

Mentor High School



The Mentor High School Parent Information Page



From the Principal's Desk



Dear Mentor High School Parents and Students,

As the new principal of Mentor High School, I would like to take this opportunity to express my gratitude for being offered such a coveted position. I am excited to work with such a wonderful group of students, parents and staff members during the upcoming year.

As I look toward the new school year, one of my main objectives is to continue to establish a culture of excellence that engages students in a rigorous curriculum that will empower them to function in a global society. I believe we do this by ensuring we continue to practice the following beliefs:

- All students can learn.
 1. We must provide students with opportunities and assistance for academic success.
- We must create a school climate that encourages every child to succeed.
 1. Students must feel safe.
 2. Students must feel welcome.
 3. Students must have a voice.
- We must work collaboratively together to create a culture that maximizes student potential.
- We must hold high expectations for all students, teachers, administrators, parents and community members.
- It is necessary to have strong communication and collaboration to create a vision of improved learning for our students.

I look forward to a rewarding tenure by ensuring EVERY student at Mentor High School is successful. Below you will find information and updates that will be helpful as we transition into the new school year. Please pay special attention to the handbook highlights (i.e. bullying and harassment, dress code, attendance, etc.) and review these with your student(s).

I hope everyone enjoys the remainder of their summer, and I look forward to meeting you in the coming weeks. If you have any questions, concerns or ideas, please do not hesitate to contact me by telephone, 440-974-5300, or email at wade@mentorschools.org.

Sincerely,

William R. Wade
Mentor High School Principal



Important Dates

Thursday and Friday, August 18 & 19 – Student Schedule Pick-Up – 8:00 – 11:00 a.m. & 1:00 – 3:30 p.m. – Media Center
Monday, August 22 – Student Schedule Pick-Up – 12:00 – 4:00 p.m. & 5:30 – 7:00 p.m. – Media Center
Tuesday, August 23 – Freshman Orientation (Students Only) – 8:30 a.m. – 12:00 p.m. – Fine Arts Center
Tuesday, August 23 – Freshman and New Student Orientation (Parents and Students) – 7:00 p.m. – Fine Arts Center
Monday, August 29 – First Day of School (**Students will report to Homeroom first**)
Monday, August 29 – Class Ring Design Kits from Jostens for Sophomores
Thursday, September 1 – School Pictures – Fine Arts Center
Monday, September 5 – Labor Day – No School
Wednesday, September 7 – Family Ring Order Night – 6:00 – 8:00 p.m. – Student Center
Thursday, September 8 – Family Ring Order Night – 6:00 – 8:00 p.m. – Student Center
Friday, September 9 – Ring Order Day – 8:00 a.m. – 1:00 p.m. – Student Center
Saturday, September 10 – ACT (Registration Deadline is August 12, 2011)
Thursday, September 15 – Meet the Teacher Night – 7:00 p.m. to 9:00 p.m. – Mentor High School (Don't forget your student's schedule!)
Friday, September 16 – Ring Order Day – 8:00 a.m. – 1:00 p.m. – Student Center
Monday, September 19 – Friday, September 23 – Spirit Week
Saturday, September 24 – Homecoming Dance
Saturday, October 1 – SAT (Registration Deadline is September 9, 2011)
Thursday, October 6 – Senior Pictures Deadline
Thursday, October 13 – Picture Retakes – Fine Arts Center
Friday, October 14 – NEOEA Day – No School
Saturday, October 15 – PSAT
Thursday, October 20 – Career Exploration: Introducing Students to a World of Opportunity – TBD – Student Center and Auxiliary Gymnasium
Monday, October 24 through Friday, October 28 – Fall Ohio Graduation Testing (Juniors and Seniors who still need to pass respective test(s))
Tuesday, November 1 – End of First Grading Period



Special Points of Interest!

- Communication is an integral part of being a successful school. As such, a quarterly Parent Information Page will be sent out to help make certain parents and students are aware of important and helpful MHS information. Please also check the MHS website (www.mentorhigh.com) for updates. If you ever have a question, comment or concern please contact any administrator, guidance counselor or teacher via email and/or voicemail.
- Please also help me in welcoming the following staff members to the building:

Lisa Ford	Media Specialist	Scott Panchik	Health/Physical Education
Paul Gatzke	Fine Arts Center Manager	Christine Piunno	Classroom Assistant
Tracy Gibson	Food Service	Kathie Russo	Grade 9 Secretary
Jason Holy	Social Studies	Mike Stanko	Custodian
Ray LaManna	Art	Sarah Vurbic	Special Education
Melissa Leslie	Business	Peggy Walker	Special Education
Linda Mahaffee	Mathematics	Margaret Wardeiner	Classroom Assistant
James McMahon	Unit 9 Principal		

- Ohio School Pictures will be taking student pictures on **Thursday, September 1, 2011**. Order envelopes will be available on the first day of school for you to complete and bring to the camera with your payment of cash or check. Credit card orders are **ONLY** accepted online via their website: www.osp-photography.com When ordering online, please reference your online order code: 1112-0244. Online ordering will be available after August 1st.
- School is an environment where students are able to learn and develop their abilities for future success. At Mentor High School we believe that all students can learn and we must foster a culture of excellence. In order for this to be accomplished students must be able to connect with their school and classmates. This can only be achieved when a culture of belonging and safety is established. Therefore, we must strive for an environment that provides adequate freedom for students within parameters that are safe, developmentally appropriate, and supportive to learning. Please take the time to review the following "handbook refreshers" to promote another great year at Mentor High School!

- As educators we have a responsibility to teach our students how to be powerful leaders in a responsible and respectful way. It is this premise that we realize the high importance of taking a very strict stance against bullying and harassment. Please take the time to review and discuss the following excerpt from the handbook pertaining to “Harassment, Intimidation, and Bullying” with your student(s):

“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.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- A. Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - 1. Causes mental or physical harm to the other student; and
 - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.
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, 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.”

- Student attendance is vital to ensuring our students are maximizing their potential and excelling in school. Please help in promoting strong attendance to help your student achieve while teaching them an enduring life skill. Parents/guardians **must call** the Attendance Center (440.974.5386) 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 after 18 absences

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.

- Please review the dress code with your student(s). Student dress plays an integral role in establishing the culture at MHS. High school is the foundation for future habits and the dress code is another opportunity to help shape our students for their lives after they graduate. World renowned author, David Cottrell, in his book, *Monday Morning Choices: 12 Powerful Ways to Go from Everyday to Extraordinary*, states “One choice everyone can make is to look successful. If you want to be successful, one of the first things you have to do is look successful.” This quote is not promoting particular clothing or styles, rather that students take a sense of pride in what they wear because we believe that there is a direct relationship between student attire and classroom behavior, attitude and achievement.
- At Mentor High School we believe in providing our students a safe and drug-free learning environment that supports our academic and extracurricular programs. As such, the administration will continue to breathalyze students prior to all school dances. This will help to ensure our students are having fun in a safe and orderly environment. Please contact your Unit Principal if you have questions, comments or concerns.

Guidance News



Guidance counselors will be back in their offices on August 15th. We are there to assist you and your child for an easy transition back to school. Please call or email us with any concerns you might have. Be sure to check the guidance webpage throughout the school year for important events, dates and information.

The freshmen (student only) orientation is on Tuesday, August 23rd from 8:30 a.m. to 12:00 p.m. in the MHS Fine Arts Center. A freshmen and new student parent orientation will be on Tuesday, August 23rd at 7:00 p.m. in the MHS Fine Arts Center. Contact the MHS office with questions.

Students are able to pick up their schedules on August 18th and 19th from 8:00 to 11:00 a.m. and 1:00 to 3:30 p.m. and on August 22nd from 12:00 to 4:00 p.m. and 5:30 to 7:00 p.m. In order to pick up a schedule and the complimentary Student Planner, the student or his/her parent will need to turn in a completed Emergency Medical Form and have all school fees paid. Please remember students are not allowed to drop courses from their schedule unless: 1) a technical error was made in the process of scheduling the student's requests; 2) the student has been clearly academically misplaced; or 3) there is a scheduling conflict. Students may add courses during the first two weeks of the semester if the class is not filled. Schedule changes will not be permitted on the basis of teaching style, personality or time of day.

The caseloads for the guidance department have changed. See below to determine who your counselor will be for the 2011-2012 school year:

Counselor	Caseload	Location	Phone Number
Mrs. Howell	A - Brow	A-113	974-5308
Ms. Krizan	Broz - Dud	A-113	974-5371
Mrs. Kover	Duf - Harden	A-115	974-5329
Ms. Ganz	Hardin - Kop	A-113	974-5256
Mr. Neumanitis	Kor - McCoy	A-115	974-5321
Mr. Litzinger	McCu - Pac	A-113	974-5350
Ms. Gomori	Pad - Sar	A-115	974-5322
Mr. Montgomery	Sas - Te	A-114	974-5339
Mrs. Goss	Th - Z	A-114	974-5316



August's Health and Wellness Communication

The clinic operates daily from 7:15 a.m. to 3:00 p.m. during the school year. Please call 440-974-5340 or 440-974-5341 should you have any questions or pertinent medical information regarding your son or daughter.

Please remember that the easiest way to handle ongoing medications at school is to get physician's orders over the summer. Forms are available in the school office and will also be available at orientation and schedule pick-up. Written permission from a parent and physician are required for any medication taken at school (***over the counter and prescription***). In addition, remember to bring medication in its original packaging. Students may carry only emergency anaphylaxis kits and inhalers with written permission from a doctor and parent.

During the school year hearing and vision screening will be performed for all 9th graders, new students, and those 10th graders who failed their 9th grade screenings. Please contact the clinic if you wish to not have your student screened.

Illnesses that require exclusion from school according to the Ohio Health Department include: chicken pox, fever, pinkeye with eye discharge, severe diarrhea, all measles, head lice, impetigo with discharge, meningitis, mumps, pinworms, ringworm until treated, scabies, TB and whooping cough.

Please remember to send written notice of your overnight/out of town absence as well as information about who will be assuming guardianship. Please complete emergency cards in full as contacts and numbers are vital in an emergency. ***Keep the school informed of job or phone changes so that you can be reached in case of an emergency.***

If your child has a fever at home, or is sent home from school with a temperature of 100.0 F or over, the Center for Disease Control recommends that they should stay home fever free for 24 hours before returning to school.

PTSA News



MHS PTSA welcomes everyone back to a new school year! We support the students, teachers and parents community in our school through various projects such as: Homecoming, staff grants, Reflections (arts program), and scholarships for graduating seniors. Your membership is the key to the success of these programs. Membership forms are mailed home and also can be found online at www.mentorhigh.com/ptsa. There are many ways to get involved so we hope to see you come to our next meeting on September 7th in the Lower Learning Center at 6:45 p.m. to see what we are all about!