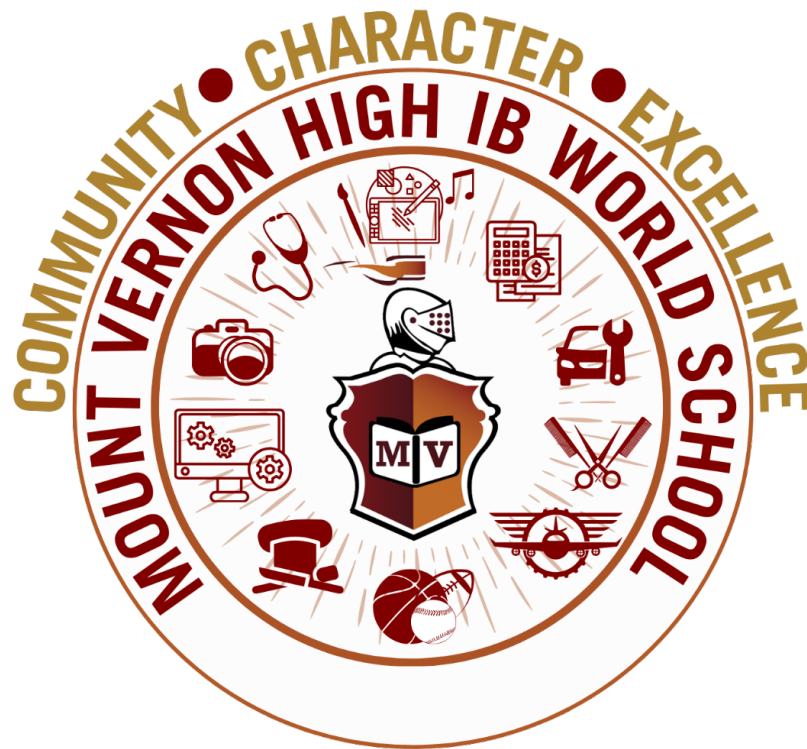


# THE NEW MOUNT VERNON HIGH SCHOOL



# STUDENT-PARENT HANDBOOK 2024-2025



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# WELCOME TO THE NEW MOUNT VERNON HIGH SCHOOL

The administration and faculty wish you success as you pursue the opportunities offered this new school year. We want every student to succeed, and we are committed to working with you and your guardians to ensure that you learn and grow in a safe and supportive environment.

The New Mount Vernon High School (MVHS) student handbook contains policies and procedures that will allow you to better understand our expectations. It is important for you to read the student handbook and share its contents with your parents.

Successful people take pride in their education, recognize their self-worth, and know when the support of others is beneficial in reaching their full potential. The New Mount Vernon High School offers many exciting extracurricular opportunities for our students. **GET INVOLVED!** This is **YOUR** school.

The mission of The New Mount Vernon High School is to ignite the passions of high school students through the discovery and development of their unique interests; to empower students to develop self-confidence and create their own success through a personalized learning environment and purposeful internships of their choice; and, with the support of advisors and community partners, graduate as confident and capable young adults, prepared to make their mark on the world! Feel free to ask for the help of secretaries, teachers, counselors, and administrators who are all here to assist you in achieving success at The New Mount Vernon High School.

## Principal

Dr. Pauline Pearce

## Assistant Principals

Allan Grant, 9th Grade

Dr. Kelvin Roopchand, 10th Grade

Erica Naughton, 11th Grade

Tiffany Izzo, 12th Grade

**VISIT OUR WEBSITE**  
**<https://MVHS.MTVERNONCSD.ORG>**

## **MVHS VISION**

**Our vision is to inspire students to be inquisitive, knowledge-seeking, compassionate and principled. We will empower students to become self-driven agents of change in local and global communities.**

## **OUR CREED**

**I am an MVHS Knight. I am inquisitive, knowledge-seeking, compassionate and principled. I am a self-driven agent of change. I am limitless!**

## **MISSION STATEMENT**

**Our mission is to produce a balanced citizenry by increasing the knowledge, skills and opportunities across the Mount Vernon High School Community.**

**We will use a holistic approach, offering stimulating programs and supporting community engagement.**

**Mount Vernon High School students will:**

- **Demonstrate open-mindedness and critical thinking.**
- **Communicate effectively.**
- **Understand themselves, their heritage, and their place in history and the world.**
- **Articulate the importance of self-awareness, creativity, and reflection.**
- **Appreciate others and act responsibly in a global society.**
- **Exude ethical values towards people and education.**
- **Exemplify the skills necessary for successful transition to post-secondary pursuits.**

# CALL AND RESPONSE

## WHO ARE WE?

We are the new Mount Vernon High School Knights

## WHAT ARE WE BUILDING?

Community

## CULTIVATING?

Character

## INSPIRING?

Excellence

## HOW ARE WE DOING IT?

Together



### SCHOOL COLORS

Maroon and Gold

### NICKNAME

MVHS

### SCHOOL MASCOT

Knight

# MVHS STUDENT PRINCIPLES

- ✧ I respect others and myself. I am kind and courteous.
- ✧ I demonstrate positive verbal and nonverbal communication and positive behavior.
- ✧ I am responsible for my behavior and its consequences.
- ✧ I come to school on time, focused, and prepared to work.
- ✧ I demonstrate behaviors that promote a clean, safe, and civil learning environment.
- ✧ I respect school property and the property of others.
- ✧ I always present myself in an appropriate and orderly fashion and in all settings.
- ✧ I always demonstrate personal honor and integrity.

## WE VALUE

- ✧ **Justice and Fairness** – Demonstrating impartial, unbiased, and equitable treatment for all.
- ✧ **Inclusiveness** - The quality of including all sections of society.
- ✧ **Honesty** – Being truthful in word and action.
- ✧ **Respect** – Showing high regard for self, others, and property.
- ✧ **Responsibility** – Being accountable for individual behavior.
- ✧ **Self-Esteem** – Confidence in one's worth or ability.
- ✧ **Caring** – Showing concern for the well-being of others.
- ✧ **Citizenship** – Being an informed, responsible, and caring participant in the community.
- ✧ **Courage** – Doing the right thing in the face of difficulty.
- ✧ **Perseverance** – Demonstrating commitment, pride, and a positive attitude in completing tasks.

# MVHS DEPARTMENTS

## ATHLETIC DEPARTMENT

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Cimmino	Robert	Athletic Director	146	5223
Cheatham	Lashonda	Secretary	146	5224

## PRINT SHOP

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Cardillo-Rojas	Jenifer	Secretary	161	5267

## SOCIAL WORKERS/PSYCHOLOGISTS

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Barcenas Quinde	Janet	Psychologist	210	2377
Barrow	Katherine	Social Worker	105	2523
Cole-Wiltshire	Maxine	Social Worker	147	2371
Flowerman	Gabrielle	Psychologist	210	7624
Manzueta	Sandra	Social Worker	105	5367
Parker	Ramona	Social Worker	105	2469
Peniston	Nikita	Social Worker	210	5314
Pennant	Annette	Psychologist	210	5317
Pennant	Samori	Social Worker	140B	5043
Reynolds	Lillian	Social Worker	105	7597

## OFFICE OF SUPPORT

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Balfor	Shanygne	School Laison	147	2856

## SPECIAL EDUCATION

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Grade</i>
Kendall	Torian	Supervisor	202	9 to 12
Gelling	Andrea	CSE Chair	148	Ext. 2579
Abel	Ayami	IB Co-Ordinator	279	9 to 12

## VARIOUS DEPARTMENTS

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Fernandez	Monica	Librarian	Library	718-601
Henry	Natasha	Crisis Intervention Specialist	220	718-220

**PRE-K**

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
White-Wallace	Gayle	Director	125	2375
Bell	Sheena	Secretary	125	2430

**NURSES**

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Bryan	Lunette	Nurse	12	5284
Cuadra-Hibbert	Mireya	District Nurse	133	5186
Martin-Chambers	Melissa	Nurse	12	5282
White	Michele	Secretary	12	5283

**SECURITY**

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Coates	Denise	District Safety Supervisor	10	2885
Jones	Nicole	Secretary	10	7596
Anderson	Richard	Supervisor	104	5299
Forde-Billinger	Lynn	Front Desk Security	Exit 2	2587

**CUSTODIAL TEAM**

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Room #</i>	<i>Ext.</i>
Scarlett	Franklyn	Head Custodian	~	5288



# ADMINISTRATION

## **Dr. Pauline Pearce, Principal**

Sherry Watson, Administrative Assistant

Main Office.....914-665-5100

## **NINTH GRADE ACADEMY**

**ROOM 283**

**Mr. Allan Grant, Assistant Principal**

Rhonda Henderson, Administrative Assistant

Office Contact.....914-358-2312

## **TENTH GRADE ACADEMY**

**ROOM 147**

**Dr. Kelvin Roopchand, Assistant Principal**

Claudette Costley-Lodge, Administrative Assistant

Office Contact.....914-358-2749

## **ELEVENTH GRADE ACADEMY**

**Main Office**

**Ms. Erica Naughton, Assistant Principal**

Andrea Gutierrez, Administrative Assistant

Office Contact.....914-665-5298

## **TWELFTH GRADE ACADEMY**

**ROOM 148**

**Ms. Tiffany Izzo, Assistant Principal**

Claudette Costley-Lodge, Administrative Assistant

Office Contact.....914-358-2667

**Dr. Eric Brand, Humanities Chair**

Office Contact.....914-665-5273

**Mr. Adam Rappoport, STEM Chair**

Office Contact.....914-665-5253

**Ms. Ayami Abel, IB Coordinator**

Office Contact.....[Aabel@mtvernoncsd.org](mailto:Aabel@mtvernoncsd.org)

# HOUSE TEAMS

## HOUSE OF COMMUNITY

**ROOM 285**

Ms. Alexandra Sherlock, English Teacher

Office Contact.....Asherlock@mtvernoncsd.org

## HOUSE OF CHARACTER

**ROOM 275**

Ms. Ann Murphy, Social Studies Teacher

Office Contact.....Amurphy@mtvernoncsd.org

## HOUSE OF EXCELLENCE

**ROOM 216**

Mrs. Joanne Maxwell, Special Education Math Teacher

Office Contact.....Jmaxwell@mtvernoncsd.org

## OFFICE OF PUPIL SERVICES

**ROOM 105**

Jennita Faulkner, Administrative Assistant

Leslie Canzius, Administrative Assistant

Office Contact.....914-665-5301



# SCHOOL COUNSELING STAFF

LAST NAME	FIRST NAME	TITLE	ROOM #	EXT.	EMAIL
Capitelli	Nina	Transitional Counselor	147	2872	Ncapitelli@mtvernoncsd.org
Criss	Jasmine	Counselor	186	2533	Jcriss@mtvernoncsd.org
Fuller	Princess	Counselor	186	2487	Pfuller@mtvernoncsd.org
Greene	Lolita	Counselor	186	2490	Lgreene@mtvernoncsd.org
Sales	Takisha	Counselor	268	2366	Tsales@mtvernoncsd.org
Williams	Peggy	Counselor	268	5254	Pwilliams@mtvernoncsd.org

# STUDENT COUNCIL/ADVISORY BOARD

LAST NAME	FIRST	ROLE
Ibeto	Prosper	Senior Class President
Greene	McKale	Senior Class VP
Marsh	Jazzy	Senior Class Treasurer
Irigogen	Ivan	Senior Class Secretary
Fonseca	Filipe	Senior Class Secretary
Castillo	Sai	Senior Class PR Person
Adair	Destiny	Junior Class President
White	Theona	Junior Class Vice President
Cunningham	Angelina	Junior Class Treasurer
Folkes	Megan	Junior Class Secretary
Crenshaw	Chelsea	Junior Class PR
Bailey-McCalla	Desire	Student Council Rep.
Braham	Jessona	Student Council Rep.
Guzman	Kendra	Sophomore Class President
Elder	Kyla	Sophomore Class VP
Mullins	Jayden	Sophomore Class Treasurer
Harvey	Rochelle	Sophomore Class Secretary
Gillmore	Dakota	Sophomore PR person

# A-B REGULAR BELL SCHEDULE

Minutes	A DAY	
9	HR	7:50- 7:59
43	1	7:59-8:41
43	2	8:44-9:27
43	3	9:30-10:13
43	4	10:16- 10:59
43	5	11:03- 11:45
43	LUNCH	11:48- 12:31
43	7	12:33- 1:17
43	LUNCH	1:20- 2:03
43	9	2:06- 2:49

Minutes	B DAY	
9	HR	7:50-7:59
43	1	7:59-8:41
43	2	8:44- 9:27
43	3	9:30- 10:13
43	4	10:16- 10:59
43	5	11:03- 11:45
43	6	11:48-12:31
43	7	12:33-1:17
43	8	1:20-2:03
43	9	2:06- 2:49

REGULAR SCHOOL DAY	
START TIME	END TIME
7:50 am	2:49 pm
ABBREVIATED SCHOOL DAY	
Start Time	End Time
7:50 am	11:30 am
DELAYED OPENING	
Start Time	End Time
10:00 am	2:49 pm

# STUDENT ACHIEVEMENT

Principal's Honor Roll	Maintain an average of 95 or higher
High Honor Roll	Maintain an average between 90 - 94.999
Honor Roll	Maintain an average between 85 - 89.999
Grades in every course must be $\geq$ 70. Any grades less than a 70 will disqualify you from honor roll.	

# STACKABLE CREDENTIALS

All students are eligible to work towards attaining each of these credentials. Credentials are awarded upon completion of NYSED graduation requirements.

Credential	How to Qualify (Click the Link)
Seal of Civic Readiness	<a href="https://www.nysed.gov/sites/default/files/programs/curriculum-instruction/criteria_seal_civic_readiness.pdf">https://www.nysed.gov/sites/default/files/programs/curriculum-instruction/criteria_seal_civic_readiness.pdf</a>
Seal of Biliteracy	<a href="https://www.nysed.gov/sites/default/files/criteria-for-nyssb-2017-18.pdf">https://www.nysed.gov/sites/default/files/criteria-for-nyssb-2017-18.pdf</a>
IB Diploma Candidate	<a href="https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme">https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme</a>
IB Course Candidate	<a href="https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme">https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme</a>
IB Career Pathway*	<a href="https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme">https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme</a>
Smart Scholar	<a href="https://mvhs.mtvernoncsd.org/departments-programs/smart-scholar-early-college-hs-program">https://mvhs.mtvernoncsd.org/departments-programs/smart-scholar-early-college-hs-program</a>

\*Status is pending approval.

# MARKING PERIOD DATES

	START DATE	END DATE
Marking Period 1	09/10/24	11/08/24
Marking Period 2	11/11/24	01/24/25
Marking Period 3	01/27/25	04/25/25
Marking Period 4	04/21/25	06/27/25

# ATTENDANCE POLICY

The Mount Vernon Board of Education recognizes that regular school attendance is a major component of students' academic success. Through implementing this policy, the Board of Education encourages full attendance by all students to reduce the level of unexcused absences, tardiness, and early departures. To accomplish these objectives, it is recognized that:

- Regular school attendance is essential to a successful teaching and learning environment.
- Parents, guardians, school staff, and the students themselves all constitute the school community and have a responsibility to contribute to a pattern of regular attendance.
- Parents must ensure that their child(ren) arrive at school on time, remain in school for the full day and attend school consistently throughout the year; including prior to and after school vacations.
- School staff must effectively communicate with parents and students regarding attendance patterns, especially when those patterns relate to ongoing absences, tardiness, or early departure.

## Lateness to Class

- Please note that 3 lateness = 1 absence. Hereafter, the absence policy takes effect.
- If a student is caught in a sweep three or more times, this could result in an in or out of school suspension.

Number of Absences from Class	Consequences Include but Not Limited to:
3 Absences	<ul style="list-style-type: none"> <li>• The teacher will notify parents and conference with students.</li> </ul>
5 Absences	<ul style="list-style-type: none"> <li>• A warning letter will be issued, and the student and family are referred to the COST (Coordination of Services Team) team and the Attendance Teacher.</li> </ul>
7 Absences	<ul style="list-style-type: none"> <li>• Parent/family conference with Cost Team. Contract is signed and plan is monitored by the Attendance Teacher.</li> </ul>
10 Absences (Chronic Absenteeism)	<ul style="list-style-type: none"> <li>• Potential Failure Letter is issued.</li> <li>• Parent/Family Conference</li> </ul>
11 <sup>th</sup> – 15 <sup>th</sup> Absences	<ul style="list-style-type: none"> <li>• Attendance Teacher initiates a CPS report.</li> </ul>
20 Absences	<ul style="list-style-type: none"> <li>• Students are not eligible for credit recovery programs. The student will be required to repeat the course the following year.</li> <li>• A certified letter will be mailed out.</li> </ul>

# ASSESSMENT CALENDAR

*Building-level assessment dates are subject to change*

DATE	ASSESSMENT	GRADE LEVEL
August 19 - August 20	NYS Regents Exams	All Grades
Oct 15-18	Common Assessment Benchmark Week (Social Studies, ELA, World Language, Reading)	All Grades
Oct 21-25	Common Assessment Benchmark Week (Math, Science)	All Grades
Oct 23	PSAT	Grade 10-11
Oct 28	SAT	Grade 12
Nov 25-27	Common Assessment #2 Week (Social Studies, ELA, World Language, Reading)	All Grades
Dec 2-6	Common Assessment #2 Week (Math, Science)	All Grades
Jan 13-Jan 17	Midterms All Course (Common Assessment #3 for Core Courses)	All Grades
Jan 21-Jan 24	January Regents Schedule <a href="#">January 2025 Regents Exam Schedule.docx</a>	All Grades
Mar 10-14	Common Assessment #4 Week (Social Studies, ELA, World Language, Reading)	All Grades
Mar 17-21	Common Assessment #4 Week (Math, Science)	All Grades
April 15-24	NYSESLAT Speaking	ENL
April 23	PSAT	Grade 9
April 24	SAT	Grade 11
April 28-May 2	Common Assessment #5 Week (Social Studies, ELA, World Language, Reading)	All Grades
April 29-May 21	IB Exams (Schedule when provided)	IB Students
May 5-9	Common Assessment #5 Week (Math, Science)	All Grades
May 13-24	NYSESLAT Listening	ENL
June 2-6	<b>Final Exams</b> (Common assessment #6 for Core Courses)	All Grades
June 10	Life Science Regents *New Administration	All Grades
June 11	Geometry Regents *New Administration	All Grades
June 17-27	Regents Schedule	All Grades

# **OFF-CAMPUS LUNCH PARENT PERMISSION FORM**

*(Applicable to Grade 12 ONLY)*

Students are responsible for their actions while they are off campus. The school provides no supervision of off-campus activities and assumes no liability for any accident or injury that occurs while off-campus.

To obtain and retain open campus lunch privileges, each student:

- **Must have a permission form on file.**
- **Must be passing ALL classes.**
- **Must maintain a 90% attendance throughout the quarter, semester, or year.**
- **Must be on time for the class following his/her lunch period. Three (3) tardies to that class may result in losing the open campus lunch privileges.**
- **Must return to school for the remainder of the school day. Note: If a student becomes ill while off campus, a parent/guardian must call the school office to report their absence. All absences are chargeable absences according to the attendance policy.**
- **Will not leave food, drink, or litter in the parking lot.**
- **May not transport any student who does not have open campus lunch privileges.**

Failure to abide by any of the above rules will result in the loss of open campus lunch for the remainder of the quarter, semester, or year. Off-campus lunch for seniors is administered on Tuesdays and Thursdays only.



# **STUDENTS DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting and in preparation for work and career goals.

A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up, and nails must:

1. Be safe, appropriate, and do not disrupt or interfere with the educational process.
2. Completely always cover all undergarments.
3. Include footwear that is not a safety hazard, always worn.
4. Not include revealing clothing such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), and see-through material.
5. Not include wearing hats or head coverings in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, weight, religion, religious practice, national origin, ethnic group, sex, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or any illegal substance and/or abuse of prescription drugs and/or encourage illegal or violent activities.
8. Not include jewelry that can be dangerous, such as spiked bracelets or neck collars.
9. Not disrupt the educational process, as determined by the Building Principal or designee.
10. Gang paraphernalia or dress is strictly prohibited.

# **IN SCHOOL SUSPENSION POLICY**

Failure to follow school rules could result in in-school suspension. Students placed in ISS must observe the following rules:

- No Sleeping
- No Eating
- No use Of Cellphones
- No Talking
- Must Remain IN Assigned Seat
- Must not Leave ISS Room without Permission and A Written Pass
- Must Complete Assignments
- Remain In ISS For Lunch as It Will Be Brought To You

# NON-NEGOTIABLES

- **Violence** – behavior involving physical force intended to hurt, damage, or kill someone or something.
- **Weapons** – a thing designed to or used for inflicting bodily harm or physical damage.
- **Drugs** – a medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body.
- **Insubordination/Disrespect** – defiance of authority; refusal to obey orders.
- **Bullying (physical/cyber)** - physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, ostracism, extortion, or intimidation). Cyberbullying (also known as virtual bullying) is the willful and repeated harm (includes tormenting, threats, harassment, humiliation) to a person through electronic means such as cell phone, computer, other devices. Inappropriate, bullying, threatening or illegal behavior using an electronic/digital device, including cell phone, text message, wireless communication device, computer, laptop, pager, walkie talkie, e-mail, instant message, chat room, electronic bulletin board, web log and other means of wireless or wired communication occurs when a student or otherwise targeted by another student using the Internet, interactive and digital technologies, or mobile]

# INFRACTION LEVELS AND CONSEQUENCES

LEVEL	INFRACTION	CONSEQUENCE
1	<p>Insubordination/Inappropriate Conduct:</p> <ul style="list-style-type: none"> <li>• Leave school or class without permission.</li> <li>• Leave lunchroom without permission.</li> <li>• Gambling or playing games for money.</li> <li>• Cheating, plagiarism and/or academic misconduct</li> <li>• Running in hallways, stairways, or building</li> <li>• Use of cell phones, iPods, or other electronic devices in the school building.</li> </ul>	<ul style="list-style-type: none"> <li>• Call to parents, document.</li> <li>• Lunch detention</li> <li>• After-school detention for repeat offenders</li> <li>• Parent Conference</li> <li>• Counseling referral</li> <li>• Administrative intervention</li> </ul>

<p style="text-align: center; font-size: 24pt; color: red;"><b>2</b></p>	<p><b>Disorderly/Disruptive Conduct:</b></p> <ul style="list-style-type: none"> <li>• Language or gestures that are profane, lewd, vulgar, or abusive, cursing or swearing.</li> <li>• Producing noise that disrupts learning.</li> <li>• Dress code violation</li> <li>• Trespassing: students are not permitted in any building other than the one they attend.</li> <li>• No trespassing on school grounds when under suspension or expulsion.</li> <li>• Obstructing vehicular or pedestrian traffic.</li> <li>• Computer/electronic communications misuse, including any inappropriate or unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.</li> <li>• Taking pictures and/or transmitting photos/graphic/videos or representations of any unclothed or partially clothed person or exposing private parts.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher removal of student from classroom</li> <li>• Written referral to administrator.</li> <li>• Verbal communication to parent/document.</li> <li>• Written notification to parent within 24 hours.</li> <li>• Responses for each subsequent offense will be progressively more serious.</li> <li>• Loss of computer privileges</li> <li>• Detention</li> <li>• Behavior contract/growth plan</li> </ul>
<p style="text-align: center; font-size: 24pt; color: red;"><b>3</b></p>	<p><b>Conduct that Endangers the Morals, Health, and Welfare of Students and Staff:</b></p> <ul style="list-style-type: none"> <li>• Bullying in any form</li> <li>• Stealing property of students, school personnel, or other persons on school property.</li> <li>• Defamation: making false representations about a person or group of persons that harm their reputation or demean the group.</li> <li>• Indecent exposure</li> <li>• Any electronic activity that interferes with the operation of the school or maintenance of order with respect to staff and/or students, or adversely affects the safety and well-being of a student while in school is considered inappropriate.</li> <li>• Fighting/physical contact</li> <li>• Selling, using, or possessing obscene material.</li> </ul>	<ul style="list-style-type: none"> <li>• All Level II options and possible</li> <li>• Suspension 1-5 school days per occurrence</li> <li>• Superintendent's Hearing for repeat offenders.</li> <li>• In-house suspension</li> <li>• Exclusion from extracurricular activities</li> <li>• Out of school suspension</li> <li>• Loss of transportation privilege.</li> <li>• Alternative education program</li> </ul>

<p style="text-align: center; font-size: 24pt; color: red;"><b>4</b></p>	<p><b>Violent/Dangerous Conduct:</b></p> <ul style="list-style-type: none"> <li>• <b>Committing an act of violence causing bodily harm</b></li> <li>• <b>Weapon possession</b></li> <li>• <b>Displays what appears to be a weapon.</b></li> <li>• <b>Threatening to use any weapon, whether in possession of the weapon at the time of the threat.</b></li> <li>• <b>Intentionally damaging or destroying the personal property of student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.</b></li> <li>• <b>Possession, use or threats to use an explosive device that can cause physical injury or death.</b></li> <li>• <b>Use of any tobacco product, including cigarettes, marijuana, cigar, “blunt”, pipe, snuff, chewing or other smokeless tobacco.</b></li> <li>• <b>Possessing, consuming, selling, distributing, or exchanging alcohol beverages or illegal substances, or being under the influence of either.</b></li> <li>• <b>Possessing, consuming, selling, distributing, or exchanging any prescription medication.</b></li> <li>• <b>Fighting, shoving, excessive noise, cursing/swear or fighting while on school bus, or other school mode of transportation.</b></li> <li>• <b>Gang related activities.</b></li> <li>• <b>False report of fire, bombs, or other type; misuse of 911 or discharging fire extinguisher</b></li> <li>• <b>Inappropriately using or sharing prescription and other over-the-counter drugs.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suspension for 5 days</b></li> <li>• <b>Superintendent Hearing</b></li> </ul>
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# SAFETY PROCEDURES

- Entry scanning-All students will be scanned on entry. Grades 9 & 10 will enter through exit 1; Grades 11 & 12 will enter through exit 3.
- Hallway passes- All students must have a pass if they need to leave their classroom. No bathroom pass will be issued within the first 10 and last 10 minutes of class. Limit to 3 students in the bathroom.
- Late Entry: No entry after 10:00 AM (This will be strictly enforced.)
- Transitions: Students have 3 minutes to transition from one class to the next.
- Use of Cell Phones: Students must not use cell phones or other electronic devices during class time unless the teacher is using it as a part of the instruction for that period.

(We will be transitioning to a strict no cell phone usage in the school building using the Yondrs Lockbox to help mitigate social media bullying during school hours.)

# PHOTO IDENTIFICATION POLICY

All students will be provided with an MVHS-issued ID free of charge at the beginning of the school year. **ALL STUDENTS MUST WEAR ID CARDS AT ALL TIMES.** Students must have their ID in possession when attending school-related events. Students are not permitted to borrow or lend their ID card to other students.

Students will utilize IDs when entering the school building and cafeteria during lunch periods. Violation of this policy will result in disciplinary action. If the student ID card is lost, the student will be responsible for the replacement card. Cost of a new card is \$5.00

# EMERGENCY PROCEDURES

To ensure that you, the student, remain safe in our building throughout the year we practice the following: Fire Drills, Non-Fire Emergency Drills and Lockdown Drills. **FAILURE TO FOLLOW INSTRUCTIONS DURING ANY OF THESE DRILLS WILL RESULT IN DISCIPLINARY ACTION.**

## SHELTER-IN-PLACE

Students and staff are required to remain indoors because it is safer inside the building or a room than outside (such as in a tornado or other severe weather.) This is activated by an announcement via intercom.

- Students in the hallways should return to the assigned classroom, if possible.
- Classroom teachers must take attendance. All other staff will assist students as needed.
- Move away from windows if the situation warrants.

- If instructed, move out of the classroom to a designated safe area. Always stay together. Take attendance.

## **IN THE EVENT OF A WEATHER EMERGENCY:**

- Students are to move to the room's interior or to a hallway.
- Heat and air conditioning are usually turned off depending on the duration of the shelter-in-place.
- Listen for further instructions.

## **HOLD-IN-PLACE**

Movement of students and staff is temporarily limited when an internal incident arises, such as students fighting in a hallway, a medical emergency or a maintenance issue.

This is initiated to keep students and staff away from the affected area and is activated with an announcement via intercom. All students are to return to and remain in class. Students should be placed into the nearest classroom even if it is not their own.

- Classroom teachers must take attendance.
- All other staff will assist students, as needed.
- Listen for updates and other instructions.

## **EVACUATION**

Students and staff are required to move out of a building because it is safer outside than inside (as in the case of a fire, explosion, hazardous material spill).

Emergency alarms will sound and/or an intercom announcement may say, "Your attention please. We need to evacuate the building."

- Teachers are to immediately direct their students to a designated assembly area. (Use secondary route, if necessary.) Follow the evacuation chart posted in every classroom.
- Teachers are to bring attendance list/class rosters. Close the classroom door after exiting. Take attendance when it is safe to do so.
- If evacuating off site, take attendance before moving from current area, and upon arrival to the off-site location.
- Listen for updates.

## **LOCKOUT**

The school building is secured due to an imminent concern outside of the school building, such as a shooting near a school. Regular activities may continue inside the school.

This is activated via intercom, and students carry out usual inside activities but inside activities are curbed until lockout is lifted.

- Listen for instructions.
- All exterior windows/doors are locked.

- Leave blinds/lights as they are.
- Take attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal. Normal activity will continue within the building.
- All outdoor activities are terminated.
- Listen for updates.

## **LOCKDOWN**

Students and staff take cover, remain silent, secured in the room out of view. This occurs when an incident poses an immediate threat of violence in or around the school.

When you hear “LOCKDOWN” announced, you should move quickly to execute the following actions:

- Lock your door. If possible and necessary, quickly barricade the door.
- Move students away from the door to the classroom's designated safe area out of sight and hide from view, remaining silent and awaiting instructions for evacuation.
- **ONLY** if safe to do so, gather students from hallways and common areas near your classroom into your classroom.
- Do not allow anyone, under any circumstance, to leave or enter the secured area
- All cellphones must be silenced. Attendance should be taken.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet.
- Take attendance, if possible.
- Do not communicate through the door or answer classroom phone. Do not peek through doors or windows.
- **DO NOT** respond to PA announcements or fire alarms.
- Stay hidden until physically released by law enforcement personnel.
- Staff/students in outdoor activity once LOCKDOWN is initiated, seek a safe location away from the building. Call 911 and report your situation, location, and number of students.

# MVHS SCHOOL-WIDE EXPECTATIONS

HALLWAY	CAFETERIA	RESTROOM	COURTYARD
Go directly to your destination and walk quickly BEFORE the bell rings.	Make sure all items on YOUR desk are cleaned off the table and thrown in the trash (even if they are not yours).	Sign the book – limit to three (3) in bathroom.	Play ball appropriately with positive intentions and good sportsmanship.
Speak to peers and staff with school-friendly appropriately language.	Use an indoor voice and be polite	Clean up after yourself and treat facilities with care and respect.	Listen to and follow instructions respectfully from Security and Staff.
Relate to everyone with positive intentions, energy and respect.	Wait online quietly, patiently and orderly.	Wash hands and use soap after use.	Clean up any litter you see on the ground.
Dispose of any trash you see on the floor.	Smile; say please and thank you.	Follow restroom policies.	Keep Hands and Feet to yourself
Use an indoor voice. Always STOP and respond clearly, truthfully and respectfully when addressed by an adult.	Be generous and show restraint/kindness when others behave in ways that you do not appreciate.	Care for school property.	Make friends with someone who is alone or having a bad day.
Always have a pass when going TO or FROM your counselor.	Make friendly conversations with someone who is alone or that you do not know well.	Report problems to safety officer or staff.	Hold your tongue when you want to say something negative to or about someone.
Dress appropriately for school.	Eat healthy foods to nourish your body.	Wash your hands after every use.	Try to diffuse any potential conflict you see.
Always have a pass in the hallway. Always Have your ID.	Follow dining room etiquette.	Do not ask for a bathroom pass unless you NEED to use the bathroom.	Tell security or administrators if you see a conflict growing



# PBIS CLASSROOM MATRIX

	CLASS BEGINS	WORKSHOP	CLASS CLOSES
CHARACTER	<ul style="list-style-type: none"> <li>Bring a laptop, charger &amp; a pen</li> </ul>	<ul style="list-style-type: none"> <li>Sit up Straight</li> <li>Feet on Floor</li> <li>Focus on Lesson</li> </ul>	<ul style="list-style-type: none"> <li>Wait at Your Desk for the Bell</li> </ul>
COMMUNITY	<ul style="list-style-type: none"> <li>Listen To the Mini Lesson</li> </ul>	<ul style="list-style-type: none"> <li>Help A Struggling Classmate</li> </ul>	<ul style="list-style-type: none"> <li>Clean Your Area</li> <li>Look to See If Your Neighbor Forgot Anything</li> </ul>
EXCELLENCE	<ul style="list-style-type: none"> <li>Begin Introductory Discussion Immediately</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; Submit the Daily Assignment</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; Submit the Exit Ticket</li> </ul>

## COORDINATION OF SERVICES TEAM (COST)

Each grade level has a COST team. The team ensures that students' need is adequately addressed, via the following steps:

- Identifies students who need additional support through a school-wide referral system.
- Assess referred students and explore strengths and supports needed.
- Coordinate efforts to link referred students to appropriate support by tracking progress and tailoring interventions over time.

# CODE OF CONDUCT

The Mount Vernon Board of Education ("Board") is committed to providing a safe, supportive, and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference and creating an atmosphere that demonstrates, undertakes, and promotes respect of the diverse cultures and linguistic groups that forms our schools and community.

Date: \_\_\_\_\_

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ received, read, and discussed the MVHS Code of Conduct with my child(ren). We understand that these expectations are established to ensure a safe and orderly school environment for all staff and students.

Parent Signature \_\_\_\_\_