

***2021 – 2022***  
***MVHS***  
***STUDENT***  
***HANDBOOK***



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## MOUNT VERNON HIGH SCHOOL QUICK FACTS

- School colors: maroon and white
- Team name: Mustangs
- Athletic Conference: WaMaC
- District website: [www.mvcsd.org](http://www.mvcsd.org)
- Contact numbers:
  - High School (Steve Brand, Principal): 895-8843
  - Attendance line: 895-8843, ext. 4020
  - Counseling office (Brett Karkosh, Counselor): 895-8843, ext. 4119
  - School nurse (Megan Krapfl, Nurse): 895-8843, ext. 4223
  - AP/AD secretary (Matt Thede, Athletic Director) 895-8843, ext. 4003
- First Day of School: August 23, 2021      Last Day of School: May 25, 2022

## INTRODUCTION

Welcome to the Mount Vernon Community School District! Excellence in Academics, Arts and Athletics is our trademark, and we are proud of our tradition of excellence in all these areas. The 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.

## ACADEMIC INTEGRITY

Mount Vernon students' primary responsibilities are to learn and achieve to the best of their abilities. In order to meet the needs of each student and assess progress, teachers expect that assignments and tests represent a true picture of that student's own performance. Administrators, faculty, students, and families are all important contributors to upholding academic integrity in our school community. These practices will provide a consistent framework to guide the learning process for staff and students.

### *PLAGIARISM*

"Plagiarism" comes from the Greek root word "kidnapping" and is the theft of someone else's ideas, words, or other without clearly acknowledging the creator and using that material as one's own. Plagiarism includes an exact copying or rewording of another's work, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Plagiarism includes copying any of the following without limitation: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions and term papers.

Plagiarism is a form of intellectual and academic dishonesty that can be done *intentionally* or *unintentionally*. *Intentional plagiarism* is the deliberate presentation of another's work or ideas as one's own. *Unintentional plagiarism* is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices.

Unintentional plagiarism is a failure of *scholarship*; intentional plagiarism is an act of *deceit*. Examples include but are not limited to:

- Downloading information from the Internet or other source and submitting it as one's own work, and/or
- Submitting as one's own work that which is copied or translated from another source.

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.

### *CHEATING*

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study-aids as well as giving or receiving improper assistance. The student is responsible for consulting the teacher regarding whether group work is permissible on assignments, projects, tests, or other academic exercises.

Representing or attempting to represent oneself as another, or attempting to have oneself represented by another academic endeavor, constitutes cheating.

### *SCHOOL STAFF RESPONSIBILITIES*

1. Use the Academic Integrity Practices to set classroom expectations.
2. Lead a discussion within the first week of each course identifying expectations with regard to academic honesty and include this information in the course syllabus.
3. Continue to educate students and offer guidance regarding acceptable and unacceptable behavior in areas that shall include but are not limited to: test taking, researching, writing, and using library and computer resources.
4. Promote circumstances in the classroom that reinforce academic honor and promote self-expression.
5. Enforce the Academic Integrity Practices in a fair and consistent manner.
6. Use and continually revise forms of assessment that require active and creative thought and that promote learning opportunities for students.
7. Evaluate the effectiveness of efforts and make necessary changes to promote academic integrity.

**These practices will be implemented for students of all grade levels nine through twelve. Consequences will be cumulative for all high school courses.**

### *CONSEQUENCES OF ACADEMIC DISHONESTY*

#### 1st incident:

1. The teacher will notify the student prior to contacting the parent.
2. The teacher will notify the school counselor and administrator.
3. The administration will record the incident in the school data system.
4. The administration and school counselor will review the student's eligibility for honor societies and academic awards as well as their eligibility for student privileges.
5. The student will complete the assignment/assessment/work OR an alternate assessment/assignment as assigned by the classroom teacher at a time arranged by the staff member.
6. The student may be administered at minimum an administrative detention yet allow for increases up to and including an in-school suspension dependent upon the severity of the situation.

2nd incident:

1. Steps 1 through 6 from the first incident will be followed (unless incident occurs in the same course as first incident).
2. The student may be issued a suspension, and attend a meeting/conference conducted by an administrator with the teacher, school counselor, and student's parent/guardian.
3. The student may not be eligible for school-based scholarships.
4. The offense will be reported to the Activities Director as a violation of the MVHS Good Conduct Policy Violation.

3rd incident:

1. Steps 1 through 4 from the second incident will be followed.
2. Administration will notify the student and parent/guardian in writing that any future infraction in any class will result in a referral for a pre-expulsion conference as outlined in the 4<sup>th</sup> incident.

4th and any subsequent incidents:

1. Steps 1 and 2 of third incident will be followed.
2. Student will be referred for a pre-expulsion conference.

*ACADEMIC DISHONESTY APPEAL*

The student and his/her parent/guardian have recourse in the event that the individual's right to due process may not have been upheld. Issues related to the appropriateness and levels of discipline imposed are not subject to appeal. All consequences for the alleged offense will remain in effect during the appeal process.

1. A student and/or his/her parent/guardian may formally appeal an alleged violation of due process related to an academic integrity violation in writing to the principal within five school days of their notification of the teacher's decision.
2. The principal will render a decision on the appeal in writing within five school days of receipt of the written appeal.
3. If a student/parent/guardian disagrees with the decision of the principal, that individual may appeal the decision in writing within five school days to an Appeals Board through the principal. The panel will consist of the school counselor, a current instructor of the student but not of the class in which the infraction occurred and another instructor who has not had the student in class. The Appeals Board will review the appeal within five school days of receiving the request and render a decision.
4. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal will go directly to the Appeals Board and will

be heard within one school day following receipt of the written appeal.

5. In order to change a consequence, all members of the Appeals Board must agree. Without unanimous agreement, the consequence stands.

6. If the student/parent/guardian disagrees with the decision of the Appeals Board, one final appeal may be made in writing within five school days to the Superintendent through the Appeals Board. The Superintendent will review the appeal in conjunction with the TLC Instructional Specialist and come to a decision within five days of the written appeal. The decision of the Superintendent and will be final.

## **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 to 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 assignments and expectations within a timely manner for any absences. Assignments assigned prior to the absence will be due upon the student's return to school. Example: If the student is absent on Monday, all the 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:

- If students are considered unexcused for any class period, the consequence is to be at the discretion of the teacher. This may include an after school detention, making up missed time, etc.
- If the number of unexcused absences becomes habitual, a phone call and possible meeting with the parents/guardians may be made to discuss the absences and develop a plan to be in school/class. In addition, the teacher may assign an after school detention or another appropriate consequence to make up missed class time.

Excessive Absences:

- After **5 absences per semester, excused or unexcused**, a letter may be sent to the student's parents/guardians reminding about the importance of being in school.
- After **10 absences per semester, excused or unexcused**, a phone call may be made to the student's parents/guardians regarding attendance.
- If a student accrues **more than 10 absences**, an administrator/counselor may decide to address the issue through a conference with the student and his/her parents/guardians to discuss a plan to be in school and/or the viability of continuing the class.

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 the bus expectations. If a student does not follow expectations after the bus driver gives the student a reminder, the bus driver will fill out a bus incident form. Copies of the form will be given to the principal and the student to take home within 24 hours. If a student receives multiple bus incident forms, parents may be asked to attend a meeting with the school principal, bus driver and student to create a plan for improved 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:

- Enter the bus in a single file line
- Stay seated the entire bus ride
- Keep hands and feet to yourself
- Use a level 2 voice and appropriate language
- Exit the bus in a single file line

## **CAPTURING OF VIDEO/PHOTOS/AUDIO AT SCHOOL OR SCHOOL ACTIVITIES**

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such a conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

## **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.
  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.

# Mount Vernon High School Time Schedules 2021-2022

- EB will take place *virtually* from 8:15-9:00am
- 1<sup>ST</sup> PERIOD WILL BEGIN AT 10:15am at the school

## STRAIGHT 7s (S7) SCHEDULE (WIN)

|   |                          |
|---|--------------------------|
| Early Bird  | 7:15 - 8:00              |
| Period 1  | 8:15 - 9:04 (49 minutes) |
| Period 2  | 9:08 - 9:57              |
| <b>WIN - 10:00-10:25 (25 minutes)</b>                           |                          |
| Period 3  | 10:28 - 11:17            |
| Period 4  | 11:21 - 12:36            |
| <b>A lunch (1<sup>st</sup> Floor): 11:21-11:45 (24 minutes)</b> |                          |
| <b>A class: 11:47-12:36</b>                                     |                          |
| <b>B class: 11:21-12:10</b>                                     |                          |
| <b>B lunch (2<sup>nd</sup> Floor): 12:12-12:36 (24 minutes)</b> |                          |
| Period 5  | 12:40 - 1:29             |
| Period 6  | 1:33 - 2:22              |
| Period 7  | 2:26 - 3:15              |

## TWO-HOUR DELAY S7 SCHEDULE (NO WIN)

|   |  |
|---|--|
| Early Bird                                | 8:15-9:00 ( <u>VIRTUAL FROM HOME</u> ) |
| Period 1                                  | 10:15 - 10:50 (35 minutes) (At school) |
| Period 2                                  | 10:54 - 11:29                          |
| Period 3                                  | 11:33 - 12:39                          |
| <b>A Lunch 11:33 - 12:00 (27 minutes)</b> |  |
| <b>A Class 12:04 - 12:39</b>              |  |
| <b>B Class 11:33 - 12:08</b>              |  |
| <b>B Lunch 12:12 - 12:39 (27 minutes)</b> |  |
| Period 4                                  | 12:43 - 1:18                           |
| Period 5                                  | 1:22 - 1:57                            |
| Period 6                                  | 2:01 - 2:36                            |
| Period 7                                  | 2:40 - 3:15                            |

## TWO-HOUR DELAY BLOCK SCHEDULE

|   |  |
|---|--|
| Early Bird  | 8:15-9:00 ( <u>VIRTUAL FROM HOME</u> )       |
| Period 1/2  | 10:15 - 11:10 (55 minutes)                   |
| <b>Lunch 11:14 - 12:18</b>                                      |  |
| <b>A Lunch (1<sup>st</sup> Floor): 11:14-11:44 (30 minutes)</b> |  |
| <b>A Homeroom: 11:48-12:18 (30 minutes)</b>                     |  |
| <b>B Homeroom: 11:14-11:44 (30 minutes)</b>                     |  |
| <b>B Lunch (2<sup>nd</sup> Floor): 11:48-12:18 (30 minutes)</b> |  |
| Period 3/4  | 12:22 - 1:17                                 |
| Period 5/6  | 1:21 - 2:16                                  |
| Period 7/8  | 2:20 - 3:15 (Wed. 9/10 facilitated learning) |
|   | 9th - PAC Lobby                              |
|   | 10th - PAC                                   |

### 2-HOUR DELAY PROCEDURE:

If a 2-hour delay is announced, all EB classes will be offered online and NOT at the school.

## TUESDAY BLOCK SCHEDULE

|  |                          |
|--|--------------------------|
| Early Bird   | 7:15 - 8:00              |
| Block 1  | 8:15 - 9:40 (85 minutes) |
| Block 3  | 9:46 - 11:11             |
| <b>Lunch 11:11 - 12:15</b>                                   |                          |
| <b>A Lunch (1<sup>st</sup> Floor): 11:11-11:41 (30 mins)</b> |                          |
| <b>A Homeroom: 11:45-12:15 (30 mins)</b>                     |                          |
| <b>B Homeroom: 11:11-11:41 (30 mins)</b>                     |                          |
| <b>B Lunch (2<sup>nd</sup> Floor): 11:45-12:15 (30 mins)</b> |                          |
| Block 5  | 12:19 - 1:44             |
| Block 7  | 1:50 - 3:15              |

## WEDNESDAY BLOCK SCHEDULE

|  |                          |
|--|--------------------------|
| Early Bird   | 7:15 - 8:00              |
| Block 2  | 8:15 - 9:40 (85 minutes) |
| Block 4  | 9:46 - 11:11             |
| <b>Lunch 11:11 - 12:15</b>                                   |                          |
| <b>A Lunch (1<sup>st</sup> Floor): 11:11-11:41 (30 mins)</b> |                          |
| <b>A Homeroom: 11:45-12:15 (30 mins)</b>                     |                          |
| <b>B Homeroom: 11:11-11:41 (30 mins)</b>                     |                          |
| <b>B Lunch (2<sup>nd</sup> Floor): 11:45-12:15 (30 mins)</b> |                          |
| Block 6  | 12:19 - 1:44             |
| Block 8  | 1:50 - 3:15 - 9/10       |
| Facilitated Learning & Health                                |                          |
| 9th - PAC Lobby  |                          |
| 10th - PAC   |                          |

## EARLY DISMISSAL WEDNESDAY BLOCK SCHEDULE

|  |                          |
|--|--------------------------|
| Early Bird                             | 7:15 - 8:00              |
| Block 2                                | 8:15 - 9:40 (85 minutes) |
| Block 4                                | 9:44 - 11:09             |
| Block 6                                | 11:13 - 12:38            |
| <b>Lunch 12:38-1:05 (28 minutes)</b>   |                          |
| <i>(students may take lunch to-go)</i> |                          |

## **Dual 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](http://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 appropriate level and with the appropriate person. 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 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 dances.

Students and their guests who violate school district policies, rules, or regulations will be asked to leave the dance and school grounds, and will 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 12:30pm on the day of these events in order to participate either as a spectator or a participant.

## **Mount Vernon Community School District Discipline Guidelines**

The discipline guidelines for the Mount Vernon Community School District are rooted in the following principles of respect . . .

Respect for Learning  
Respect for Staff  
Respect for the School  
Respect for Self  
Respect for Others

While not all encompassing, the discipline guidelines provided below provide a framework of expectations for Mount Vernon Community School District students while at school, while participating in or attending school events, while on school grounds, and while representing the school district in any function outside of the Mount Vernon community. Any behavior that the District deems to be prejudicial to the good order and discipline of the District may also be addressed through disciplinary consequences. Any discipline violation may also be considered a violation of the Good Conduct policy of the District.

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.

### **Level 1**

**Examples of Level 1 discipline infractions include, but are not limited to the following:**

1. Failure to exhibit honesty and integrity in the classroom environment
2. Plagiarism and/or cheating in class; presenting another's ideas, research or writing as your own or cheating on an exam or assignment
3. Attendance issues including tardiness to class and unexcused absence from class
4. Use of offensive and inappropriate language
5. Minor disruption of class
6. Refusal to follow directions
7. Being unprepared for class
8. Inappropriate physical contact that is minor in nature
9. Dress code violations
10. Inappropriate displays of affection

**Consequences for Level 1 Offenses:** Consequences for Level 1 offenses may include, but are not limited to, the following:

Conference with teacher  
Verbal Reprimand  
Contact with parent  
Loss of privileges  
Time Out from class  
Behavior Contract  
Assignment of Detention

## **Level 2**

**Examples of Level 2 discipline infractions include, but are not limited to the following:**

1. Insubordination, blatant disrespect toward an adult
2. Truancy from school
3. Smoking, use of tobacco, nicotine (vaping) products and imitation substances
4. Fighting, inappropriate physical contact more serious in nature
5. Stealing, theft of items valued at less than \$100
6. Sexual Misconduct
7. Inappropriate use of technology
8. Committing forgery or fraud in use of school documents
9. Repeated inappropriate behavior that have not been remedied through intervention by the school, including repeated violations of Level 1 behaviors

**Consequences for Level 2 Offenses:** Consequences for Level 2 offenses may include, but are not limited to, the following:

Referral to administrator  
Contact with parent  
Loss of privileges  
Time Out from class  
Behavior Contract  
Assignment of Detention  
In school or out of school suspension up to ten days  
Referral to outside agency  
Change of class schedule  
Contact with law enforcement

## **Level 3**

**Examples of Level 3 discipline infractions include, but are not limited to the following:**

1. Violent behavior toward another student or adult that is assaultive in nature
2. Sexual Harassment including use of inappropriate and suggestive sexual language
3. Sexual Assault
4. Vandalism involving significant damage to school property or the property of others
5. Stealing, theft of items valued at more than \$100
6. Use or possession of alcohol, illegal drugs, controlled substances or imitation items represented to be illegal in nature
7. Distribution of alcohol, illegal drugs, controlled substances or imitation items represented to be illegal in nature
8. Possession or use of a weapon
9. Bullying or hazing of another student or students
10. Discriminatory or Demeaning Language/Conduct; Harassment Use of words or actions, verbal, written, or symbolic, meant to harass, cause emotional distress to, discriminate against or injure another person; i.e., threats of violence or harassment or defamation of a person's race, color, national origin, ethnicity, religion, disability, sexual orientation, or perceived sexual orientation.
11. Chronic disciplinary concerns of a serious nature
12. Possession of materials that are of a violent or vulgar nature including pornography
13. Engaging in sexting or other inappropriate use of technology including, but not limited to, the use of computers and cell phones to record or share inappropriate and pornographic materials
14. Inappropriate use of school provided equipment whether in or out of school
15. Possession or use of fireworks or other dangerous items
16. Threatening actions directed toward students or the school district with the intent to cause fear or a major disruption to the school environment

**Consequences for Level 3 Offenses:** Consequences for Level 3 offenses may include, but are not limited to, the following:

Referral to administrator  
 Contact with parent  
 Loss of privileges  
 Time Out from class  
 Behavior Contract  
 Assignment of Detention  
 In school or out of school suspension up to ten days  
 Recommendation for out of school suspension longer than ten days  
 Recommendation to the Board of Education for expulsion  
 Referral to outside agency  
 Change of class schedule  
 Contact with law enforcement

## **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, the 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**

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.

To learn more about Dual enrollment or Homeschool options please visit this website: <https://educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-home-schooling>

Mount Vernon High School does not accept homeschool credits. Families desiring a district diploma for their children are urged to contact MVHS Administration during their child's 8th grade year to coordinate credits.

### **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. 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 extracurricular 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 12:30pm on the day of a scheduled practice or competition in order to participate. If the absence prior to 12:30pm is considered unexcused, the student is not able to participate in the after school activity. Exceptions to this policy (which may include: emergencies, unavoidable circumstances, etc.) require 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**

**Statement:**

The Mount Vernon Community 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, while assisting students in developing skills necessary to personal success and well being. Students who participate in any of these extracurricular activities are responsible to always exemplify good citizenship and high moral character while also complying with all governing laws and provisions of this good conduct policy. Students are expected to take personal responsibility for their actions as critical to their education. A student participating in extra-curricular activities shall be required to follow the established rules and regulations set out in this policy.

**Applicable Activity Programs:**

The Good Conduct policy 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 (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:**

At the beginning of each school year, all students and parents/guardians will receive an electronic copy of the student handbook that includes a copy of the Good Conduct policy. Students will sign their names on a sign-in sheet when reviewing the handbook at the beginning of the school year. This signature denotes that the student has reviewed the handbook and will adhere to all provisions outlined in the handbook, including all provisions outlined in this Good Conduct policy. Parents are expected to review the handbook as well, and to be familiar with all provisions including provisions of the good conduct policy. A hard copy of the handbook will be provided to students or parents upon request.

### **Definitions Related to the Good Conduct Policy:**

**Competition/performance** means a specific event that is a component of an extracurricular program whether it is 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 (9<sup>th</sup> grade begins the day after 8<sup>th</sup> 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.

**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.

**Proof** is defined as an admission by a student, a citation by law enforcement personnel, a judicial determination of fact, or direct observation by a staff member, parent/guardian, staff member, or law enforcement personnel of a student who has violated the good conduct policy. Additionally, photographs, documents and digital based information may be considered in determining proof of a violation.

**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 while on school district property, while attending or engaged in school activities, or in any way representing the Mount Vernon Community School District. Students are also responsible for following this policy outside of school time, and may face consequences based on behavior outside the school setting.

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 may not...**

1. Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
2. 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.
3. Possess, use, or be under the influence of alcoholic beverages.
4. Knowingly attend and remain 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.
5. Use, possess, and/or transmit tobacco or imitation substances (including but not limited to e-Cigarettes, vaporizers, synthetics, etc.).
6. Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
7. Assault or physically/verbally abuse anyone through hazing, bullying or harassment of any person at school or during school activities or coming to and/or going from school or

- a school activity.
8. Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.
  9. Engage in any behavior that would be considered to be sexually inappropriate including sexual harassment of another person.
  10. Send digital messages, comments or other social media activity with the intent to harass, embarrass, bully, or otherwise cause emotional distress to another person.
  11. 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 by the principal and assistant principal that a violation has occurred, the student and parents/guardians will be immediately notified in person, with the student given the opportunity to respond to the charges outlined by the administrators. Written notification will follow in a timely manner. Students and parents/guardians will be given the opportunity to respond and/or file an appeal in regards to the administrative determination. Criminal charges do not have to be filed for actions to be considered a violation of the good conduct policy.

**Penalties for Violations:**

The penalties identified in this policy are for specific violations of the good conduct policy. The penalty will begin on the day the determination is made by the superintendent or principal and assistant principal, including the extracurricular activity for which the student is currently involved. The student will be expected to participate in practice and remain a positive, contributing member of the team, but will not be allowed to dress or participate in a competition. The student must end the season in good standing if serving a consequence related to the good conduct policy. Failure to do so may result in a delay in eligibility being reinstated. 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 organizations, and violations will be handled by their supervising faculty. Note: This will be in addition to any penalties with extracurricular activities.

**First Offense:**

Loss of  $\frac{1}{3}$  of events for the identified activity, may be reduced to  $\frac{1}{4}$  of events if admitting to the violation in a timely manner, if engaging successfully in a restorative conference with anyone harmed by the behavior, or engaging in an educational/treatment plan if the behavior is related to tobacco or substance possession or use.

**Second Offense:**

Loss of  $\frac{1}{2}$  of events for the identified activity, may be reduced to  $\frac{1}{3}$  of events if engaging successfully in a restorative conference with anyone harmed by the behavior, or engaging in an

educational/treatment plan if the behavior is related to tobacco or substance possession or use.

**Third Offense:**

Loss of a full season in the identified activity, may be reduced to ½ of the season if engaging successfully in a restorative conference with anyone harmed by the behavior, or engaging in an educational/treatment plan if the behavior is related to tobacco or substance possession or use.

**Offenses Beyond a Third Offense:** If a student commits an offense or offenses beyond a third course of action including possible exclusion from extracurricular activities. This review team will consist of the principal, assistant principal, counselor and superintendent.

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 will be to work together to determine what other services the student may need to assist them in achieving success. The team will also determine the application of the 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 extracurricular in nature (non-graded)
3. Any extra-curricular social activities
4. Others activities identified by the district as subject to the good conduct policy

Any penalties from school-sponsored clubs will be in addition to this Good Conduct Policy. Additionally, 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 that time.

If there is concern about the safety of the school, staff, students, or a specific student, a confidential report should be made immediately to the principal, assistant principal, or other school staff member.

If there is concern about a student's suspected drug or alcohol use, a confidential referral may be made to a substance abuse counselor, school counselor or nurse. Such referrals do not constitute proof of a violation of the good conduct policy. When deemed appropriate, the school administration or faculty may recommend that the student meet with a substance abuse counselor for an assessment if the violation is alcohol and/or substance abuse related. The student will be expected to follow through with any recommendations as a result of the assessment. 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.

### **Student Appeal:**

A student may contest the determination of a violation and/or penalty imposed for a violation of the Good Conduct policy. 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 within five days. A student may be represented by legal counsel in any hearing before the District's Board of Education. The appeal shall be heard at the earliest 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.

## **ELIGIBILITY – TRAINING RULES**

Training rules may be established for each activity or athletic team by the individual coach/sponsor. These rules will be reviewed and approved by the activities director. 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 Susannah Maddock and Brett Karkosh:

- 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 Brett Karkosh at [bkarkosh@mvcasd.org](mailto:bkarkosh@mvcasd.org) or Susannah Maddock at [smaddock@mvcasd.org](mailto:smaddock@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, two severe weather drills, and 1 intruder drill each semester to prepare for these events.

## **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         | An honor roll will be       |
| B+           | 3.33         | D            | 1.00         | published at the conclusion |
| B            | 3.00         | D-           | 0.67         | of each grading period.     |
| B-           | 2.67         | F            | 0.00         | Students must earn a grade  |
| C+           | 2.33         | INC          | 0.00         | point average (GPA) of 3.00 |
| C            | 2.00         | PASS         | no value     | or better to be included on |
|              |              | W            | no value     | the honor roll list.        |

### **Evidence-Based Reporting (EBR)**

ALL high school classes will be implementing Evidence-Based Reporting (EBR). At the end of the course, students will still receive a lettergrade, which will hold the same value as all other courses at MVHS.

### **Repeating a Course**

A student who passes a course may not repeat that course for credit, unless indicated or approved by administration, but may repeat the course to earn a higher grade.

## **GRADUATION REQUIREMENTS**

|                           |  |
|---------------------------|--|
| <b>Physical Education</b> | <b>2.0 credits (0.5/year)</b>              |
| · <b>Health 9</b>         | <b>* 0.5 credit (8<sup>th</sup> Block)</b> |

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

|  |                     |
|--|---------------------|
| <b>Mathematics</b>                       | <b>3.0 credits</b>  |
| <b>Science</b>                           | <b>3.0 credits</b>  |
| · <b>Earth Science</b>                   | <b>* 0.5 credit</b> |
| · <b>Chemistry I</b>                     | <b>* 0.5 credit</b> |
| · <b>Biology</b>                         | <b>* 1.0 credit</b> |
| · <b>Physics I</b>                       | <b>* 0.5 credit</b> |
| · <b>Elective</b>                        | <b>* 0.5 credit</b> |
| <b>Social Studies - must include:</b>    | <b>3.0 credits</b>  |
| · <b>US History or Honors US History</b> | <b>* 1.0 credit</b> |

- **World History or AP World History** \* **1.0 credit**
- **Psychology or Sociology (Class of 2023)** \* **0.5 credit**
- **Political Science** \* **0.5 credit**

*All students must successfully gain credit and complete 4 years of English during the 9<sup>th</sup>-12<sup>th</sup> 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 (2019)**  
**10.5 credits (2020)**  
**11.0 credits (2021)**  
**11.5 credits (2022)**
- **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 1<sup>st</sup> semester and not returning for the 2<sup>nd</sup> semester.)*

**Total Credits**  
**26.0 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, Brett Karkosh, is available from 8:00 a.m. – 4:00 p.m. daily.  
 Phone: (319) 895-8843, ext. 4119, or by email: bkarkosh@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 alleged to have harassed someone
- The names of any witnesses to the incident
- What the harasser said and did during this incident and afterwards
- What the alleged victim said and did at the time of the harassment and afterwards
- How the harasser responded to the 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 students 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, Megan Krapfl, 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: mkrapfl@mvcsd.org

### **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.

### **LOCKER ROOMS**

MVHS locker rooms are designated for students and teams to use when needed for class or an event. Locker rooms will remain locked throughout the day and are not for loitering students. Students found in the locker room without cause will be asked to leave and are subject to administrative discipline.

### **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 1<sup>st</sup> of the year preceding the requested transfer.

Under certain conditions, the March 1<sup>st</sup> 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:  
October

Winter Semester:  
March

### **PARKING/DRIVING POLICIES**

**For the 2021-2022 school year, everyone who drives to school will be assigned a parking spot. If that does not work as intended, the following guidelines will be in effect.**

- *Students who do not receive a parking spot in the HS lot will be assigned a parking spot at the LBC or in the lot between the middle and elementary schools*

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

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.

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 may result in a loss of parking privileges on district property. Depending on the severity and number of violations, the discipline may result in a warning up to a permanent ban on parking privileges on district property.

**Violations - A possible loss of parking privileges 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 another person's assigned parking space. Parking spaces 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 Mr. Karkosh (Rm 116)

Possible places to volunteer:

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

## **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 (3.50-3.69) = Maroon Cord
  - Graduating with Honors (3.7-3.89) = Gold Cord
  - Graduation with Highest Honors (3.9-4.0) = Medal
- 
- Senior Scholarships .... Multiple local scholarships were awarded during the 2021 Senior Awards Ceremony and may be available for the Class of 2022. 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 (*The date will be in the fall & determined by Brett Karkosh, MVHS School Counselor*). 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 (18<sup>th</sup>) 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 circumstances 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, vape/imitation substance, 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, other nicotine products, non-nicotine vaping products/devices, alcohol, and/or a controlled substance or imitation 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 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.

6. 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 school.

The Mount Vernon Community School District is committed to assisting students who may have an issue with substance abuse. In addition to disciplinary actions that may accompany the use, possession, or transfer of illegal substances on school grounds or during any school related activities, the District will take the following steps to address the concern:

### **First Offense**

1. After the student is found to not be in compliance with substance use policy the student will:
  - a. Meet with either school counselor or school nurse and complete the SBIRT assessment.
  - b. School staff will also engage in conversation with the students about substance use using motivational interviewing tools
  - c. Results of assessment will be shared with the student and students' parents/guardian.
2. The student will be suspended from school for a period of up to ten days, with a possible recommendation for expulsion depending on the details of the situation.
3. The student will be required to attend a four hour Prime for Life Training (PRI), facilitated by the staff of the **Drug Free Coalition**. If the student refuses to engage in the PRI session, the student may face additional disciplinary consequences up to a recommendation for expulsion, and will not be eligible for a reduction of any consequences related to the Good Conduct policy.

- a. Depending on staff availability, the student may attend the PRI training during the suspension period.
  - b. If the staff is unavailable to provide training during the suspension, the student will complete the training during school hours within five days of the offenses.
4. The Student will be suspended from extracurricular activities as outlined in the Good Conduct policy that is part of this student handbook. However, the student may be eligible for possible reductions in the length of consequences related to the Good Conduct policy if partaking fully in treatment and prevention interventions.

### **Second Offense**

1. After the student is found to not be in compliance with substance use policy the student will:
  - a. Meet with either the school counselor or school nurse and complete the SBIRT assessment (2nd SBIRT needed only if violations are several months apart)
  - b. School staff will also engage in conversation about substance use using motivational interviewing tools.
  - c. Results of the assessment will be shared with the student and the students' parent/guardian.
2. The student will be suspended from school for a period of up to ten days, with a possible recommendation for expulsion depending on the details of the situation.
3. The Student will be suspended from extracurricular activities as outlined in the Good Conduct policy that is part of this student handbook.

If the student completes a substance abuse evaluation from a licensed Chemical Abuse Dependence Counselor (CADDC), and completes the recommend counseling from CADDC evaluation, the District will consider lessening the length of the school and extracurricular suspensions as long as the student and parent/guardian actively engage in the process, and are genuinely committed to engaging in the counseling process.

### **Offenses Beyond A Second Offense**

Any substance abuse related offense beyond a second offense may result in the assignment of significant disciplinary consequences, while the district administrative team will work with the student and family to determine what level of counseling intervention may be appropriate to address the concern.

### **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, 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 non-school groups as space allows and as dictated by the high school and middle school calendars and events.

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-alikes 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-alikes. Weapons and other dangerous objects and look-alikes 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-alikes 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).*