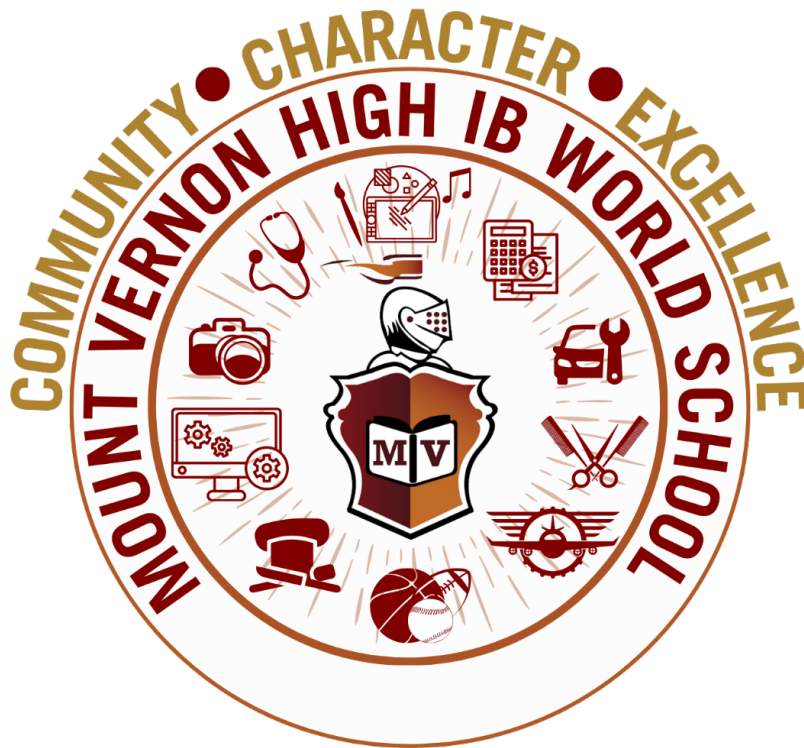


THE NEW MOUNT VERNON HIGH SCHOOL



STUDENT-PARENT HANDBOOK 2025-2026



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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

TBD, 9th Grade

Dr. Kelvin Roopchand, 10th Grade

Erica Naughton, 11th Grade

Tiffany Izzo, 12th Grade

VISIT OUR WEBSITE

<https://MVHS.MTVERNONCSD.ORG>

MVHS: A GLOBAL, CAREER-READY, AND COMMUNITY-DRIVEN SCHOOL

Mount Vernon High School is proud to be an IB World School, offering students a globally recognized curriculum that fosters inquiry, intercultural understanding, and academic excellence. As a Career and Technical Education (CTE) School, we provide hands-on learning experiences and industry-aligned pathways that prepare students for college, careers, and entrepreneurship. As a Community School, we are deeply rooted in partnerships that support the whole child—academically, socially, and emotionally—through wraparound services and family engagement.

Our commitment to restorative practices, student voice, and inclusive excellence ensures that every Knight is empowered to lead with character, build community, and pursue excellence—together.

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

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

PRINT SHOP

Last Name	First Name	Title	Room #	Ext.
Cardillo-Rojas	Jenifer	Graphic Designer	161	5267

SOCIAL WORKERS/PSYCHOLOGISTS

Last Name	First Name	Title	Room #	Ext.
Barrow	Katherine	Social Worker	105	2523
Cole-Wiltshire	Maxine	Social Worker	147	2371
Flowerman	Gabrielle	Psychologist	210	7624
Manzueta	Sandra	Social Worker	105	5367
Peniston	Nikita	Social Worker	210	5314
Torres	Lisa	Psychologist	286	5317

SPECIAL EDUCATION

Last Name	First Name	Title	Room #	Grade
Kendall	Torian	Supervisor	202	9 to 12
Gelling	Andrea	CSE Chair	148	Ext. 2579

VARIOUS DEPARTMENTS

Last Name	First Name	Title	Room #	Ext.
Fernandez	Monica	Librarian	Library	718-601

PRE-K

Last Name	First Name	Title	Room #	Ext.
White-Wallace	Gayle	Director	125	2375

NURSES

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

SECURITY

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

CUSTODIAL TEAM

Last Name	First Name	Title	Room #	Ext.
Scarlett	Franklyn	Head Custodian	~	5288

ADMINISTRATION

Dr. Pauline Pearce, Principal

Holly Ayers, Administrative Assistant

Main Office.....914-665-5302

NINTH GRADE ACADEMY

ROOM 283

TBD, 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

Mr. Adam Rappoport, STEM Chair

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

Ms. Ayami Abel, IB Coordinator

Office Contact.....Aabel@mtvernoncsd.org

SCHOOL COUNSELING STAFF

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

OFFICE OF PUPIL SERVICES

ROOM 105

Jennita Faulkner, Administrative Assistant

Leslie Canzius, Administrative Assistant

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

HOUSE TEAMS

HOUSE OF COMMUNITY

Ms. Alexandra Sherlock, English Teacher

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

ROOM 285

HOUSE OF CHARACTER

Ms. Ann Murphy, Social Studies Teacher

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

ROOM 275

HOUSE OF EXCELLENCE

Mrs. Joanne Maxwell, Special Education Math Teacher

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

ROOM 216



STUDENT COUNCIL/ADVISORY BOARD

LAST NAME	FIRST	ROLE
Thompson	Vanessa	Senior Class President
Barrett	Shanessa	Senior Class VP
Brown	Dashon	Senior Class Treasurer
Taylor	Matthew	Senior Class Secretary
Wright	Damien	Senior Class PR Person
Jenkins	Timothy	Junior Class President
Brown	Jamere	Junior Class VP
West Cozart	Nicholas	Junior Class Treasurer
Mack	Skylar	Junior Class Secretary
Smith	Joelle	Junior Class PR Person
Mattadeen	Elisheba	Sophomore Class President
Thomas	Jae-A-Lee	Sophomore Class VP
Thorpe	Daniella	Sophomore Class Treasurer

A-B REGULAR BELL SCHEDULE

Minutes	A DAY	
9	HR	7:50 am - 7:59 am
43	1	7:59 am - 8:41am
43	2	8:44 am - 9:27 am
43	3	9:30 am - 10:13 am
43	4	10:16 am - 10:59 am
43	5	11:02 am - 11:45 am
43	LUNCH	11:48 am- 12:31 pm
43	7	12:34 pm - 1:17 pm
43	LUNCH	1:20 pm - 2:03 pm
43	9	2:06 pm - 2:49 pm

Minutes	B DAY	
9	HR	7:50 am - 7:59 am
43	1	7:59 am - 8:41am
43	2	8:44 am - 9:27 am
43	3	9:30 am - 10:13 am
43	4	10:16 am - 10:59 am
43	5	11:02 am - 11:45 am
43	LUNCH	11:48 am- 12:31 pm
43	7	12:34 pm - 1:17 pm
43	LUNCH	1:20 pm - 2:03 pm
43	9	2:06 pm - 2:49 pm

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	https://www.nysed.gov/sites/default/files/programs/curriculum-instruction/criteria_seal_civic_readiness.pdf
Seal of Biliteracy	https://www.nysed.gov/sites/default/files/criteria-for-nyssb-2017-18.pdf
IB Diploma Candidate	https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme
IB Course Candidate	https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme
IB Career Pathway	https://mvhs.mtvernoncsd.org/departments-programs/international-baccalaureate-programme
Smart Scholar	https://mvhs.mtvernoncsd.org/departments-programs/smart-scholar-early-college-hs-program

MARKING PERIOD DATES

	START DATE	END DATE
Marking Period 1	09/02/25	11/07/25
Marking Period 2	11/10/25	01/30/26
Marking Period 3	02/02/26	04/24/26
Marking Period 4	04/27/26	06/26/26

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	• The teacher will notify parents and conference with students.
5 Absences	• 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.
7 Absences	• Parent/family conference with Cost Team. Contract is signed and plan is monitored by the Attendance Teacher.
10 – 15 Absences (Chronic Absenteeism)	• Potential Failure Letter is issued. • Required restorative attendance conference with family and COST team. • Offer mentorship or peer accountability programs for chronically absent students.
16th Absence	• Attendance Teacher initiates a CPS report.
20 Absences	• Students are not eligible for credit recovery programs. The student will be required to repeat the course the following year. • A certified letter will be mailed out.

ASSESSMENT CALENDAR

Building-level assessment dates are subject to change | P/E & Health, Art/Music, CTE will assess through Projects

DATE	ASSESSMENT	GRADE LEVEL
Aug 19 – Aug 20	NYS Regents Exams	All Grades
Sept 15-19	Baseline Assessments: Achieve 3000 STAR Assessment	Strategic Reading Trans. Math
Oct 20-24	Common Assessment #1 Benchmark Week (Social Studies, ELA, World Language, Reading)	All Grades
Oct 27-31	Common Assessment #1 Benchmark Week (Math, Science, CTE)	All Grades
Nov 3-7	Data Meetings for CA #1	Teachers & Department Chairs
Oct 28	SAT Flyer	Grade 12
Oct 29	PSAT Flyer	Grade 11
Jan 12-Jan 16	Midterms All Course (Common Assessment #2 for ALL)	All Grades
Jan 20-23	January Regents Schedule (link)	All Grades
Jan 26-30	Data Meetings for CA #2	Teachers & Department Chairs
Jan 26-30	Achieve 3000 STAR Assessment	Strategic Reading Trans. Math
Mar 16-19	Common Assessment #3 Week (Social Studies, ELA, World Language, Reading)	All Grades
Mar 23-27	Common Assessment #3 Week (Math, Science)	All Grades
April 5-9	Data Meetings for CA #3	Teachers & Department Chairs
April 6-May 22	NYSESLAT Speaking Flyer	ENL
April 23	SAT Flyer	Grade 11
April 24	PSAT Flyer	Grade 10
April 27-May 20	IB Exam Schedule	IB Students
May 4-May 22	NYSESLAT Listening, Reading, Writing Flyer	ENL
May 11-15	Common Assessment #4 Week (Social Studies, ELA, World Language, Reading)	All Grades
May 18-21	Common Assessment #4 Week (Math, Science)	All Grades
June 1-4	Achieve 3000 Assessment STAR Assessment	Strategic Reading Trans. Math
June 5 & 8: B day June 11-16	Final Exams (link to schedule) (Common assessment #5 for ALL)	All Grades
June 9	ELA and Chemistry Regents *New Administration Flyer	Grade 10-12
June 10	Algebra II and Physics Regents *New Administration	All Grades
June 17-25	Regents Schedule (link to 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.

DISTRACTION-FREE PROCEDURES

In accordance with the **New York State Distraction-Free Schools Law**, enacted as part of the 2026 state budget, Mount Vernon High School will implement a **bell-to-bell personal electronic device ban** for all students in grades 9–12. This policy is designed to support student mental health, academic focus, and overall school safety.

POLICY OVERVIEW

From arrival to dismissal, students are prohibited from using personal electronic devices, including but not limited to:

- Cell phones
- Smartwatches
- Tablets
- Earbuds and wireless headphones
- Any internet-enabled personal device

School-issued devices are exempt and will continue to be used for instructional purposes.

This policy was formally adopted by the Mount Vernon City School District Board of Education in July 2025.

DAILY PROCEDURES

Upon Arrival

- Students must power off all personal devices.
- Devices must be placed in the student's assigned, labeled slot in the secure phone locker system.
- Devices will be scanned and logged using a digital check-in system.
- This procedure applies to all students, including those arriving late.

At Dismissal

Students will retrieve and digitally sign out their devices from designated areas:

- **Grade 9** – Auditorium
- **Grade 10** – Small Cafeteria
- **Grades 11 & 12** – Large Cafeteria
- **RTA Students** – Mr. Grant's Office

Early Dismissal

Students leaving early must report to the **Main Office** to retrieve their devices. Staff will coordinate with the appropriate Grade Level Assistant Principal.

EMERGENCY COMMUNICATION

In the event of an emergency, parents/guardians should contact the **Main Office**, **school counselor**, or **Grade Level Assistant Principal**. We encourage families to establish communication plans in advance.

EXEMPTIONS

Students may apply for an exemption due to documented medical or disability-related needs. To initiate this process, contact your child's school counselor. Please note that submission of an application does not guarantee approval.

PROGRESSIVE DISCIPLINE FOR NON-COMPLIANCE

Failure to comply with the Distraction-Free Procedures will result in the following disciplinary actions:

1. **First Offense**
 - a. Verbal warning and parent notification
 - b. Device confiscated and returned at the end of the day
2. **Second Offense**
 - a. Device held in the Main Office for parent/guardian pickup
 - b. Written warning issued
3. **Third Offense**
 - a. One-day in-school suspension
 - b. Mandatory parent conference
4. **Fourth Offense and Beyond**
 - a. Extended suspension (in-school or out-of-school, based on severity)
 - b. Loss of device privileges for a designated period
 - c. Referral to the school's disciplinary committee

We appreciate your cooperation in creating a focused and respectful learning environment. Together, we can ensure that all students remain on the right track for academic and personal success. Let's B'MO.

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. Students may request a restorative conversation regarding dress code concerns through their counselor.

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 & RESTORATIVE SUPPORT

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

Students will also have to:

- Daily check-in with a counselor.
- Completion of a “Restoring Trust” worksheet.
- Exit interview with an administrator.

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	Insubordination/Inappropriate Conduct: • Leave school or class without permission. • Leave lunchroom without permission. • Gambling or playing games for money. • Cheating, plagiarism and/or academic misconduct • Running in hallways, stairways, or building • Use of cell phones, iPods, or other electronic devices in the school building.	• Call to parents, document. • Lunch detention • After-school detention for repeat offenders • Parent Conference • Counseling referral • Administrative intervention

2	Disorderly/Disruptive Conduct: • Language or gestures that are profane, lewd, vulgar, or abusive, cursing or swearing. • Producing noise that disrupts learning. • Dress code violation • Trespassing: students are not permitted in any building other than the one they attend. • No trespassing on school grounds when under suspension or expulsion. • Obstructing vehicular or pedestrian traffic. • 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. • Taking pictures and/or transmitting photos/graphic/videos or representations of any unclothed or partially clothed person or exposing private parts.	• Teacher removal of student from classroom • Written referral to administrator. • Verbal communication to parent/document. • Written notification to parent within 24 hours. • Responses for each subsequent offense will be progressively more serious. • Loss of computer privileges • Detention • Behavior contract/growth plan
3	Conduct that Endangers the Morals, Health, and Welfare of Students and Staff: • Bullying in any form • Stealing property of students, school personnel, or other persons on school property. • Defamation: making false representations about a person or group of persons that harm their reputation or demean the group. • Indecent exposure • 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. • Fighting/physical contact • Selling, using, or possessing obscene material.	• All Level II options and possible • Suspension 1-5 school days per occurrence • Superintendent's Hearing for repeat offenders. • In-house suspension • Exclusion from extracurricular activities • Out of school suspension • Loss of transportation privilege. • Alternative education program

4	Violent/Dangerous Conduct: • Committing an act of violence causing bodily harm • Weapon possession • Displays what appears to be a weapon. • Threatening to use any weapon, whether in possession of the weapon at the time of the threat. • 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. • Possession, use or threats to use an explosive device that can cause physical injury or death. • Use of any tobacco product, including cigarettes, marijuana, cigar, “blunt”, pipe, snuff, chewing or other smokeless tobacco. • Possessing, consuming, selling, distributing, or exchanging alcohol beverages or illegal substances, or being under the influence of either. • Possessing, consuming, selling, distributing, or exchanging any prescription medication. • Fighting, shoving, excessive noise, cursing/swear or fighting while on school bus, or other school mode of transportation. • Gang related activities. • False report of fire, bombs, or other type; misuse of 911 or discharging fire extinguisher • Inappropriately using or sharing prescription and other over-the-counter drugs.	• Suspension for 5 days • Superintendent Hearing
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RESTORATIVE ALTERNATIVES TO SUSPENSION

TIER	RESTORATIVE RESPONSE
1	Reflection sheets, apology letters, peer mediation.
2	Restorative circles with staff and affected parties.
3	Family conferences with a restorative facilitator and behavior contract.

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 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.

POST-DRILL SUPPORT & REFLECTION

- For students who struggle to comply, post-drill reflection forms will be available
- Trauma-informed support will be available for students triggered by drills.

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

 SCHOOL-WIDE EXPECTATIONS Classroom Setting / Activity / Routine MATRIX					
	ENTERING/ARRIVAL TO CLASS	INSTRUCTIONAL/ INDEPENDENT WORK	COLLABORATIVE GROUP WORK	WHAT TO DO WHEN YOU FEEL UPSET/ANGRY/ OVERWHELMED	EXIT
CHARACTER	BE ON TIME. SHARE A SMILE OR GREETING WITH THOSE AROUND YOU. TAKE YOUR SEAT AND BEGIN WORK RIGHT AWAY.	DO YOUR OWN WORK AND USE YOUR OWN WORDS. STAY ENGAGED BY TAKING NOTES. ASK QUESTIONS BY RAISING YOUR HAND.	COOPERATE, AND COMPROMISE TO REACH A COMMON GOAL.	ALWAYS USE RESPECTFUL LANGUAGE. PAUSE, AND TAKE A MOMENT TO BREATHE.	STAY SEATED UNTIL YOUR TEACHER DISMISSES THE CLASS.
COMMUNITY	CELLPHONES ARE STORED AWAY. HEADPHONES/EARBUDS ARE STORED AWAY.	MAINTAIN EYE CONTACT AND BE ATTENTIVE WHEN OTHERS ARE SPEAKING.	PARTICIPATE AND CONTRIBUTE EQUALLY. SHARE YOUR THOUGHTS. LISTEN TO OTHER'S IDEAS.	COMMUNICATE YOUR NEEDS WITH THE NEAREST ADULT.	LEAVE THE CLASSROOM CLEAN WITH ALL MATERIALS RETURNED TO THEIR PROPER PLACE
EXCELLENCE	PREPARE YOUR WORKSPACE WITH ALL MATERIALS OUT. BEGIN DO NOW/ ENTRANCE TICKET	USE TIME WISELY AND WORK BELL TO BELL.	BE SUPPORTIVE TO ALL GROUP MEMBERS.	RESPECT OTHER'S DIFFERENCES BY POLITELY ADDRESSING ONE ANOTHER.	EXIT QUIETLY AND RESPECTFULLY. PROCEED TO YOUR NEXT CLASS.

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.

RIGHT TRACK ACADEMY (RTA)

AT MOUNT VERNON HIGH SCHOOL

MR. ALLAN GRANT, ASSISTANT PRINCIPAL

MISSION STATEMENT

The mission of the Right Track Academy is to provide a supportive, student-centered learning environment tailored to meet the individual needs of students who may not thrive in larger, traditional school settings. With smaller class sizes and limited in-person enrollment, RTA fosters strong relationships, personalized instruction, and social-emotional support. Through determination, self-discipline, and personal responsibility, students are empowered to recover credits, build confidence, and successfully meet New York State graduation requirements.

PROGRAM OVERVIEW

The Mount Vernon City School District Right Track Academy Program is uniquely designed to provide high school students who have demonstrated difficulty in a conventional secondary setting with an opportunity to recover missing credits and get back on track. The program integrates social-emotional learning and support services to help students manage stress, build resilience, and develop positive relationships. This is especially important for students facing anxiety or behavioral challenges.

- **Hybrid Feature** – One of the distinctive features of the Right Track Academy is the hybrid learning model. The hybrid model provides students with the opportunity and flexibility to learn and accumulate credits from home or other locations while working. It also helps students who benefit more from working online.
- **Class Size and Capacity** – RTA maintains small class sizes of 15–18 students, with a maximum of 80 students attending in person. This structure ensures personalized attention and a supportive learning environment.
- **Semester Schedule**- The program is divided into two semesters. Semester 1 runs from September through the end of January of the following year followed by semester 2 from February through June. Courses are structured in semesters to allow students to accelerate at a faster pace than traditional high schools.
- **Program Hours** – In order to meet NYS requirements for the number of hours in session, school hours are from 9:00 am- 4:00 pm, Monday through Friday.

STUDENT ELIGIBILITY

Students eligible to participate in the program must meet the following criteria:

- Be at least 16 years old.
- Have earned between 11 and 15.5 credits, placing them within 5 credits of the twelfth-grade credit requirement.

Or

- Need up to 4 classes to graduate in January of the year they start the program or need up to four classes to graduate in June if they start the program in January.

Or

- Students experiencing extreme anxiety (as documented by a medical doctor) or those who exhibit extreme behavioral or social challenges that pose a threat to others or themselves.

Students who meet this criterion will be offered an online option.

RTA STUDENT SELECTION PROCEDURE

Students who meet the eligibility criteria may be recommended for RTA placement twice per year academic year-at the end of the second and fourth marking periods.

Step 1: Recommendation

- A school counselor or administrator submits a formal recommendation for eligible students.

Step 2: Review

- The Principal and Support Team will review all submitted recommendations.
- The recommending counselor and principal will be notified in writing of each student's acceptance status.

Step 3: Parent/Guardian Notification

- Upon acceptance, a formal invitation letter is sent to the student's parent or guardian.
 - The letter includes an invitation to attend a mandatory intake conference to discuss expectations and next steps.

SAMPLE SCHEDULE

Semester/Term 1

PERIOD	TIME	COURSE
1	9:00 -9:42 AM	Creative Writing
2	9:44 -11:08 AM	Geometry
3	11:10 -12:34PM	English 3
4	12:36- 1:18 PM	Studio Art 2
5	1:20-1:50 PM	LUNCH PERIOD
6	1:52 -3:16 PM	Economics
7	3:18-4:00PM	Fitness for Life 2

Semester/Term 2

PERIOD	TIME	COURSE
1	9:00 -9:42 AM	Fitness for Life 3
2	9:44 -11:08 AM	US History & Govt
3	11:10 -12:34PM	Earth Science
4	12:36- 1:18 PM	Earth Science Lab
5	1:20-1:50 PM	LUNCH PERIOD
6	1:52 -3:16 PM	English 4
7	3:18-4:00 PM	Health

THE RIGHT TRACK ACADEMY (RTA)

STUDENT COMMITMENT AGREEMENT

Student Name: _____

At Right Track Academy, we believe every student has the potential to grow, lead, and succeed. Enrollment at RTA is a **privilege** and a **commitment** to personal growth, academic recovery, and community responsibility. By signing this agreement, I commit to upholding the values of **Community, Character, and Excellence** in all my actions.

My Commitment to COMMUNITY

- I will attend school regularly (90% or more) and arrive on time.
- I will remain in designated RTA areas and follow all school procedures.
- I will treat all members of the school community with respect and dignity.
- I will use appropriate language and behavior at all times.

My Commitment to CHARACTER

- I will take responsibility for my actions and choices.
- I will stay in class unless I have permission to leave.
- I will follow directions from staff and respond respectfully to authority.
- I will seek peaceful solutions and avoid conflict.

My Commitment to EXCELLENCE

- I will focus on learning and credit recovery.
- I will strive to improve academically, socially, and emotionally.
- I will participate in restorative conversations when harm occurs.
- I will contribute positively to the school environment.

Major Violations that Undermine Our Community

Engaging in any of the following may result in a review of my placement at RTA:

- Violence, threats, or bullying (physical, verbal, or online)
- Possession or use of weapons, drugs, alcohol, or illegal substances
- Theft, extortion, or acts of vandalism
- Disruptive, disrespectful, or harassing behavior
- Repeated defiance or unsafe behavior during drills or emergencies

Restorative Approach

We believe in **repairing harm** and **restoring relationships**. When conflicts arise, I agree to participate in restorative practices to reflect, make amends, and rebuild trust.

By signing below, I affirm my commitment to the values and expectations of Right Track Academy.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

MVHS 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 _____