone: 414-291-1111) or to the Iowa Department of Education; Grimes State Office Building; Des Moines, Iowa, 50319-0146 (phone: 515-281-5294).

EXPULSION

The Mount Vernon Board of Education has the sole authority to expel any student for a violation of rules or regulations approved by the Board, or when the student's presence is considered to be detrimental to other students within the educational setting. The building principal will make a written recommendation for expulsion to the Board. The principal will have the authority to suspend the student from attending school until such time as a special meeting of the Board can be convened. This hearing will be held within a reasonable time, no later than five (5) days following the decision to suspend the student pending a hearing date. The student will be afforded an opportunity for an alternative education so that they may continue to complete schoolwork while they are awaiting a hearing date. If it is impossible to schedule the hearing within five days, the student may be granted provisional re-admittance to classes until a hearing date is scheduled.

The superintendent or designee will notify the student, and parents/guardians of the date, time, and location for the hearing with the Board. This notice will be oral and in writing, and will include a summary of the specific reason(s) for the recommendation of expulsion. In addition, the student and parents/guardians will be made aware of their right to be represented by legal counsel; to present a defense against the charges; and to provide oral testimony, written affidavits, or witnesses on the student's behalf. All written statements to be considered at the hearing will be available at the hearing and accessible for examination by the student, parents/guardians, or representative of the student.

If a student is expelled by the Board, the student may only be readmitted by the Board. The decision to expel may be appealed in writing by the student, parents/guardians, or their legal representative to the State Board of Education.

EXTENDED LEARNING PROGRAM (ELP)

Students who have been identified as Tier 3 within ELP may choose to request the following accommodations through DeAnn Searce, director of the Extended Learning Program:

- Substitute a general course with an AP course
- Pretest out of a select required course in order to take a related AP course.
- Take an AP course as a freshman and/or sophomore

For more information on the Extended Learning Program, including objective and subjective qualifying measures, contact DeAnn Searce at dscearce@mvcasd.org.

FEES

The Mount Vernon Board of Education recognizes that school fees and charges are necessary and appropriate for students and their families. However, certain students and their families may not financially be able to pay these authorized school fees and charges. The Mount Vernon Community School District will consider granting full, partial, or temporary waivers of school fees and charges depending upon the circumstances and the student's or parent's/guardian's ability to meet the financial criteria as outlined below.

Waivers:

1. Full waivers – Full waivers of fees charged by the school district will be granted if the parents/guardians meet the financial eligibility criteria for free school lunch under the Child Nutrition program, Family Investment program, Supplemental Security Income guidelines, or Transportation Assistance through open enrollment.
2. Partial waivers – Partial waivers of fees charged by the school district will be granted if the parents/guardians meet the financial eligibility for reduced price school lunch under the Child Nutrition program. A partial waiver will be based on the same percentage as the reduced price meals.
3. Temporary waivers – Temporary waivers of fees charged by the school district may be granted in the event that the student's parents/guardians are facing a financial difficulty. Applications for temporary waivers are available throughout the school year

Application forms for these waivers are available in the office. Parents/guardians or students may apply at any time. All waiver applications must be renewed annually so parents/guardians or students must re-apply each school year by completing a new application form. The school district will treat the information on waiver application forms and the application process in accordance with student confidentiality and access provisions.

All appeals for denials of applications for waivers should be directed to the Superintendent of Schools.

FIRE, SEVERE WEATHER, AND INTRUDER DRILLS

Fire, weather alerts, and outside intruders are considered serious matters. Students and staff will participate in two fire drills and two severe weather drills each semester to prepare for these events.

Students and Staff will review intruder procedures on a yearly basis.

FREE /REDUCED LUNCH

The Mount Vernon Community School District serves nutritious meals. Application forms for free/reduced lunch are available in the office and on the district website. This form must be completed by the student's parent/guardian and returned to the office. All information recorded on this application form is confidential.

GRADING SYSTEM

The letter system of grading is used at our high school. Each letter grade represents a point value that is employed when calculating a student's grade point average (GPA).

<u>GRADE</u>		<u>VALUE</u>		<u>GRADE</u>		<u>VALUE</u>
A	=	4.00		C-	=	1.67
A-	=	3.67		D+	=	1.33
B+	=	3.33		D	=	1.00
B	=	3.00		D-	=	0.67
B-	=	2.67		F	=	0.00
C+	=	2.33		INC	=	0.00
C	=	2.00		PASS	=	no value
				W (withdrawal)	=	no value

An honor roll will be published at the conclusion of each grading period. Students must earn a grade point average (GPA) of 3.00 or better to be included on the honor roll list.

GRADUATION REQUIREMENTS

Physical Education	2.0 credits (0.5/year)
· Health 9	* 0.25 credit (J-Term during 9th grade)

All students must successfully gain credit and complete 3 years of mathematics, science, and social studies during the 9th-12th grade span.

Mathematics	3.0 credits
Science	3.0 credits
· Earth Science	* 1.0 credit
· Biology	* 1.0 credit
· Physical Sciences	* 1.0 credit
Social Studies - must include:	3.0 credits
· US History	* 1.0 credit
· World History	* 1.0 credit
· Political Science	* 0.5 credit

All students must successfully gain credit and complete 4 years of English during the 9th-12th grade span.

Language Arts – must include:	4.0 credits
· English I	* 1.0 credit
· English II	* 0.5 credit
· One Communication Course	* 0.5 credit
· One Literature Course	* 0.5 credit
· One Composition Course	* 0.5 credit
Financial Literacy (11th or 12th Grade)	0.5 credit
Electives – must include:	10.0 credits
· Fine Arts / Practical Arts / Voc. Edu.	* 1.0 credit
CPR Completion (no credit, but must have to graduate)	
· CPR will be taught during Health 9	

*All students must successfully participate every academic school year in the MVHS J-Term.
(The only exception is a senior who is graduating at the end of the 1st semester and not returning for the 2nd semester.)*

Total Credits **25.5 credits**
SUCCESSFULLY COMPLETED COURSES THAT MEET DAILY EARN .5 CREDIT / SEMESTER

All students are required to comply with the attendance policies set forth by the Board of Education. Failure to comply with this policy may affect a student's graduation status.

Students will be allowed to participate in the graduation ceremony and in all senior activities if they are in good standing and have met or exceeded the graduation requirements set by the Board. Students are not required to participate in the graduation ceremony. Graduation requirements are subject to review for students who transfer from other school districts.

SCHOOL COUNSELING SERVICES

School counseling services are available to students in grades 9-12. The school counselor is available to help students with personal, social, academic, and career interests, including but not limited to:

- Enrollment/orientation of new students
- Class schedule changes
- Career/vocational information
- College information and admission procedures
- Financial aid information
- College entrance testing information
- Interpretation of standardized test results
- College scholarship information
- Counseling for personal issues

School counselor, Kathryn Baron, is available from 8:00 a.m. – 4:00 p.m. daily.
Phone: (319) 895-8843, ext. 4119, or by email: kbaron@mvcsd.org

HATCH AMENDMENT

No student will be required, as part of any applicable program, to submit to a survey or evaluation that reveals information concerning political affiliations; mental or psychological problems potentially embarrassing to the student or family; sex behavior attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other family members; legally recognized privileged and analogous relationships; or income (other than that required to determine eligibility for a program) without prior consent of the student (if an adult or emancipated) or if not emancipated, without prior written consent of the parent/guardian.

HARASSMENT OR HAZING

High school policies protect staff and students from harassment under three circumstances:

- student to student harassment
- student to staff harassment
- staff to student harassment

Forms of harassment may include harassment on the basis of race, color, creed, religion, national origin, gender, age, marital status, disability, physical appearance, political party, or sexual orientation. Harassment includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;

- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student; or

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but it is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Relational aggression including rumor spreading, alliance building (ganging up), secret telling, non-verbal aggression (body language, gesturing, silent treatment)
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories, or activities.

Student consequences for alleged harassment will be conducted in accordance with due process procedures. If a harassment complaint is founded, common student disciplinary consequences may include:

- Verbal warning plus parental notification
- Detention
- In-school suspension
- Out-of-school suspension
 - Referral to legal and/or counseling authorities
- Expulsion from school

Staff consequences for alleged harassment will be conducted in accordance with due process procedures and the district's contractual agreement. If a harassment complaint is founded, common staff consequences may include:

- Temporary suspension from teaching duties
- Required successful completion of remedial action plan
- Documentation of harassment in employee's personnel file
- Recommendation for termination of employment

HARASSMENT REPORTING PROCEDURES

A student or staff member who feels that they have been harassed at school should:

1. Communicate directly to the harasser that they expect the harassing behavior(s) to stop. If the victim of harassment is uncomfortable confronting the harasser alone, the victim should ask a teacher, counselor, or the principal for assistance.

2. If the harassment continues after step #1, give a written record of the harassment incident to a staff member, counselor, or the principal. This documentation must include the following information:

- What, where, and when the harassment incident happened
- The name of the person who harassed you
- The names of any witnesses to the incident
- What the harasser said and did during this incident and afterwards
- What you said and did at the time of the harassment and afterwards
- How the harasser responded to your words or actions
- How the student felt during and after the harassment incident.

Harassment Complaint forms are available in the office and on the district website for student and staff when reporting alleged harassment incidents.

HEALTH FORMS AND IMMUNIZATION CERTIFICATES

There is no requirement for students to complete a physical to attend high school. However, to participate in athletic programs, students must have a valid Iowa Athletic Pre-Participation Physical Exam form on file with the Activities Director. This form is valid for one calendar year and must be completed by a doctor, osteopath, nurse practitioner, physician's assistant, or a chiropractor. The physical form is available on the district website and in the high school office.

Students enrolling for the first time in the district must also provide a current certificate of immunization. Exemptions from this immunization requirement are allowed by the state of Iowa for medical or religious reasons. Please consult the school nurse for more information about immunization exemptions or for any immunization questions.

STUDENTS WITH SHORT AND LONG TERM HEALTH CONDITIONS

The school nurse can provide nursing services for those students with health conditions and need medication and/or treatments during the school day. This can include asthma treatments, diabetes management, dressing changes, severe allergy management, medication administration, and other care as ordered by a doctor. Please consult the nurse for assistance with any health care needs for either a short or long term condition.

STUDENT HEALTH SERVICES

The MVCSD recognizes that good health supports education. Our school health program strives to promote healthy habits, provide preventative health education, care for ill and injured students, and provide nursing services for those students needing medication and/or treatments during the school day. The school nurse also serves as a resource for any health-related information for students, families, classrooms, and the community.

It is essential that current health information is on file with the school to best assist students. This information is provided through the registration process and can be updated with the school nurse during the school year.

Our school nurse, Linda See, works at both the middle and high schools and is available from 8:00 a.m. to 4:00 p.m. daily. She can be contacted at: (319) 895-8843, ext. 4223, or by email: lsee@mountvernon.k12.ia.us

ILLNESS AND INJURY

Students who become ill or injured during the school day are to come to the office to be assessed by the school nurse. If it is determined that the student is too sick to stay in school, a parent/guardian will be contacted prior to the student being allowed to leave campus. Over-the-counter medications are available in the school nurse office and may be administered with parental permission.

Every year parents/guardians are asked to provide up-to-date contact information through registration. The information provided is used to contact parents/guardians for injuries, illnesses, and in emergency situations. It is essential that parent contact information is updated with the school as it changes.

The school will contact emergency medical personnel when situations warrant. School district employees will administer emergency or minor first aid until emergency medical personnel arrive. Serious injuries will be reported to the office and an accident report will be filed.

INSURANCE

Student athletes are strongly encouraged to have health and accident insurance in order to participate in extracurricular athletics. Written proof of insurance should be provided prior to the start of the athletic activity. A letter from parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have or cannot afford insurance may contact their coach so that other arrangements may be made prior to the first practice.

LOCKERS

Student lockers are the property of the school district. Students are assigned lockers with combination padlocks to store their school materials and personal items needed for school. It is the responsibility of the student to keep their locker clean and undamaged. Any expenses to repair damage and/or to clean to a student's locker will be charged to the student.

A student's locker may be searched whenever an administrator or staff member feels that there is a reasonable suspicion that a criminal offense or violation of a school policy, rule, or regulation had occurred and that the locker search may produce evidence of such violation. Items found inside lockers in violation of school district policies, rules, and regulations will be confiscated. Illegal items will be turned over to law enforcement officials.

Locker inspections are conducted periodically throughout the school year. These inspections are conducted for the purpose of maintaining clean, well-kept lockers and to retrieve overdue library materials. From time to time, police dogs will be used to search for drugs, gun powder, or other contraband inside locker areas. These searches will be unannounced.

Students should report any thefts of personal items to the principal immediately. Forms are available in the office for reporting thefts at school.

LOST AND FOUND

A lost and found box is located in the office. Students who find items should bring them to the office. Students who lose personal items may check in the office to determine whether or not their items have been turned in. All unclaimed items will be donated.

MEDICATION

Students are not allowed to carry medication at school, including over-the-counter medication such as ibuprofen or Tylenol. Exceptions to this include asthma inhalers or Epi-Pens with parent permission on a *Self-Medication at School Form*.

Over-the-counter medication is available in the school nurse office. Parents can provide permission for the school to administer over-the-counter medications during the registration process. Students without signed parental permission will not be given medication until permission is given.

If your child requires prescription medication during the school day, the following guidelines apply:

- The medicine must be prescribed by a licensed medical provider or dentist.

- A *Medication at School* form is to be completed and signed by a parent/guardian and will be kept on file in the school nurse office. Forms are available in the office and online through the district website.

- The medication must be brought to school in its original container and will be labeled with the following information (pharmacies will provide an extra medication bottle labeled with the prescription information to be kept at school):

1. Name of student
2. Name of medication
3. Directions for use
4. Name of physician or dentist
5. Name and address of pharmacy
6. Date of prescription

- The medication, while at school, will be in a locked drawer or cabinet. When required, refrigeration will be provided.

- Students who use inhalers and/or Epi-pens for severe allergies are allowed to either carry them at school or have them kept in the school nurse office. A *Self-Medication at School* form must be completed and signed by the student's parent/guardian and kept on file in the school nurse office. Forms are available in the office and online through the district website.

- Access to all medications will be under the authority of the school nurse/office personnel.

- A written record will be kept for all medications dispensed at school. This record will include: the student's name, the name of the medication, the amount of medication given, and the time it was dispensed. The person who dispenses the medication will initial the medication list form.

- All medication that is not dispensed by the end of the school year will be returned the student's parents/guardians or destroyed. No medication will be stored at school through the summer months. If the medication is destroyed, a notation will be made on the student's health record.

OPEN ENROLLMENT

Parents who wish to transfer students from other school districts to the Mount Vernon Community School District or who wish to transfer out of our school district to another district under open enrollment provisions may pick up the appropriate forms in the superintendent's office. These forms must be completed and returned to the superintendent's office by March 1st of the year preceding the requested transfer.

Under certain conditions, the March 1st deadline may be waived for good cause. For the purposes of open enrollment, good cause means that a change in the status of the student or the student's resident district has occurred. A change in the status of the student may include:

- Change in family residence
- Change in the state of residence

- Change in parent's/guardian's marital status
- A guardianship proceeding
- Placement in foster care or adoption
- Participation in a foreign exchange program
- Participation in substance abuse or mental health treatment program

A change in the status of the resident district may include:

- Failure of negotiation for whole-grade sharing agreement
- Reorganization of the school district
- A dissolution agreement
- Rejection of the current whole-grade agreement

In all good cause cases under resident district status changes, the parent/guardian must file within 45 days of the first Board action or within 30 days of the certification of the election, whichever is applicable.

PARENT-TEACHER CONFERENCES (4:00 – 8:00 p.m.)

**Fall Semester:
In November**

**Winter Semester:
In March**

PARKING/DRIVING POLICIES

Students may park in the following parking lot areas on our campus:

- West lot – NE, NW, and SW sections (SE section is reserved for staff parking)
- East lot - middle and east rows (west row is reserved for staff parking)

Students may not park in the front circle driveway, along yellow curb areas, or in staff spots.

Vehicles are not to be moved during the school day unless off-campus privileges have been approved. Students are not allowed to loiter in vehicles or in the truck beds of vehicles during the school day or during school-sponsored events.

Parking spaces are limited at our high school. Everyone's cooperation is needed so that our available parking spaces are used by students who follow safety and parking rules on a daily basis. Permission to drive a vehicle to school may be revoked if the safety of students is endangered or if a student repeatedly parks inappropriately.

STUDENT/STAFF PARKING PENALTIES

Violation of parking policies within the Mount Vernon High School parking lot will lead to a fine being assessed. Fines will be automatically charged to student/staff accounts based on violations.

Violations - A \$10 fine will be assessed for but not limited to the following:

1. Parking in the No Parking areas that are clearly marked with yellow paint on curbs, or yellow posts. This includes the driveways behind the industrial tech classrooms.
2. Parking in designated staff spots. The staff parking spots are clearly marked.
3. Parking on any grass areas.
4. Parking in the visitor spots.
5. Double parking

PAY IT FORWARD

Purpose:

- The 4 Foundations of Mustang Nation: Service Above Self
- To promote volunteerism and community service
- When it comes time for students to apply for jobs, scholarships and colleges, they will have access to a list of volunteer activities and hours.
- To be recognized at high school graduation for community service

Guidelines for Senior recognition program:

- Students will be recognized at high school graduation for reaching a goal of 160 hours
- Fill out a Pay It Forward form when volunteer hours are completed
- Hours need to be turned in within a month of the activity, summer hours by Sept. 30
- No compensation or course credit can be received for the volunteer hours submitted
- Students cannot miss a scheduled class in order to earn volunteer hours (unless previously approved)
- Be sure that the form is signed by a supervising adult
- Seniors with at least 160 hours over the four years will be recognized at Senior Recognition night and given a blue cord to wear at the graduation ceremony
- Pick up forms in the high school office or print off MVHS page
- Return forms to the high school office
- Any questions? Ask Ms. Baron (Rm 135)

Possible places to volunteer:

- Faith communities
- School
- Park and Recreation
- Humane Society
- Hospitals, Nursing homes, Free clinics
- Boy Scouts, Girl Scouts

PLAGIARISM

Plagiarism is the act of presenting another's ideas, research, or writing as your own. Plagiarism is a serious offense and a form of stealing. **Cheating on a test, exam, or assessment will merit the same consequences as plagiarism.** Examples of plagiarism may include:

- Copying another person's actual words without use of quotations and/or footnotes to give credit to the source
- Presenting another's ideas or theories without citing the source
- Using information that is not common knowledge without citing the source
- Copying and pasting information from the internet into a paper/assignment and portraying it as your own work

Mount Vernon High School staff expects students to complete all work in an honest and forthright manner. If a student copies information without citing the original source, the student is plagiarizing and will face serious academic consequences.

The consequences for plagiarizing are listed below:

- 1st Offense (in the student's high school career):
 - Student behavior reported to principal and parent.
 - Record of offense will be added to student's school record.
 - Student will earn a failing grade on the plagiarized assignment.
- 2nd Offense (in any course in student's high school career). In addition to consequences listed above, the following action will occur:
 - Student will be dropped from the course with a failing grade.

All students receive training as a part of their middle and high school language arts curricula on issues of plagiarism. Students are shown examples of plagiarism and taught ways to avoid problems associated with it. Students are encouraged to check with their individual instructors for specific guidelines concerning what constitutes plagiarism as it relates to specific courses and/or disciplines.

POSTERS

Students who wish to post or distribute information must receive prior permission from the principal. This policy applies whether or not the posted and/or distributed information deals with school-sponsored or non-school-sponsored activities.

SCHOLARSHIPS AND STUDENT RECOGNITION

Mount Vernon High School has many ways to recognize its students who excel academically. The following recognition opportunities are available to all high school students:

- Honor Roll lists all students by grade level with a 3.0 GPA or better
- Graduating with distinction ... 3.50
- Senior Scholarships Multiple local scholarships were awarded during the 2017 Senior Awards Ceremony and may be available for the Class of 2018. Individual recipients are determined either by the local organization's membership or by a scholarship committee composed of high school staff and the principal.

Honor Society: Mount Vernon High School honors students by following the National Honor Society Standards. The National Honor Society is intended to honor only the top students from every class. Students are eligible based on their first five semesters of high school. Applications will be accepted from MVHS juniors and seniors. The following qualifications must be included on the Mustang Chapter of the National Honor Society application:

- Eligibility will first be determined by students who have a minimum of a 3.5 GPA and 35 documented **community-impact** volunteer hours.
- Students who meet the "3.5/35" qualification will be required to submit a Mustang Chapter of the National Honor Society application by February 2, 2018. Students must show documentation in all four of the Foundations of Mustang Nation.
 - **Just Be Here - Get Involved:** Students will list their participation in all MVHS extra-curricular/co-curricular activities and clubs.
 - **Excellence in the Arena:** Students will list all awards, recognitions, and honors. Students must also document all leadership experiences while at MVHS.
 - **Service above Self:** Students will list all volunteer and community service experiences.
 - While all hours may be listed, the student must find volunteer opportunities to directly **impact the greater good of society**. We encourage students to move out of their comfort zone and **impact the community** rather than just a neighbor or a friend. Before setting up volunteer experiences, it is suggested the students check with the counselor or administration to see if the volunteer experience will be considered as a **community impact** volunteer hour. We would like 21 out of the 35 hours to be community impact hours (60%).
 - **Champions in Life:** Students will submit a minimum of a 500 word essay describing in detail how their extracurricular/co-curricular activities and volunteerism have shaped their character. Students will also describe characteristics about themselves and other activities for the selection committee to consider.
 - The applications will be submitted to a five member Honor Society Board. The five member board will compile the information and distribute to MVHS faculty. All members of the MVHS faculty will have the opportunity to comment regarding each applicant's integrity, professionalism, work ethic, treatment of others, attendance, and classroom behavior.

- Based on the application and faculty comments, the five member board will vote on induction into the Mustang Chapter of the National Honor Society. Applicants will be notified via mail no later than March 9, 2018. If an applicant does not meet qualifications or isn't inducted during the junior year, he/she will be eligible to reapply during his/her senior year.

SEARCHES

School officials reserve the right to search an individual, his/her vehicle, personal belongings, and anything located on school grounds or at school events, including but not limited to personal electronic devices, whenever the search is reasonably necessary to maintain order, discipline, health or safety. All such searches shall be based upon reasonable individualized suspicion that the individual subject to search has violated or is violating either the law or the rules of the school, and shall be conducted when school officials are in possession of concrete, objective and clearly expressed facts which may be based upon reliable information or personal observation. All searches shall be conducted in the most minimally intrusive manner possible, shall be limited to the objectives of the search and not be excessively intrusive in the light of the age and sex of the student and the nature of the infraction.

SELECTIVE SERVICE REGISTRATION

All male citizens of the United States and aliens residing within the United States or its territories must register with the Selective Service office within a period starting thirty (30) days before and ending thirty (30) days after their eighteenth (18th) birthday. Students may register at the post office, by mail, or on-line.

STUDENT COUNCIL

The purposes of the Mount Vernon Student Council are to promote better relations between administration, staff, and the student body and to foster better citizenship and school spirit throughout our school. Student Council provides an effective method through which students may communicate with administration and staff. The following Student Council officers are elected each year:

- 5 – Senior class representatives
- 3 – Junior class representatives
- 2 – Sophomore class representatives
- 2 – Freshman class representatives

STUDENT RECORDS

The Mount Vernon Community School District will release school information in accordance with the Iowa Code 622.10. In order to facilitate educational planning, educational records are kept on each student attending the high school. The custodian of these records is the Board secretary and building principal. Questions regarding student records should be directed to the principal's office. These records include information about the student and the student's education and may include but are not limited to the following types of records:

- identification data
- attendance data
- records of achievement
- family background information
- aptitude assessments
- achievement tests
- educational and vocational plans
- honors and school activities
- discipline data
- objective counselor/staff ratings and observations
- outside agency reports

The Board recognizes the importance of maintaining records and preserving their confidentiality. Student records containing personally identifiable information will be handled confidentially at the collection, storage, disclosure, and destruction stages.

Directory-type information from a student's educational records may be released without the consent of the parents. Parents will have an opportunity at the beginning of the school year to request that directory-type information remain confidential. Parents can make this request by completing and signing a confidentiality request form in the office. Directory-type information includes, but is not limited to:

- student's name and address
- student's home telephone number
- student's date and place of birth
- student's participation in sports and activities
- student's dates of school attendance
- awards received by the student
- name of previous schools and/or institutions attended

Student records are periodically reviewed and outdated information is removed. These record reviews will occur whenever a student moves from elementary school to middle school, from middle school to high school, or transfers from our district. Student records that are not of permanent importance are destroyed within three (3) years of high school graduation or the last date of school attendance.

Parents/guardians and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who is eighteen years of age or is attending a post-secondary school as a full-time student. Parents/guardians of an eligible student may only review the student's school records with the written permission of the eligible student. Parents/guardians of an eligible student, who is a dependent as defined by the Internal Revenue Code, will be granted access to school records without written permission of the eligible student. A representative of the parents or eligible student, who has received written permission from parents or the eligible student, may inspect and review the records of a special education student. Parents may only be denied access to a student's records with a court order or when the district has been advised under law that the parents may not access the student's records.

A student record may contain information on more than one student. Parents/guardians have the right to access the information related to their student or to be informed of the information. Eligible students also retain these same rights.

Parents/guardians and eligible students have the right to access the student's records upon request without unnecessary delay and in no instance, more than forty-five (45) days after the initial request for a records review has been made. Parents/guardians, the eligible student, or an authorized representative will have the right to access the student's records prior to an Individualized Educational Plan (IEP) meeting or hearing.

Upon the request of parents/guardians or an eligible student, the school district will provide an explanation and interpretation of the student record and a list or types and locations of student records collected, maintained, or used.

If the parents/guardians or eligible student believes that the information contained within the student records is inaccurate, misleading, or violates the privacy or other rights of the student any of these parties may request that the school district amend the student records. If the school district agrees to make the amendment, the district will make the amendment and inform the parents/guardians or eligible student of this decision in writing. If the school district refuses to make the requested amendment, the district will inform the parents/guardians or the eligible student of their right to a hearing. If the parent's/guardian's or eligible student's amendment is further denied, any of these parties will have the opportunity to place an explanatory letter inside the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's record will become a part of the student's educational records and will be maintained as all other school records. If the school district discloses the student's school records, this letter of explanation by parents/guardians will also be disclosed.

Student records may be disclosed in limited circumstances without parent's/guardian's or eligible student's written permission. This disclosure is made on the condition that the student record information will not be shared with a third party without written permission of the

parents/guardians or eligible student. This type of limited disclosure may be made to the following individuals or under the circumstance listed below:

- to school officials within the school district whom the superintendent has determined have a legitimate educational interest;
- to school officials from another school district in which the student wishes to enroll, provided the other district notifies the parents/guardians the records are being sent and that the parents/guardians have an opportunity to receive a copy of the records and to challenge the contents of the records;
- to the U.S. Comptroller General, the U.S. Secretary of Education, or state/local educational authorities;
- in connection with financial aid for which the student has applied or received if this information is necessary;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents/guardians of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena, only if the district makes reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance;
- in connection with a health or safety emergency or as directory information.

The superintendent will maintain a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents/guardians or eligible student. This list will be updated annually and be available for public inspection. Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limit. Permanent student records must be kept in fire safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to the special education student, the parents/guardian or eligible student will be notified. If the parents/guardians or eligible student request that the records be destroyed, the school district must destroy the records. Prior to the destruction of the records, the school district must inform the parents/guardians or eligible student of the reasons for which they may want the records maintained. In the absence of parent's/guardian's or eligible student's request to destroy the records, the school district may maintain the records indefinitely.

It will be the responsibility of the superintendent to inform employees about parents'/guardians' or eligible student's rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents/guardians or eligible students of their rights to view the student's records. The notice will be provided in the parent's/guardian's or eligible student's native language.

SUBSTANCE ABUSE

Mount Vernon High School and the Mount Vernon Community School District participate in the Drug-Free Schools and Communities Act. This act provides funding to schools and communities to provide substance abuse programs. It is the policy of the Mount Vernon Schools to be tobacco, drug and alcohol free. Our district supports a non-use policy for tobacco, drugs, or alcohol. No student in the Mount Vernon Schools may unlawfully manufacture, distribute, dispense, possess, or use in school or at a school-sponsored activity any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, tobacco or any other controlled substance as defined by federal or state law.

When students are referred to the office for suspected use/possession of tobacco, alcohol, and/or a controlled substance at school, on school grounds, and/or during school sponsored events (both on and off our campus), the following procedures will be followed:

1. The student will be interviewed about the observations leading to the suspicions about tobacco, alcohol, and/or drug use or possession.
2. Assessments of physical condition (i.e. redness of eyes, pupil size, alertness), coordination, odor, and short term memory will be conducted by the assistant principal or other trained personnel.
3. If these assessments point to suspected use/possession of tobacco, alcohol or controlled substance use/possession, a search of the student's person and their belongings (i.e. bookbag, locker, etc.) for items related to tobacco, alcohol, and/ or drug use/possession (i.e. bottles, pipes, lighters, baggies, etc.) will be conducted.
4. If the results of this search show convincingly that tobacco, alcohol, and/or drugs were used/possessed or the student voluntarily admits to use/possession, parents will be contacted and advised of the matter and requested to come to the school. If police involvement is appropriate, parents will be advised at this time.
5. If items related to possible tobacco use/possession are found during this search or if the student fails the assessments in step #2 above, the police will be contacted to cite the student for illegal use/possession for tobacco.
6. If items related to possible alcohol use/possession are found during this search or if the student fails the assessments in step #2 above, the police will be contacted to conduct assessments which may include but not be limited to an intoximeter (breathalyzer) exam. The results of the intoximeter assessment will be used to enforce school disciplinary and good conduct consequences. Legal consequences may also result from the intoximeter results.
7. If items related to possible controlled substance use/possession are found during this search or if the student fails the assessments in step #2 above, the police will be contacted and the school disciplinary and good conduct consequences will be applied. Legal charges may be filed based upon the results of the police investigation.

A student may be reinstated in classes immediately if an independent drug screening (i.e. urine analysis) is completed at the student's expense within 24 hours. The student may remain in class for up to five (5) school days while waiting for a written copy of the screening results to be

submitted to the principal. If no written results are submitted within five (5) school days, the student's previous school consequences will immediately resume.

If the screening results are submitted in writing within five (5) school days and the results are negative for substance use, the student will be permanently reinstated, the school record will be corrected, and the parents will be reimbursed for the cost of the drug screening, if requested. If the results are positive for an illegal substance, the balance of school consequences will be immediately enforced and the student will be required to satisfactorily participate in an approved substance abuse education/treatment program prior to returning to classes as a student at MVCHS.

MESSAGES / TELEPHONE USE – OFFICE

Emergency telephone messages will be delivered immediately to students. Non-emergency messages will be delivered to students between classes.

The telephone in the office is a business line and may be used by students only with permission of office staff.

THEFT

MVHS provides lockers with padlocks for academic use. The P.E. department provides locks for each student currently enrolled in P.E. To prevent theft, it is highly recommended that students place valuables in a locked locker. Unfortunately, theft does happen & the best prevention is keeping valuables locked. If you have something stolen, we ask you fill out the theft report found in the main office. You also have the option of reporting the incident to local law enforcement. Administration is committed to working with MVHS students to minimize theft incidents.

TRANSCRIPTS

Students who wish to have transcripts sent to colleges for admissions purposes should contact the office. Students must give permission before a transcript may be released. It is the responsibility of seniors to notify the registrar prior to the graduation ceremony where their final transcript should be sent.

USE OF THE BUILDING

School groups wishing to reserve a room at the high school should contact the Activities Director at least one week in advance of the intended meeting date. Use of district buildings/rooms will be considered for only non-profit, non-school groups as space allows.

Students are not permitted to use rooms in the high school after 4:00 p.m. without faculty supervision. Keys to our building are never issued to students.

The coordination of school events (i.e. dances, athletic contests, concerts, etc.) and the approval for room reservations will be determined so that potential conflicts are anticipated and eliminated. School facilities may also be rented to non-school organizations through the Activities Director.

VENDING MACHINES

Vending machines are available for student use in the north hallway of the high school outside the gymnasium.

VISITORS

Mount Vernon High School welcomes our alumni and guests of our students. All visitors must check-in at the office on arrival, notify office personnel of their presence, and wear a visitor name tag during their visit.

High school-aged guests of our students *must have prior approval* before visiting and must sign in, listing their name and host student's name. Guests must follow their host student throughout their school day and may not transfer to shadow other students without permission from the principal. Student guests will not be permitted during the last two weeks of either semester or during final exam days.

Parents/guardians are always welcome to visit our school. Parents should check-in at the office prior to visiting a classroom.

WEAPONS POLICY

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects may be reported to law enforcement officials, and students may be subject to additional disciplinary consequences including out-of-school suspension and expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Confiscation of a firearm will be reported to law enforcement officials.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. Upon request by an administrator, the weapons used as a part of an educational presentation will be stored in the office when the weapons are not being displayed.

WITHDRAWAL FROM SCHOOL

The school district will transfer a student's educational records to a new school district upon receipt of a written request for the student's records from the new school. Parental consent is not necessary to forward student records to a new school or for our school district to request records from a new student's previous school.

If a student wishes to withdraw from our school district, the parent/guardian should inform their student's counselor or principal. The student must return their textbooks and other school materials (i.e. library books, athletic uniforms, etc.) prior to leaving our school. Staff will record grades in progress on the student's check-out form at the time that textbooks are returned by the student. This check-out form will be filed in the office as written documentation of the student's proper withdrawal from the Mount Vernon Community School District.

The Mount Vernon Community School District will not discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion, and creed. Students, parents, employees and others doing business with or performing services with the district who feel that they have experienced discrimination are encouraged to contact Matt Thede, Equity Coordinator, Mount Vernon Community High School, 731 Palisades Road SW, Mount Vernon, IA 52314, telephone: 319-895-8843 x4005, where our district has a grievance procedure for processing complaints of discrimination. Inquiries may also be directed in writing to the Director of Civil Rights – Region VII, US Department of Education,; 310 W. Wisconsin Ave., Suite 800; Milwaukee, Wisconsin 53203-2292 (phone: 414-291-1111) or to the Iowa Department of Education; Grimes State Office Building; Des Moines, Iowa, 50319-0146 (phone: 515-281-5294).