

Mentor High School

PARENT-STUDENT HANDBOOK



**MENTOR
CARDINALS**

2008-2009

2008-09 CALENDAR MENTOR PUBLIC SCHOOLS

August 2008				
Monday	Tuesday	Wednesday	Thursday	Friday
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2008

AUGUST 22, 25, 26, 27

ENTRY LEVEL TEACHER
4-DAY INSERVICE

AUGUST 28 TEACHERS' INSERVICE DAY

AUGUST 29 TEACHERS' INSERVICE/RECORDS DAY

September 2008				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

SEPT. 1 LABOR DAY (NO SCHOOL)

SEPT 2 STUDENTS' FIRST DAY

OCT. 17 NEOEA DAY (NO SCHOOL)

NOV. 4 ELECTION DAY (NO SCHOOL) WAIVER DAY

NOV. 10-21 ELEMENTARY P/T CONFERENCES
(SCHEDULED BY INDIVIDUAL BUILDING)

NOV. 19 HIGH SCHOOL P/T CONFERENCES

NOV. 20 MIDDLE SCHOOL P/T CONFERENCES

NOV. 24 ALL SECONDARY P/T CONFERENCES

NOV. 26 P/T CONFERENCE-TEACHER COMPENSATORY
DAY (NO SCHOOL)

NOV. 27, 28 THANKSGIVING BREAK (NO SCHOOL)

DEC. 22-JAN 2 WINTER BREAK (NO SCHOOL)

October 2008				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

2009

JAN. 19 MARTIN LUTHER KING DAY (NO SCHOOL)

JAN. 26 TEACHERS' INSERVICE/RECORDS DAY (NO SCHOOL)

FEB. 16 PRESIDENTS' DAY (NO SCHOOL)

FEB. 19 ELEMENTARY P/T CONFERENCES

MARCH 11 MIDDLE SCHOOL P/T CONFERENCES

MARCH 12 HIGH SCHOOL P/T CONFERENCES

APRIL 3 P/T CONFERENCE-TEACHER COMPENSATORY
DAY (NO SCHOOL)

APRIL 6-13 SPRING BREAK (NO SCHOOL)

MAY 25 MEMORIAL DAY (NO SCHOOL)

JUNE 11 STUDENTS' LAST DAY

JUNE 12 TEACHERS' INSERVICE/RECORDS DAY

Instructional Days for Students (O.R.C. 3317.01)

180 days

Legal Holidays - Sept. 1, Nov. 27, May 25

3 days

Teachers' Inservice Day - August 28

1 day

Teachers' Inservice/Records Days - Aug. 29, Jan. 26, June 12

3 days

Teachers' Waiver Day-Nov. 4

1 day

Should Calamity Days exceed five (5) days, the first make-up day will be held on 2-16-09. Additional make-up days to meet the legal requirement will be scheduled following the last day of school in June.

= NO SCHOOL

= TEACHERS INSERVICE/RECORDS DAY

January 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

GRADING PERIODS

1st Quarter	
Sept. 2 - Nov. 4	45 days
2nd Quarter	
Nov. 5- Jan. 23	45 days
3rd Quarter	
Jan. 27 - Mar. 31	45 days
4th Quarter	
April 1 - June 11	45 days

MENTOR HIGH SCHOOL
6477 North Center Street
Mentor, Ohio 44060
Main Office: 974-5300
Attendance Center: 974-5386 or 974-5387

BOARD MEMBERS

Gwen Corban – President
 William Shaw – Vice President
 Mary Bryner - Member
 Alan Mihok - Member
 Thomas Tuttle - Member

CENTRAL OFFICE

Dr. Jacqueline A. Hoynes, Superintendent 974-5220
 Mr. Daniel L. Wilson, Chief Financial Officer 974-5231
 Mr. Dennis Holmes, Asst. Supt. for Human Resources 974-5200
 Mr. William Porter, Director of K-8 Education 974-5210
 Mr. Joseph Spiccia, Director of 9-12 Education 974-5210
 Ms. Margaret Watson, Director of Student Services 974-5241
 Ms. Diana Zarlenga, Director of Business Operations 974-5226
 Mrs. Jovette Hiltunen - Curriculum Coordinator 974-5207
 Ms. Pam Ferrell- Curriculum Specialist/Testing Coordinator 974-5380
 Mr. Tim O'Keefe, Coordinator of Related Student Services 974-5246
 Mrs. Kathleen Burnett, Supervisor of Special Education 974-5244

MENTOR HIGH SCHOOL ADMINISTRATION

Mr. Joseph Spiccia, Principal..... 974-5300
 Mr. Lawrence Luciano, Assistant Principal..... 974-5311
 Mrs. Christl Wolf, Unit Principal/Grade 9..... 974-5310
 Ms. Sally Miller, Unit Principal/Grade 10..... 974-5310
 Mr. John Diamond, Unit Principal/Grade 11..... 974-5312
 Ms. Lee Frank, Unit Principal/Grade 12..... 974-5312
 Ms. Gale Leonard, Career Technical Education Coordinator..... 974-5336
 Mr. Jeffrey Cassella, Coordinator of Athletics.....974-5304

COUNSELORS 10-12

A – CH	T.B.A.	974-5308
CI – GA	Mrs. Faith Kover	974-5321
GE – KA	Mr. Terry Quigney	974-5217
KE – McD	Mr. Marc Nemunaitis	974-5329
McE – RA	Mr. Dan Litzinger	974-5350
RE – STRA	Ms. Cynthia Gomori	974-5322
STRI – Z	Mrs. Pam Goss	974-5316

COUNSELORS 9

T.B.A.	Mr. Cathy Krizan	974-5370
T.B.A.	Mrs. Charity Kaleal	974-5256
T.B.A.	Mr. Ernest Montgomery	974-5339

SCHOOL PSYCHOLOGISTS

Mrs. Donna Valtman	974-5332
Ms. Jacqueline Uhrman	974-5238
T. B. A.	974-xxxx

Social Worker	Lisa Newman	255-5817
School Resource Officer	Det. Brian Haller	255-2818
Records Office	Mrs. Debbie Drury	974-5327

DAILY SCHEDULE

MOD	Begin	End
1	7:22	7:44
2	7:48	8:10
3	8:15	8:42
4	8:46	9:08
5	9:13	9:35
6	9:39	10:06
7	10:06	10:28
8	10:32	10:54
9	10:59	11:21
10	11:25	11:47
11	11:52	12:14
12	12:18	12:40
13	12:45	1:07
14	1:11	1:33
15	1:38	2:00
16	2:04	2:26

BOARD OF EDUCATION POLICIES

The Mentor Board of Education has adopted policies and regulations governing all aspects of the operation of the Mentor Schools. A copy of the Board of Education Policy Manual is located at the Board of Education Office, 6451 Center St. at the Mentor Schools Service Building, 7060 Hopkins Road; and at each of the school buildings. Parents, students, and members of the public may examine the policies during normal school hours in the scheduled school year and in the summer recess at the Board of Education Office. Copies of the policies are available for the cost of reproduction.

I. GENERAL INFORMATION

ANNOUNCEMENTS/BULLETINS

A Weekly Bulletin containing announcements of school activities, functions, and reminders is posted in each classroom and in the Unit Offices. Meetings are announced on the public address system each morning. It is the student's responsibility to be aware of these announcements.

BOOKSTORE

In the Bookstore office students may buy activity and athletic tickets, books, workbooks, school supplies and/or pay fees. The Bookstore is located next to the student center/cafeteria. Checks for purchases are made payable to Mentor High School.

CARDINAL CAFÉ/STUDENT CENTER

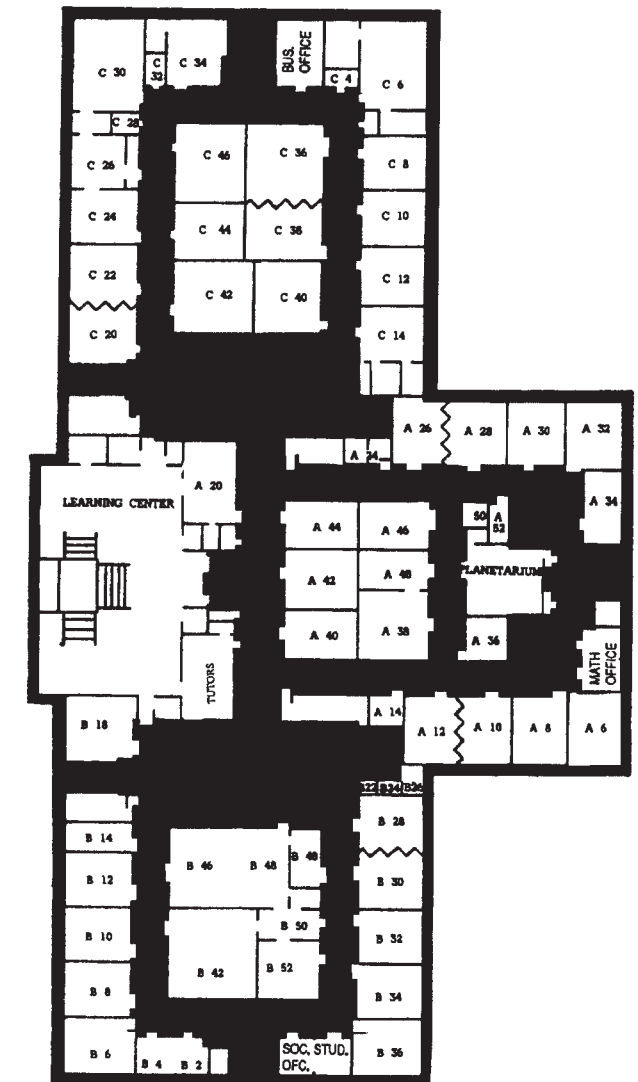
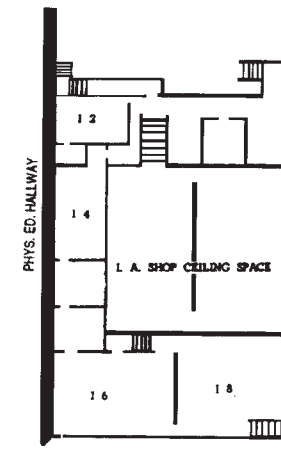
Mentor High School has a closed lunch period. Each student is assigned only one lunch period and the time is indicated on his/her schedule. All students are expected to eat in the Student Center. No food is to be taken from the area into the halls or classrooms. While in the Student Center, students are expected to behave in an orderly manner, respecting the rights of others. Students are expected to keep their tables clean, the chairs in line, and the floor cleared of food or paper. All disposable items are to be placed in waste cans provided throughout the room.

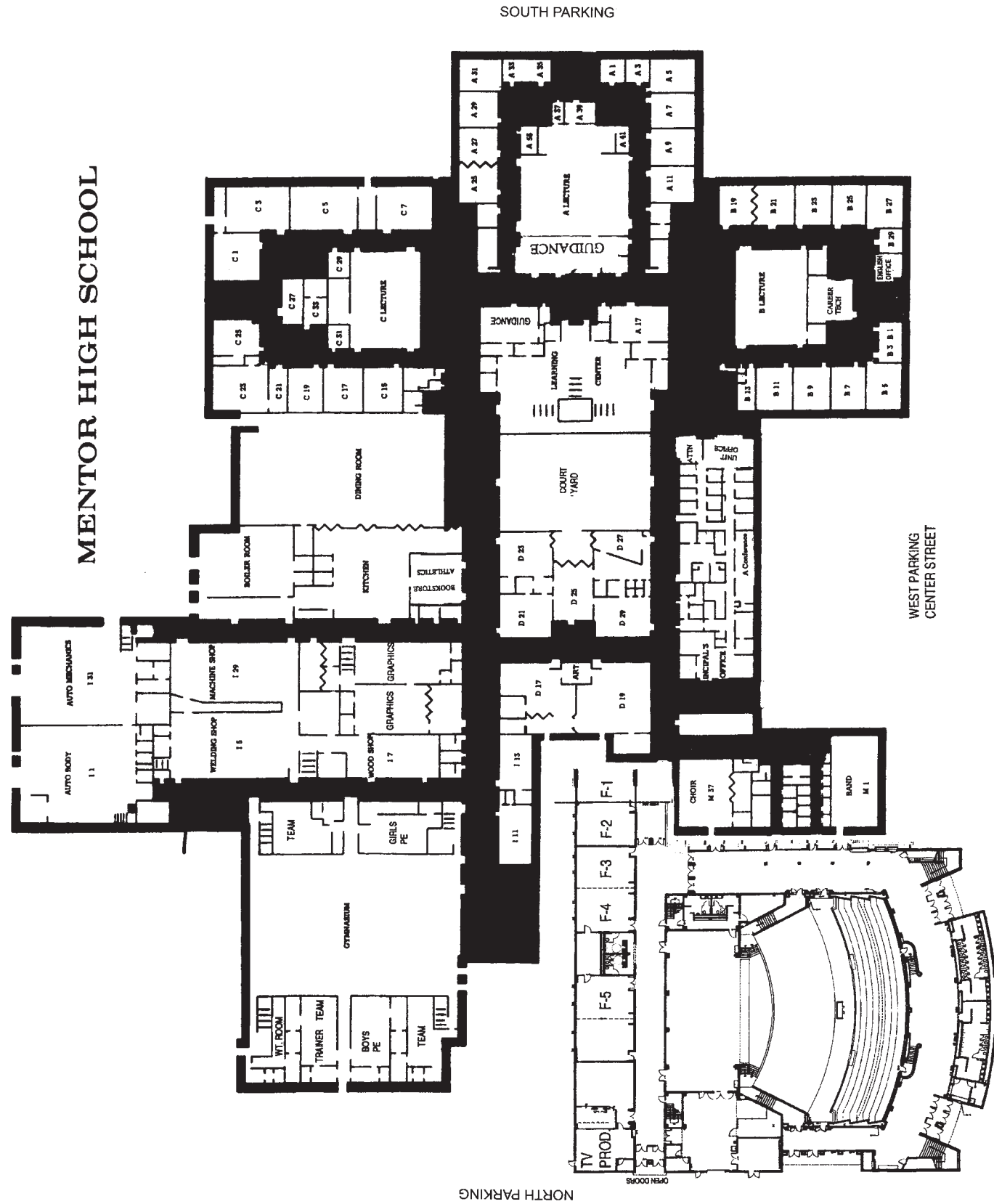
Juniors and seniors are not assigned to study halls, and may use the time when they are not scheduled in classes to go to the Learning Center or Student Center, including the outdoor courtyard. The privilege of using these areas depends upon the responsibility shown by the student; if the privilege is abused, the student may be assigned to a study hall.

Card Playing- Students may not play cards while in the school during the school day.

CLINIC

A full-time registered nurse is available in the clinic during school hours. Emergency illnesses or injuries should be reported to her immediately. Students who are feeling too ill to attend class should report directly to the clinic with a pass from their classroom teacher. Students entering the clinic must sign in on the clinic sign in sheet, and sign out on the sheet when leaving the clinic. Failure to follow the correct procedure could result in the student being reported as truant from a class. If the clinic is closed, students are to report directly to the unit office. **Students may not leave school due to illness without being seen by the school nurse and checking out in the attendance center.**





CLOSING OF SCHOOL

In the event of bad weather conditions or other emergencies, the Superintendent makes the decision as to whether schools will be closed. This information is relayed to local radio and TV stations prior to the start of school on such days. In the event of an emergency occurring during the school day, the Superintendent will determine the action to be taken and school authorities will notify students.

When schools are closed due to weather conditions or emergency, all extra curricular activities are also canceled.

CALAMITY DAYS

PLEASE NOTE: Ohio law states that we may use five (5) calamity days during the school year. After that, the days must be made up at the end of the school year. Should you need further clarification, please do not hesitate to contact your building principal.

CRISIS RESPONSE

Mentor High School does have a Crisis Response Plan. The plan is discussed and practiced with students throughout the course of the school year.

DIRECTORY INFORMATION

Information included in the student records referred to as "Directory Information" includes the following:

1. Student's Name
2. Address
3. Telephone Number
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. The most recent educational agency or institution attended by the student.

Although directory information will not be released to individuals or groups engaged in profit-making activities, school officials may selectively release directory information to the public (Examples of such releases include publication of honor rolls, disclosure of students' names engaged in extracurricular activities, etc.). Any parent or eligible student desiring that part or all of the directory information be withheld from public release must submit in writing to the principal of the student's school the specific information not to be disclosed. Request to withhold directory information must be received by October 1, of each new school year.

DRIVING PRIVILEGES

When the Superintendent of the Mentor School District receives information that a student of compulsory school age has withdrawn from school, the Superintendent or his/her designee must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the Juvenile Judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the Registrar of Motor Vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

After receiving such information from the Superintendent or his/her designee, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

DRUG EDUCATION

Any student who has a problem or concern about anyone who uses or abuses alcohol or any other mood-altering chemical may feel free to use the services of a Guidance counselor, the school social worker, the nurse or the school resource officer. These people are well trained and willing to provide sincere, confidential, constructive guidance and assistance.

FEES SCHEDULE FOR MHS

Fines are assessed for the repair or replacement of school property, including textbooks, which the student has lost or damaged. All fees and student expenses are to be paid in the Bookstore/Activity Office. Report cards and transcripts will be withheld until all fees and fines are paid. Students, who are in need of financial assistance when paying fees for workbooks, glasses for lab, etc. should see the principal.

**FEE SCHEDULE
 MHS 2007-2008**

COURSE	FEE		
Access Fee	15.00	Early Childhood Education II	50.00
Administrative Office Technology I	10.00	Electronics Technology (sem)	11.00
Administrative Office Technology II	10.00	Engineering Technology (sem)	11.00
AP Biology	10.00	Fine Arts I	10.00
AP Chemistry	8.00	Fine Arts II	8.00
AP Physics	6.00	Fine Arts III	5.00
Architectural & Civil Engineering (sem)	11.00	Fine Arts IV	5.00
Art Foundations (sem)	5.00	French III	5.00
Biology Concepts	7.00	French IV	12.10
Biology Fundamentals	7.00	German II	11.25
CAD/Engineering (sem)	11.00	German III	11.95
CAD/Engineering Technology I	25.00	Gourmet Foods	15.00
CAD/Engineering Technology II	25.00	Interactive Media I	75.00
Ceramics (sem)	11.00	Interactive Media II	75.00
Chemistry Concepts	10.00	Home & Maintenance Design (sem)	11.00
Chemistry Fundamentals	10.00	Jewelry (sem)	11.00
Chinese I	15.00	Meals in Minutes	15.00
Chinese II	15.00	Orchestra	15.00
College Tech Prep Auto Service Tech. I	35.00	Painting (sem)	5.00
Computer Information Systems I	15.00	Parking Permit	50.00
Computer Information Systems II	15.00	Physics Concepts	6.00
Computer, Networking & Elect. Tech. I	140.00	Physics Fundamentals	6.00
Concert Band	15.00	Printmaking (sem)	11.00
Digital Photography	45.00	Spanish I	11.95
Drawing	5.00	Spanish II	5.00
Early Childhood Education I	50.00	Sports Nutrition	15.00

IMMUNIZATION REQUIREMENTS

Students will not be permitted to attend school unless all immunization requirements required by section 3313.671 and 3701.13 of the Ohio Revised Code are met. If families are uncertain about required vaccinations or wish to update health records, they should contact the clinic at Mentor High School, 974-5340.

LEARNING CENTER (Library)

The Learning Center serves all students. New equipment and collections of non-print media extend its capabilities beyond those of the traditional library.

The staff will assist you in any area. They will aid in your search for materials for an assignment, and/or guide you in the use of the many resources. Always feel free to ask for help.

LOCKERS

During the first day of school, students will be assigned lockers and combinations. Problems with lockers should be referred to the Unit Office. Lockers have built-in combination locks. Students should not share combinations with each other. Locks that are not assigned by the school will be removed. Writing on the outside and/or inside of a locker is prohibited and the student assigned will be subject to disciplinary action. Any damage occurred through carelessness, kicking, slamming, etc. will be considered as vandalism. Students are assigned lockers for their convenience; however, such assignment does not limit the right of the school officials to examine the lockers when they believe it is necessary for the safe operations of the school. The lockers supplied by the Board of Education and used by the students are the property of the Board of Education. **Therefore, the student lockers and the contents of all the student lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Random searches may include a search with the assistance of dogs trained to detect the presence of drugs.** Materials left in lockers will be removed and disposed of at the end of the school year or athletic season. Note: Personal items of value (cell phones, I-pods, cameras, etc.) should not be brought to school since lost, theft, or damage is possible. The District is not responsible for lost or stolen items (including those in lockers).

LOST AND FOUND

A lost and found area is maintained in the Bookstore for the purpose of encouraging honesty and as a medium through which lost articles may be returned to their owners. All valuables or articles found are to be taken to the Bookstore. The owner upon proper identification may claim property.

- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

This policy shall appear in all student handbooks, and in all of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding the policy shall be incorporated into staff handbooks.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The district administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §3313.666
 O.R.C. §3313.667

Adopted: July 10, 2007

students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of “harassment, intimidation, or bullying” as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

9. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

10. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other district actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

MEDICATIONS

Before any *prescribed* medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any *non prescribed* medication or treatment may be administered, the Board requires the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Board Policy.

OFFICE ASSISTANTS/AIDES

The school offices need student help for such tasks as filing, delivering passes, posting attendance, and taking messages. Any Mentor High School student who has available study hall or non-class periods and who wishes to become a student office aide should apply to the respective office during the first week of school.

PARENT-TEACHER CONFERENCES

Two Parent/Teacher Conference nights are scheduled in November and March. If you wish to discuss your child's behavior or class work with teachers or counselors at other times during the school year, please schedule an appointment. This is requested in order to avoid conflict with previously planned duties of the teacher or counselor.

PARKING- THE MHS PARKING FEE IS \$50.00 FOR ALL STUDENTS

a. PROCESS: Parking permits will be issued by using a lottery system for all seniors who qualify, and then for juniors who qualify in the event that parking permits still remain after the senior lottery. Freshman and sophomores do not have the privilege of driving to school due to lack of parking space. All students must have a valid MHS parking permit to park at Mentor High School.

** Career Technical Education/Tech Prep and PSEO students will follow the parking guidelines for their programs.

b. CRITERIA: The following criteria have to be met to qualify for the privilege of a parking permit at Mentor High School: (1) At least a 2.00 cumulative grade point average for the previous school year. (2) Absent no more than 10 days of school. If a doctor's excuse has been presented to the attendance office and is on file in the nurse's office, the dates covered by the note are not included in the 10 day total. (3) No more than two suspensions.

c. REVOCATION/SUSPENSION OF PARKING PRIVILEGES- A parking permit may be revoked/suspended at the discretion of the school administration. Reasons may include disciplinary violations, academic and/or attendance issues.

There will be no refunds of previously paid parking fees if a student has his/her permit revoked.

PASSES

Students are expected and required to be in their assigned areas during the time designated on their schedules. When not in the assigned areas, they must have in their possession a valid pass permitting them to go to the area written on the pass. Except for vocational students who have been assigned job stations, under no circumstances are students permitted to leave the building without checking out through the attendance center. When a student enters (or re-enters) during the day, he or she must check-in /out at the attendance center.

POSTERS/SIGNS

Students desiring to put up posters should come to the principal's office for approval. Posters not approved will be removed from the wall. Only High School organizations or groups with special permission from the Superintendent or his/her designee may post signs in the school. All signs/posters are to be placed in designated areas. School organizations posting signs are responsible for their prompt removal.

SCHOOL BUS RULES

Regular school rules are enforced on the bus. Violation of bus rules may result in the denial of the privilege of riding the bus or disciplinary action. The transportation office will answer questions regarding transportation at 974-5260.

SCHOOL PICTURES

Individual student pictures will be taken at the beginning of the school year for the yearbook. All students are photographed. Students may purchase picture packets.

SELECTIVE SERVICE REGISTRATION INFORMATION

Section 3 of the Military Selective Service Act requires that all male United States citizens and male aliens, except aliens lawfully admitted to the United States as nonimmigrant on visas (e.g., students, tourists, and diplomatic and consular personnel and their families), residing in the United States and its territories, who are 18 through 25 years of age, register

with Selective Service. They must do so within the 30 days before or after their 18th birthday. Men may still register late, as long as they have not yet turned 26 years of age.

Men who fail to register, as required by law, may lose eligibility for valuable benefits or privileges, such as job training under the Federal Job Training and Partnership Act (JTPA) and student financial aid under Title IV of the Higher Education Act. Educational benefits include such need-based programs as Guaranteed Student Loans and Pell Grants. In addition, the opportunity to work for the Federal Government, including the U.S. Postal Service, or the privilege of becoming a United States citizen, may be denied to otherwise eligible men if they fail to register. Stop in records office for more information.

STUDENT STUDY HALLS

Freshman and sophomores are scheduled for class or study hall and are not to be in the student center except for lunch. Sophomores must have a pass from a subject teacher to go to the learning center during the study hall, and show the study hall teacher the pass before going to the learning center.

Study halls are considered an assigned class period; therefore, all students are to be in attendance daily. At the end of the first quarter, students who have passed all of their classes will be excused from study hall. Students who have earned an "F" in any core subject will be assigned to our academic assistance program.

All freshman and sophomores must remain in their scheduled lunch/study hall.

STUDENT PUBLICATIONS/EDITORIAL GUIDELINES

School-sponsored publications have been established to provide a forum for student expression, to help students learn advanced journalism techniques, and to serve the entire school by reporting school activities. Publications should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

The school urges student journalists to recognize that with editorial expression comes responsibility, including the responsibility to follow professional journalism standards as expressed by the Society of Professional Journalists.

The student should:

- A. Determine the content of the student publication.
- B. Strive to produce a publication based upon professional standards of accuracy, objectivity, and fair play.
- C. Review material to improve sentence structure, grammar, spelling, and punctuation;
- D. Check and verify all facts and verify the accuracy of all quotations;
- E. in case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinion and provide space if appropriate.

School-sponsored publications and their staff are protected by, and bound to, the principles of the First Amendment, and other protections and limitations as afforded by the Constitution and the various court decisions implementing those principles. Students, in turn, shall refrain from libel, obscenity, material disruption of the school process, and unwarranted invasion of privacy as specified in Board Policy. These freedoms and responsibilities apply to all the articles, letters, photographs artwork, and advertisements, which appear in publications.

In addition, publications shall not print:

- A. Material which criticizes or demeans any race, religion, sex, or ethnic group;
- B. Profanity;
- C. Endorsements of political candidates or ballot measures, whether such endorsements are made by article, photo, letter, or cartoon. The paper may not officially advocate a position. It may, however, present through article, letter, photo, or cartoon, opposing positions and candidates so long as the paper provides an equal opportunity to persons and groups possessing opposing positions regarding all major issues and candidates to publish, through article, letter, photo, or cartoon, their viewpoint(s) as long as such articles, et cetera, conform to all other editorial guidelines set forth in the handbook in student rights and responsibilities. In addition, all such articles must be signed by the writer or writers;
- D. Material which advocates breaking any law.

STUDENT RECORDS

Procedures to be followed when requesting access to Student Records:

Board Policy provides parents (or legal guardians) and eligible students (18 years of age or older) the right to inspect and review the education record of the student. The policy also outlines the procedure student's follow when requesting a review of a student record. The procedure for gaining access to a student's education record is as follows:

- A. Parents or eligible students wishing to review student record may arrange for an appointment with the student's building principal or Director of Secondary Education by submitting a request for an appointment form. These forms are available in every school building and the Board of Education Office.
- B. When possible, the record review will be scheduled within ten school days of the request. In no cases will the review be held later than 45 days from the date of the request.

- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

6. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

7. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

8. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other

harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district’s legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

5. Investigation

A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board’s interest in a prompt and fair investigation.

- C. A designated school administrator and/or counselor will be present during all record reviews.
- D. School officials will explain areas of the cumulative record, which are of concern to the parent or eligible student.
- E. When a student has reached 18 years of age, it becomes his/her sole right to review his/her student education record unless the student is financially dependent upon his/her parents. Parents of dependent students may review the records of a student 18 years of age or older without the student’s consent. Students under the age of 18 will not be permitted access to their records.

Copies of student records will be provided to parents or eligible students upon request as soon as possible but no later than 45 days after the request has been received. There will be no charge for the first five sheets copied. Thereafter, a fee to cover the cost of reproduction will be charged.

Parents or eligible students have the right to challenge the contents of a student’s education record if they believe specific information to be inaccurate or in violation of the rights of the student. Parents or eligible students asking that an education record be amended will submit a request form to either the student’s building principal or the Director of Secondary Education. Each request to amend a student’s education record is reviewed, and parents or eligible students are notified of the decision. If the decision is to refuse the request to amend the education record, parents or eligible students are informed of their right to a hearing to further consider their request. Parents or eligible students desiring a hearing will submit a request form to the Director of Secondary Education.

After the hearing, the parent or eligible student will be informed in writing as to the information contained in the student’s education record, the parent or eligible student will be informed of their right to place in the student’s education record a statement of explanation or disagreement.

TELEPHONE CALLS

In case of an emergency please call the unit offices. Messages will be delivered to the students.

Students are NOT PERMITTED to use cell phones during school hours. Please do not call your child’s cell phone as a means of contacting them during school hours.

TEXTBOOKS

All necessary textbooks are furnished by the Board of Education and are issued by subject teachers. They are the property of the Board of Education. Students are responsible for their books.

Any student who through neglect or carelessness loses any book belonging to the Board of Education will be fined the full current purchase price. Malicious damage to books, such as ink marks, pencil marks, etc. are fineable at the discretion of the teacher. If a book is lost, the student should check first in the bookstore to see if it has been returned to the lost and found. If it has not been returned, the student must obtain a form from the class teacher, complete the form and pay for the lost book in the bookstore. The class teacher will issue a new textbook.

VISITATION TO COLLEGE

Pre-arranged absence forms need to be completed one week prior to the visit. Students are encouraged to make college visitations during times of non-school days and during the summer months.

VISITORS TO MENTOR HIGH SCHOOL

All visitors must register with Mentor High School security upon entering the building. Parents and other interested persons are encouraged to visit school as often as necessary to keep abreast of the student’s progress, school adjustment, and the school program. Visits should be scheduled at least one day in advance by contacting the appropriate administrator.

Student visitors are not permitted.

WITHDRAWAL

A student under the age of eighteen (18) shall not be permitted to withdraw from school unless one (1) of the following applies:

- A. S/He is moving out of state.
- B. S/He is transferring to another approved school.
- C. S/He has been granted permission by the Superintendent to complete an age and schooling certificate, work permit. If the Superintendent denies permission, the decision can be appealed to the juvenile judge of the county.

If a student has withdrawn for a reason other than those listed above, the Superintendent will then notify the Department of Motor Vehicles and the Judge of the Juvenile Court, as required by law.

WORK PERMITS

All students 14 to 18 years of age must have a work permit to be legally employed. Applications for work permits are available in the records office.

II. GUIDANCE AND COUNSELING

COUNSELING SERVICES

The counselors are located on the first floor in A-wing to provide the following services:

- A. Academic
- B. Job and Career
- C. Personal and/or Social

The student body is divided equally among the counselors. Students are assigned to counselors alphabetically. If there is a problem a student wishes to discuss with a particular counselor, he/she should feel free to schedule an appointment. Students are to schedule appointments during non-class times.

FINANCIAL AID FOR POST-SECONDARY EDUCATION

Lake-Geauga Education Foundation (LEAF)

LEAF is a private, non-profit college action agency that assists students with the financial aid and planning process associated with post-secondary educations. A LEAF representative is available in the lower learning center during school hours. The LEAF phone number is 440-358-8045.

Scholarships

Seniors are encouraged to become familiar with the scholarship drawer which is located in the guidance office. Throughout the school year, applications for scholarships offered by many national, state and local organizations as well as from 2 and 4-year colleges/universities and technical schools are available.

HONORS DIPLOMA - COLLEGE CORE

To be awarded a Diploma with Honors, the student who completes the College Preparatory Curriculum in the high school shall meet at least eight (8) of the following nine (9) criteria:

1. Earn four (4) units of English.
2. Earn three (3) units of mathematics, which shall include Algebra I, Algebra II and Geometry or a three (3) year sequence of courses which contains equivalent content.
3. Earn three (3) units of science, which develop the concepts for physical, life and earth and space sciences.
4. Earn three (3) units of social studies.
5. Earn either three (3) units of one (1) foreign language or two (2) units each of two (2) foreign languages.
6. Earn one (1) unit of fine arts.
7. Earn either one (1) unit of business/technology and two (2) additional units in (1) through (6); or earn three (3) additional units in (1) through (6).
8. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year.
9. Earn a composite score of 27 on the American College Testing Program's (ACT) tests or an equivalent composite score on the Scholastic Aptitude Test (SAT).

HONORS DIPLOMA - CAREER TECHNICAL EDUCATION

To be awarded a Diploma with Honors, the student who completes at least two years of an intensive Career Technical Education curriculum in the high school shall meet at least seven of the following eight criteria:

1. Earn four (4) units of English, which may include one unit of Applied Communication.
2. Earn three (3) units of Mathematics, which will include Algebra, and Geometry, or a sequence of courses that contain equivalent content.
3. Earn three (3) units of Science that develop concepts for physical, life and earth and space sciences.
4. Earn three (3) units of Social Studies.
5. Earn either two (2) units of a foreign language or two (2) units of business/technology; or one (1) unit of each.
6. Earn three (3) units in the student's vocational or technical education curriculum.
7. Earn two (2) additional units in 1 through 6 or fine arts.
8. Maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale up to the last grading period of the senior year.
9. Earn a composite score of 27 on the American College Testing Program's (ACT) tests or an equivalent composite score on the Scholastic Aptitude test (SAT).

SOCIAL WORKER

The school social worker provides social services to students and families in need. The social worker's office is located in the Guidance Office. The phone number is 440-255-5817.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means any intentional written, graphic, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Verbal taunts, name-calling, and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group.

3. Complaint Process

- A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

The Mentor Exempted Village Board defines a positive climate as one that evokes non-violence, cooperation, teamwork, understanding, and acceptance toward all students and staff in, and in transit to and from, the school environment. It is the goal of this policy to enhance learning and teaching environments.

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event, or on school transportation, including drop-off and pick-up locations, and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

2008-2009 TEST DATES

ACT TESTS

TEST DATES

October 25, 2008
December 13, 2008
February 7, 2009
April 4, 2009
June 13, 2009

REGISTRATION DEADLINES

September 19, 2008
November 7, 2008
January 6, 2009
February 27, 2009
May 8, 2009

SAT I: REASONING TEST

TEST DATES

October 4, 2008
November 1, 2008
December 6, 2008
January 24, 2009
March 14, 2009
May 2, 2009
June 6, 2009

REGISTRATION DEADLINES

September 9, 2008
September 26, 2008
November 5, 2008
December 26, 2009
February 10, 2009
March 31, 2009
May 5, 2009

PLAN TEST

November 15, 2008

PRELIMINARY SCHOLASTIC APTITUDE TEST

(PSAT)

October 18, 2008

ASVAB

September 19, 2008 and April 24, 2009

STATE TESTING DATES

2008 - 2009

OCTOBER 27 - NOVEMBER 9, 2008

- Grade 11 and 12: Ohio Graduation Tests (all five tests)

MARCH 16 - MARCH 29, 2009

- Grades 10-12: Ohio Graduation Tests (all five tests)

JUNE 15-28, 2008 * Intervention Required

- Grades 10-12: Ohio Graduation Tests (all five tests)

ADVANCED PLACEMENT TESTS

MAY 4-15, 2009

Notification Policies of Non-Discrimination

The Mentor Exempted Village Public School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, or disability in the education programs and activities operated by the district.

It is the policy of the Mentor Exempted Village Public School District that educational programs and activities are provided without regard to race, color, national origin, sex, or disability.

No student shall be denied admission to the Mentor Exempted Village Public School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, or disability, or any other basis of unlawful discrimination.

To carry out these policy statements, persons and officers are identified herein and shall be responsible for compliance within the designated areas:

Dr. Jacqueline Hoynes
Superintendent
Mentor Board of Education
6451 Center Street
Mentor, Ohio 44060
Telephone: (216) 255-4444

Jazz Band is a select group of students from the Instrumental Music Department. Students are selected through auditions in the fall of each school year. Rehearsals are held after school.

MANNHEIM ORCHESTRA

Mannheim Orchestra is a select string group of students from the Instrumental Music Department. Students are selected through auditions in the fall of each school year. Rehearsals are held after school.

MOCK TRIAL TEAM

Mock Trial Team members are given mock court cases dealing with a topic relevant to students. They study the case, then present it as lawyers and witnesses and compete with other schools.

MODEL UN

Model UN is an organization that seeks to promote students' awareness and understanding of international affairs.

NATIONAL HONOR SOCIETY

National Honor Society recognizes academic achievement, citizenship, and service. Students are informed if they meet the eligibility requirement of a 3.5 grade point average and are told how to apply for membership into NHS. Induction is held in the fall of each year.

SCIENCE OLYMPIAD

Contact Mr. Ramsey for information or go to mentorhigh.com for further information.

SKI CLUB

The Mentor High Ski Club is organized in October to provide lessons and/or practice time for our students. Ski Club is an excellent opportunity to learn to ski or even just ski with your friends at a reasonable cost.

SPEECH/DEBATE TEAM

The Speech/Debate Team helps members learn effective oral communication through competition. It helps develop skills to express and defend your ideas clearly and successfully.

SPIRIT CLUB

Participants engage in school wide spirit building activities.

SPORTS

Baseball, Basketball, Cross Country, Football, Golf, Gymnastics, Ice Hockey, Lacrosse, Soccer, Softball, Swimming & Diving, Tennis, Track, Volleyball and Wrestling.

STUDENT GOVERNMENT

Student Council is the elected government organization which serves as a liaison among the student body, faculty, and administration. It sponsors a number of traditional social activities and conducts student elections and charity drives. One representative is elected by each homeroom. Election of officers is held in the spring.

TEEN INSTITUTE

Students in TI participate in activities that promote a drug free lifestyle.

TOP 25 SHOW CHOIR

The Mentor Top 25 is a select group of students from the Vocal Music Department. The singers are chosen for their singing and dancing ability. Auditions are held in the spring for the following school year.

III. ACADEMIC INFORMATION

DROP AND ADD REGULATIONS

Students are required to take a minimum number of courses each year. This "minimum course load" includes both required and elective courses. With the guidance of parents and counselors, students select these courses during the registration period. In addition to the required courses, students have an opportunity to select elective courses. The program of studies is available to students and parents online at www.mentorschools.org

During the time between registration and the end of the school year (early June), students and parents may request changes in these courses. After the end of the school year, schedule changes will not be made unless:

- 1) A technical error was made in the process of scheduling the student's requests.
- 2) The student has been clearly academically misplaced.

Schedule changes will not be made for:

- 1) Teacher preference
- 2) Late arrival or early dismissal to or from school
- 3) Work considerations
- 4) Transportation
- 5) Special lunch requests

Due to scheduling complications, once courses are selected they may not be dropped due to student change in preference.

Courses may be **added** after the close of school in the spring and during the next school year during the first two weeks of each semester if the class the student wishes to take is not filled.

EARLY GRADUATION

Sixth Semester Graduation Grade 11

Seventh Semester Graduation Grade 12

A student may be eligible for early graduation either at the end of the junior year (sixth semester) or at the end of the first semester of the senior year (seventh semester). Early graduation must be approved by an administrator, counselor and parent.

GRADING

1. Grade and averages – are determined by teachers in with regard to student achievement in each course.
2. Teacher comments and class absences will be reported for each student for each class every nine-weeks.
3. If a parent/student has questions about grades contact the teacher and/or counselor.

Honor Roll - Grade Point Average

3.80 - above	Principal's
3.50 - 3.79	Scarlet/Gray
3.00 - 3.49	Cardinal

INTERIM REPORTS

Interim reports are available online at the mid-way point of each nine-week grading period to update and inform parents of their child's progress and achievements. Please contact your child's teacher with any questions and/or concerns.

MAKE-UP WORK AND INCOMPLETES

Excused Absences:

Work missed during a period of excused absence may be made up. Upon returning to school, a student shall have a period of days equal to the number of days absent in which to make up any work missed.

Unexcused absences:

Work missed during a period of un-excused absence, including suspension may NOT be made up for credit. However, students are encouraged to do the work missed for the benefits they will gain from the learning experiences involved.

Incomplete Grades (I) for 9 weeks, Semester or Year:

Students receiving an incomplete (I) grade on their report cards shall complete the work. *If work is not completed, a grade of F shall be given for the missing work.* Incomplete grades may influence or determine your eligibility for athletics/activities/etc.

MINIMUM COURSE LOAD

Ninth grade students are required to take a minimum of six courses each semester. English, math, science, World History, physical education all must be included in the minimum course load.

Tenth grade students are required to take a minimum of six courses each semester. English, math, science, U.S. History, physical education and health must be included in the minimum load.

Eleventh grade students are required to take five courses one semester and six courses in the other semester. English, math, science and economics must be part of the course load.

Twelfth graders are required to take five courses each semester. English and American Government are required in the twelfth grade and any other graduation requirements not met in previous years.

To be eligible for athletics, you must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. Physical education does not fulfill this requirement.

GRADUATION REQUIREMENTS

The State of Ohio and the Mentor Exempted Village Board of Education have prescribed minimum unit requirements for a diploma. All credits completed in grades 9-12 are counted toward meeting the graduation requirements.

Subject	Units of Credit	Course
English/Language Arts	4	By Grade Level
Social Studies	1	United States History
	1/2	American Government
	1/2	Economics
	1	World History
Science	1	Physical
	1	Biological
	1	Science Elective
Mathematics	3	
Health	1/2	
Physical Education	1/2	2 semesters
Business/Technology/Fine Arts/Foreign Language	1	1 credit from any listed area
Electives	6	Any area
Total	21	Needed for Graduation

In addition to completing the necessary units of credit, all students must elect the minimum course load and must pass at least 3 1/2 credits in the senior year. Students must also pass the Ohio Graduation Tests. Students who do not meet the necessary requirements for graduation are not eligible to participate in any senior activity relating to graduation.

Complete information about the academic program of Mentor High School including information about course descriptions and grading policy is in the program of studies available online at www.mentorschools.org

It is the student's responsibility to see that requirements for graduation are met. The School will make every effort to keep up-to-date records and to keep students and parents informed about the status of progress toward graduation.

OHIO GRADUATION TEST

Students must pass the Ohio Graduation Test in Writing, Reading, Math, Social Studies and Science. Students who do not pass all five tests will not receive a diploma. The Ohio Graduation Test is administered in October and March of each year.

WEIGHTED GRADES

Weighted grades, grades 10-12, are based upon the impact that weighting will have on the predictive value on the grade point average for college admissions purposes. A weighted grade gives additional point value for the grade achieved in a specific course. For example, an "A" is worth 4.0 in a non-weighted system. In a weighted grade system certain courses would be worth "A" - 4.5; "B" - 3.5; "C" - 2.5. Weighted grades do not change the letter grade, but do change the point value. Classes that shall be designated as weighted are Honors Level English, Honors Science classes, Algebra II Concepts, Calculus, and all Advanced Placement Courses. These courses shall be weighted by a (.5) factor. Students earning below a grade of "C" in a course designated as weighted will not be given the (.5) value. Students must earn a grade of "C" or above in order to receive the (.5) value on their transcript.

Each head coach and head trainer needs assistance from students who are willing to give up their time to assist. Trainers assist the head trainer in all aspects of his job, statisticians' record play and keep records, and managers assist with equipment. Sign up with the coaches if you are interested.

BUCKEYE BOYS' AND GIRLS' STATE

The American Legion and Auxiliaries sponsor juniors to attend a week-long program in the summer. Boys' and Girls' State give students the opportunities to learn about local and state government through first-hand experience. Interviews are held in the early spring.

CARDINAL NOTES (YEARBOOK)

The Mentor High School yearbook, Cardinal Notes, is planned and designed to give a complete and lasting record of school functions and activities to the students. Staff members must have a sense of responsibility, leadership, and be able to accept and follow through with assigned tasks. Some of the activities are picture taking, reporting, creative writing, designing layouts, drawing, creative thinking, and selling advertisements and yearbooks.

CHEERLEADERS

For those interested in becoming a football or basketball cheerleader, tryouts are held in the spring. A panel makes selections based upon tryout performances. Cheerleaders selected are expected to practice in the summer, attend clinics, and participate in athletic events.

CLASS OFFICERS/STUDENT GOVERNMENT

Each of the three classes at Mentor High School is an organization in itself with class officers, activities, and projects. The purpose of these class functions is to provide a feeling of unity among class members. Traditional class activities are associated with each year of a student's high school career and he/she is encouraged to participate in the functions of his/her class.

The class officers work with interested class members to organize and complete class activities. The class officers are the spokespersons for the members as their elected officials. Sophomore Class officers are elected in the fall of each year, while Junior and Senior Class officers are elected in the spring. Information about becoming a candidate will be announced.

COMPUTER CLUB (WEB TEAM)

Participants work on the school web-site and learn programming and applications skills.

DRAMA CLUB

Students are involved in acting, and in technical areas of lighting and sound, in addition to set design and construction. The Drama Club performs at least one major play and one musical each year, with some one act plays included in their schedule.

ECOLOGY CLUB

The Ecology Club is responsible for developing and maintaining a recycling program. Students interested in social concerns about their environment and who willing to do an address those concerns will find this Club very interesting.

FLAG-BEARERS AND MAJORETTES

Each spring tryouts are held to select the flag-bearers and majorettes who perform with the marching band at football games, other athletic events, and parades. Practices are held in the summer, and often those selected will attend summer camp. Membership in a school band is a prerequisite.

FUTURE EDUCATORS CLUB

Participants explore careers in education.

FUTURE LEADERS CLUB

The Future Leaders Club promotes leadership through school and community activities. These include the senior citizen dinner dance, student recognition program, and leadership conferences.

INKWELL SCHOOL NEWSPAPER

The students who work on the *Inkwell* staff have an interest in journalism. This group meets to research stories, share ideas and edit the paper.

INTRAMURAL SPORTS PROGRAM

For those with an interest in athletics and don't have the needed time for practice and competition should join the Intramural Sports Program. The Program offers group competitions in the bowling, basketball, flag football, soccer, wallyball, softball, table tennis, ultimate Frisbee, golf, and tennis.

JAZZ BAND

The Code of Conduct includes the Students' Rights & Responsibilities Discipline Policy 6.19, Policies and Practices of the Ohio High School Athletic Association, and the expectations/standards set forth by the coach(s). Full compliance is expected of all policies, expectations and standards.

The policies of the Mentor Schools and the Ohio High School Athletic Association are established yearly. However, the expectations/standards of the coach(s) are enforced on a seasonal basis and may or may not be included in official Mentor Schools or OHSAA policy documents. Nevertheless, the athlete is expected to fully comply with coach(s) expectations/standards with regard to but not limited to: practices, dress/appearance, language, curfew, proper conduct, care of equipment, respectful behavior, transportation, practice/contests, and locker room demeanor.

The Mentor Public Schools and Department of Athletics strongly believes in the "**NO USE**" position for tobacco, alcohol, drugs and steroids. The athlete is clearly not to use, possess, or transmit any tobacco, alcohol, or illegal/illicit drug including any product that may enhance or inhibit performance and/or modify behavior.

ELIGIBILITY REQUIREMENTS

The Ohio High School Athletic Association eligibility standards for participation in athletics are as follows: In order to be eligible in grades 7-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period.

During the preceding grading period, the student enrolled in grades 9-12 must have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, which counts toward graduation. **Physical Education Class does not meet the one credit equivalent.** Students in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects carried.

The Mentor Board of Education eligibility standards for participation in interscholastic athletics and extra-curricular activities require that a student achieve a grade point average of 2.0 or more the **preceding 9 weeks grading period**.

BOTH OHSAA AND MENTOR BOARD OF EDUCATION REQUIREMENTS MUST BE MET.

PRE-PARTICIPATION

Parents/guardian shall be responsible for signing a copy of the athletic code of conduct prior to participation in that sport and paying the appropriate pay-to-participate fee.

RULES AND REGULATIONS

1. The athlete will comply with the rules and regulations set forth at all times both on and off school property, during the seasons of preparation and participation, including pre-school practice and vacation periods.
2. If the violation to the discipline code occurs during the pre-school practice or vacation periods when practice for a sport is officially begun, according to OHSAA rules, the period of denial of participation will begin upon the effective date of the denial and will include the first or next regularly scheduled interscholastic contest or contests held within that particular denial period.
3. Violation(s) under the Code of Conduct may result in denial of participation including disciplinary action ranging from immediate and/or temporary removal to permanent exclusion from the team and/or Mentor athletic program.

VII. ACTIVITIES/CLUBS

Below is the list of clubs and organizations available to Mentor High School students. These groups offer opportunities for pursuing special interests, for learning to work with others, and for forming friendships. Each student is encouraged to learn about the programs of the different clubs and organizations and to participate in those in which he/she feels an interest. If any of the clubs or activities listed are of interest to you, please contact the sponsor of the activity or your Unit Principal. They will be able to give you specific information on how to become a member and details of the kinds of activities in which the club participates. A list of advisors for each activity is located in the office to enable the student to go directly to that sponsor for information. **Additional information is available on the Mentor High School web site at mentorhigh.com**

ELIGIBILITY

Students are eligible to participate in extra curricular activities (including athletics) only if they meet both of the following criteria: (a) they pass five credits per quarter and; (b) they achieve a grade point of 2.0 or higher. Students who do not pass four credits may not participate in extra-curricular activities during the following quarter.

ATHLETIC TRAINERS, STATISTICIANS AND MANAGERS

IV. ATTENDANCE GUIDELINES

It is the firm belief of the Mentor Board of Education that the regular attendance and punctuality are necessary habits for later success in life. Upon enrolling in the Mentor Schools, each student assumes the obligation to attend school regularly and with punctuality. By Ohio Law, the responsibility to ensure that the child attends school is shared jointly by the parent and the child. Mentor school officials will work with parents and students to encourage students to attend regularly.

The Ohio Revised Code lists specific reasons for which a student may be excused from school, and the Mentor Schools will follow these guidelines. Still, school officials are permitted to excuse absences which in their opinion, are due to good and sufficient reasons. We understand that some absences, although not specifically excusable under State law, are unavoidable and will, therefore, be excused if prior arrangements are made in accordance with district guidelines as listed on the "Pre-arranged Absence Form" available in each Unit Office.

ABSENCE FROM SCHOOL

Parents/guardians **must call** the Attendance Center by **9:00 a.m.** on the day of the absence. All medical notes from a doctor should be given to the Attendance Center. If a student is absent and the Attendance Center has not received a phone call by 9:00 a.m. on the day of the absence, the Attendance Center staff will attempt to contact the parent (s) or guardian at home or work. If, after two days, the Attendance Center is not notified of an absence or the school has not been able to make verbal contact with a parent or guardian, the student will be considered truant and the Unit Principal will administer the appropriate consequences.

A series of letters will be sent to parents and to the student to alert them to excessive absences. This will be done according to the schedule listed below. Absences due to suspension or illness for which written verification is obtained from a doctor are not included in the number of days absent.

- First letter after 6 absences
- Second letter after 12 absences
- Third letter after 15 absences
- Fourth letter parent/guardian and warning to child letter

Over 18 Absences

1. A note from a doctor must accompany each absence. Without a note, the absence will be considered unexcused.
2. File in juvenile court if appropriate.

The student has the right to a hearing in order to appeal the determination of the number of days of absence. The administrator in charge of attendance at each building will conduct this hearing.

This procedure is designed to provide a means of accounting for student attendance and encouraging students to attend in a regular manner. The procedure is also designed with intent to confront and curtail an attendance problem at its onset.

EXTRACURRICULAR PARTICIPATION

In order to participate in an extracurricular activity or function (including the Prom), a student must be in school for a minimum of one-half (1/2) day on the day of the event.

TRUANCY

SENATE BILL 181: This law mandates the attendance of a parent or guardian at court proceedings. In addition, it defines

HABITUAL TRUANCY as a child with 5 consecutive unexcused absences, 7 unexcused absences in a month or 12 unexcused absences in one school year.

CHRONIC TRUANCY is a child with 7 consecutive unexcused absences, 10 unexcused absences in one month or 15 unexcused absences in one school year. Under this new law, a parent could be fined up to \$500 if a child habitually skips school, and judges could order parents to perform up to 70 hours of Community Service.

ABSENCES

All absences will be considered unexcused until **VERBAL** contact is made by a parent/guardian with the Attendance Center. Phone Numbers are 440-974-5386 or 440-974-5387.

Students who have more than 18 days of absence will need to have a doctor's note for each absence over 18 days to be able to receive credit for missed work.

APPOINTMENTS (MEDICAL/DENTAL)

Efforts should be made to arrange appointments during non-school hours. If your child has a morning doctor or dentist appointment, an excuse from the doctor is required so that the tardiness will be medically excused. The tardiness to school will be considered unexcused if there is no confirmation of an appointment.

ID CARDS

Beginning with the first day of school, students will be expected have their id card in their possession during the school day while on school property. Freshman, Sophomores and Juniors will be expected to keep their cards for their remaining years at Mentor High School.

Students who lose their identification cards must report the loss at the school security booth. A new card will be issued, and a fee of \$10.00 will be assessed. Replace lost cards immediately.

All students must produce/surrender the identification card when requested by faculty, staff or security personnel. Failure to have an identification card or refusal to surrender the card will result in disciplinary action.

Freshman, Sophomores and Juniors will keep their ID cards at the end of the school year.

Identification cards are just one part of an overall security plan being implemented at Mentor High School. After school begins in the morning, all doors to the school will be locked. Late students and all visitors will report to entrance (#2).

Nothing is to be added to the front or back of ID cards.

LIST OF REASONS FOR EXCUSED ABSENCE FROM SCHOOL

1. Personal illness, injury or disease.
2. Family illness.
3. Medical and Court Appointment. Efforts should be made to arrange appointments during non-school hours. The Absence due to medical appointments should be limited to the time of amount needed for the appointment and Reasonable travel time
4. Death in the immediate family.
5. Religious holidays.
6. Pre-arranged absence. Requests must be made a minimum of one calendar week before the absence is to occur. Requests may be made for the following reasons: Family vacation, college visitation, and special family circumstances.
7. School sponsored or approved activities.
8. Family emergency (which could not be pre-arranged).

In all cases, the Unit Principal will make determinations regarding whether or not an absence is considered excused or un-excused. The administrator may deny Pre-arranged absence requests if he/she believes an absence is unjustified, or if he/she feels that student has exceeded a reasonable limit of absences. In making any determinations, however, the administrator will use the criteria listed above.

LONG TERM ABSENCE

Parents who know that because of illness, a student will be absent for twenty or more consecutive school days are encouraged to contact the school nurse to explore the possibility of the student's receiving home tutoring.

PARKING

One of the requirements for obtaining the privilege to park at Mentor High School is to have maintained an adequate attendance record during the previous school year. Students who have been absent for more than 10 days are not eligible to apply for a parking permit. Also, students who have a parking permit for the present school year will lose their permit for the remainder of the school year if they exceed the 10-day limit at any point during the year. However, any absence due to illness for which a doctor's written verification is obtained will be not counted in this total. Students who would like to apply for a parking permit for the next year should bring this verification to the **Attendance Center** by the end of May.

SPECIAL NOTE: Students of compulsory school age who have been absent without a legitimate excuse, as approved by school personnel, for 10 consecutive days, or a total of at least 15 days during a semester, with appropriate hearing and notification procedure, shall be reported to the Ohio Bureau of Motor Vehicles for **denial of driving privileges**.

PRE-EXCUSED ABSENCE

Pre-Excused absences are for appointments, personal business or other reasons not excused by the State. Students requesting permission to be pre-excused from school must bring a written request signed by a parent or guardian. The request must state:

Students under the age of 18 who use or possess a tobacco product in school, on school grounds, or on other school property (such as school buses) will also be cited. The citation will be issued by our School Resource Officer and carry the same court consequences and waiver as citations issued in the community. The citation will not, however, take the place of school discipline. Any student, regardless of age, found using or possessing a tobacco product at school or on school property will be subject to school discipline which may range from after school or in school restrictions, Saturday School, suspension, and in the most extreme cases, expulsion. The citation will be an additional consequence for students under 18 years of age.

STUDENT RIGHTS OF EXPRESSION

Students have the right, protected by the First Amendment to the US Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unauthorized written material, petitions, buttons, badges, or other insignia, **except** expression which:

- A. Is obscene to minors.
- B. Is libelous.
- C. Is pervasively indecent or vulgar.
- D. Advertises any product or service not permitted to minors by law:
- E. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, or ethnic origin).
- F. Present a clear and present likelihood that, either because of its content or the manner of distribution or display will cause a material and substantial disruption of school or school activities, a violation of school regulations, or

THREATS AND INTIMIDATION (MENACING)

A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher or other school employee or visitor. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person.

WEAPONS AND DANGEROUS INSTRUMENTS

If a student brings a firearm to a school operated by the Board or on to property owned or controlled by the Board, s/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances of the incident. The Superintendent may expel a student for up to one (1) year if the student brings a knife to a school operated by the Board or on to property owned or controlled by the Board. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, stun gun, pepper spray, mace, chains, smoke or irritant-producing devices or any other object that can be used as a weapon. This includes items that can reasonably be considered a weapon or resemble or is a facsimile of a weapon. This rule does not apply to normal school supplies like screwdrivers in industrial arts or vocational programs or exact-o knives in art class when used for their intended purpose.

A weapon includes conventional objects like guns, pellet guns, knives, or club type instruments. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

VI. ATHLETICS

CODE OF CONDUCT

The administration and coaching staff of the Mentor Public Schools believe that a code of conduct is essential for athletes. Each student athlete is expected to conduct himself/herself in an exemplary manner while a member of a Mentor team. By participating in athletics to the maximum of his/her ability the athlete contributes to the reputation of his/her school. He/she assumes a leadership role when on the athletic squad. The student body and citizens of the community know the athletes. They are on stage with the spotlight on them. The student body, community, and other communities judge a school by the athlete's conduct and attitudes both on and off the field. Because of this leadership role, athletes can contribute greatly to school spirit and community pride.

HAZING

Hazing activities are prohibited. No administrator, faculty member, or other employee shall encourage, permit, condone, or tolerate hazing. No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student, or other, organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. All District employees are required to be alert to possible situations, circumstances or events which might include hazing. If an employee discovers that hazing has, will or might occur, the students involved shall be informed that hazing is prohibited and shall be directed not to engage in hazing. All hazing incidents shall be reported immediately to the Superintendent or designee. This policy shall be distributed to all students and school district employees. Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

HARASSMENT

A. Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with the Unit Principal, unit Counselor, building principal or school social worker.

REPEATED VIOLATION OF SCHOOL RULES

A student shall not repeatedly fail to comply with school rules and regulations or directions of teacher, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

SEARCH/SEIZURE GUIDELINES

Anything found in the course of a search, which is evidence of a student violation of school rules or Federal/State laws may be:

- A. Seized and admitted as evidence in any suspension or expulsion proceeding, if it is tagged for identification at the time it is seized and kept in a secure place by the principal until is presented at the hearing.
- B. Turned over to any law enforcement officer after proper notation and receipt.

Notice of Search of Lockers

The lockers supplied by the Board of Education and used by the students are the property of the Board. Therefore, the student lockers and the contents of all the student lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Random searches may include a search with the assistance of dogs trained to detect the presence of drugs.

Notice of Search of Student Motor Vehicles

Motor vehicles driven by students to school and parked on school property are subject to random search by dogs, which are trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.

SMOKING

With the passage of Substitute Senate Bill 218, Ohio Children under the age of 18 will now be cited for using, possessing, or purchasing tobacco products - legally defined as cigarettes (including clove and hand-rolled cigarettes), cigars, pipe tobacco, chewing tobacco, and snuff. Law enforcement officials will issue a minor misdemeanor citation and allege a violation of Section 2151.87 (B) of the Ohio Revised Code for juveniles possessing or using a tobacco product.

The offense may be waived; therefore, upon a citation being issued, the juvenile and parent can waive their appearance in juvenile Court by paying a fine and court costs. Should no waiver be sought, an optional consequence the juvenile court may assign is a smoking intervention program through Lake Hospitals. The program includes four evening sessions and will cost the juvenile and parent \$55.00.

- (1) Reason,
- (2) Time of desired dismissal,
- (3) Tentative time of return, and
- (4) Phone number where parent may be reached.

The early dismissal request should be presented to the Attendance Center at least one full day prior to the time requested. The appointment will be verified and the student's name will be listed along with the time of leaving when the daily attendance sheet is prepared for all teachers. Students pick up exit passes in the Attendance Center when they leave for their appointment. Should students return to school after their appointment, they are to check in at the Attendance Center where the time of re-entry will be recorded. We strongly urge doctor and dentist appointments be made outside school hours.

For vacation requests, students should contact the Unit Office at least one week prior to the proposed absence. Teachers' and administrators' signatures on vacation absence requests do **NOT** constitute approval by the school for the absence but simply confirm proper notification of the reason for this absence. Teachers are not obligated to permit make-up work if proper arrangements have not been made **prior** to departure. Teachers are encouraged to assess the impact of the absence(s) upon the student's academic performance but shall allow the student to make up any work missed due to an excused absence as determined by the appropriate Unit Office. All schoolwork missed during an absence will be made up according to the guidelines established by the individual classroom teacher.

TARDINESS

School begins at 7:22 a.m. Students arriving after 7:25 a.m. must report to the Attendance Center. A student who fails to do so will be considered unexcused. **Students arriving or leaving and not returning between 9:14 and 12:46 will be marked tardy and considered absent for one-half day.** Since tardiness to class is basically a classroom problem, teachers in charge may assign their own detentions for unexcused lateness. Problems of excessive unexcused lateness will be referred to the appropriate Unit Office. Students late because of talking with a teacher, etc., should go directly to class with a pass from that teacher.

TARDY TO SCHOOL CONSEQUENCES

Tardy to school tardy totals accumulate for the year.

4-6 tardies	=	1 office detention - parent conference
7-9 tardies	=	1 ASR - parent conference
10-12 tardies	=	2 ASRs, loss of parking permit for 10 school days.

(A new permit may be issued if tardiness improves.)

DISCIPLINE - (Selected Areas)

Copies of the complete Code of Conduct Handbook (Policy 6.19) can be obtained in the Unit Office. All students are given copies of the handbook and it is the student's responsibility to review this document.

AREAS IN WHICH DISCIPLINARY CONTROL OF PUPILS IS TO BE EXERCISED

Students are subject to school disciplinary action up to and including suspension and expulsion as specified herein for all actions which directly affect the good order, efficiency, morale, management, and welfare of the school. Although primary emphasis will be directed to activities taking place in the school or activities taking place on or near the school grounds, any student action on or off school property which directly affects the school will be subject to disciplinary action. Areas of disciplinary control shall include:

1. While in the school, on school grounds, or in sight of school premises during and immediately before or immediately after school hours (including school where the student is not in attendance).
2. While on school-owned and operated buses or other school-owned or operated vehicles, waiting at bus stops, walking to and from schools.
3. While engaged in or attending school-related activities on or off school grounds.
4. In addition, state law (S.B.1) expands the jurisdiction of a district's disciplinary policy to include (1) misconduct by a student that occurs off district property but is connected to activities or incidents that have occurred on district property and (2) misconduct by a student that, *regardless of where it occurs*, is directed at a district official or employee or the property of an official or employee.

ALCOHOL/DRUGS

A student shall not possess, use, sell or offer to sell, buy or offer to buy, transmit, cultivate, manufacture, be under the influence of or aid any other student or person to possess, use, sell or offer to sell, buy or offer to buy or transmit, any drug,

“look-alike drug,” controlled substance, dangerous substance, and/or alcohol at school or school sponsored activities home or away.

CLOTHING/DRESS GUIDELINES

Students’ dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

The Board prohibits student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs. Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff or that have an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-shorts are NOT permitted.
3. Students will need to wear shorts, skirts, and dresses that are no shorter than three inches above the knee.
4. No shirts with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual reference).
5. No hats, bandanas, sunglasses or any item that hides a student’s eyes and/or face.
6. No underwear shirts and sleeveless shirts/blouses (tank tops, halter tops).
7. No bare feet.
8. No see-through clothing without undergarments.
9. No torn or cut jeans, shirts, and shorts.
10. No sagging or excessively baggy pants.
11. No coats worn in classroom.
12. No unsafe shoes.
13. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student’s ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief. High school or middle school students who violate this policy shall be subjected to the following disciplinary actions: A warning will be issued and the student’s parents/guardian shall be notified that they have to come pick the child up or bring alternative clothing for him/her to wear. If the offensive clothing is a shirt, the student will be requested to turn the shirt inside out for the remainder of the school day. If the student should miss any class time because of dress code violations or is sent home to change, his or her absence will be considered unexcused. Repeated violations may result in other student discipline pursuant to the Student Code of Conduct, including but not limited to, detention, suspension, and/or expulsion

DANCES (Dress/Attire)

Semi-Formal/Formal Attire/dress for Homecoming, winter formal and Prom is required. A suit/tuxedo for boys and a gown, dress, or other formal wear for girls, this also includes appropriate footwear. NO tennis shoes, hiking boots, beach sandals, etc. All regular school dress guidelines apply for school dances. There should not be bare midriffs; students should wear appropriate undergarments, etc. Students dressing inappropriately for formal or informal school dances will not be allowed to enter the dance.

CONSEQUENCES

- A. After School Restriction:** After School Restriction (ASR) is an extended detention period which will run for 2 1/2 hours and will begin 15 minutes after the end of the regular school day at Mentor High School, ASR is scheduled from 2:45 PM until 5:15 PM Monday through Thursday.
- B. Detention:** Detention is held in room A-201. Starting time - 6:30 AM - 7:15 AM or 2:35 PM. - 3:20 PM.

C. In-School Restriction: Students will report to the In-School Restriction (ISR) room at the beginning of modules 1-2. Students will be responsible for obtaining assignments from their classroom teachers prior to the ISR assignment. Credit will be given for all completed work that is **returned by the student** to his/her teacher on the next school day following the day of restriction. A teacher will be available to provide assistance. Teachers may give tests to the ISR teacher for students to take during ISR.

D. Saturday School Detention Saturday School detention is in session from 8:30 AM to 11:30 AM at Mentor High School. Promptness is expected. Students will not be admitted to the school if they arrive after 8:30 AM. Students are to use the South parking lot only and enter the building through the South C-Wing door (Exit 6). Doors will be opened at 8:15 AM and closed at 8:30 AM. Students are required to bring their own study materials including school related books, paper, pens, pencils, etc.

DISRUPTION OF SCHOOL

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. A student shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

Disruption of school shall include, but is not limited to, the following types of behavior:

1. Unauthorized occupying of any school building, school grounds, or part thereof with intent to deprive others of its
2. Unauthorized blocking of the entrance or exit of any school building or corridor or room therein, with intent to deprive others of lawful access to or from, or use of, the building or corridor or room.
3. Prevention of or attempting to prevent by any act the convening or continued functioning of any school, class, or
4. Preventing students or other authorized persons from attending a class, a school activity, or boarding/unboarding a
5. Except under the direct instruction of the principal or his/her designee, blocking normal pedestrian or vehicular traffic on a school campus.
6. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class, supervise a study hall, or conduct any other proper school function.
7. Displaying a belligerent, defiant and/or insubordinate (disobedient) manner in refusing to comply with reasonable requests of authorized school personnel.
8. Consensual and inappropriate physical contact or public display of affection.

ELECTRONIC DEVICES

Students may not use beepers, pagers, transmitters, or cell phones in school. Parents: If you must contact your son/daughter during the school day, please call the high school unit office.

Consequences:

- | | |
|-------------|---|
| 1st offense | Warning and confiscation of the device to be returned after school |
| 2nd offense | Confiscation of the device to be returned only to a parent and an ASR/Saturday School |
| 3rd offense | Confiscation of the device to be returned only to a parent and Out of School Suspension |

FIGHTING

Consequences:

- | | |
|-------------|--|
| 1st offense | Parents called; court referral; 5 days out of school suspension. |
| 2nd offense | Parents called; court referral; 10 days out of school suspension. |
| 3rd offense | Parents called; court referral; 10 days out of school; expulsion recommendation. |

HARASSMENT, INTIMIDATION, AND BULLYING

The Mentor Exempted Village Board defines a positive climate as one that evokes non-violence, cooperation, teamwork, understanding, and acceptance toward all students and staff in, and in transit to and from, the school environment. It is the goal of the District’s harassment, intimidation, and bullying policy (Policy 9.34) to enhance learning and teaching environments. This policy was sent home to the parents of all students for their review prior to this school year.

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event, or on school transportation, including drop-off and pick-up locations, and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by Policy 9.34 shall be investigated in accordance with the policies applicable to the particular harassment.