

# **GENERAL INFORMATION**

## **WELCOME**

Welcome to Mt. Vernon High School, one of the best high schools in the state. It is the hope of the administration, the faculty, and the staff that the time you spend here is valuable and enjoyable. The opportunities available to you within the walls of this building are numerous. The knowledge stored in the books of our media center, our computers, and in the minds of our faculty took many thousands of combined years to collect. It is all yours if you have the desire and drive to seek it.

This handbook contains the answers to many of the questions often asked by students and parents. Please read it carefully. If there is anything you want more information on, don't hesitate to ask.

The rules you are about to read in this code of conduct are in addition to the school corporation's broad, discretionary authority to maintain safety, order and discipline on school property and within the school corporation's jurisdiction. These rules support, but do not limit the school corporation's authority as provided by Indiana law.

## **PHILOSOPHY OF MT. VERNON HIGH SCHOOL**

It is the primary purpose of MVHS to meet the educational needs of tomorrow's citizens, as each one prepares to assume a responsible role in our society. To succeed, the school must work together with the community to encourage scholastic/technological achievement, promote responsible behavior, foster self-respect, respect for others, and promote awareness of contemporary issues, while reinforcing the student's physical, emotional and spiritual growth.

## **MISSION STATEMENT OF MT. VERNON HIGH SCHOOL**

Mt. Vernon High School provides a safe educational environment, which promotes maximum academic achievement through independent and critical thinking, good citizenship and healthy living, the ability to participate effectively in a culturally diverse society, the development of aesthetic appreciation, and the development of skills necessary for independent, lifelong learning.

## **TIME SCHEDULE**

<b>BLOCK</b>	<b>TIME</b>	<b>MINUTES</b>
1	8:30–9:59	84
2	10:06–11:29	84
3	11:35–1:29	84
	Lunch 1	11:29-11:59
	Lunch 2	11:59-12:29
	Lunch 3	12:59-1:29
SRT	1:35-2:00	
4	2:06–3:30	84

## **DELAYED START DAYS**

<b>BLOCK</b>	<b>TIME</b>	<b>MINUTES</b>
1	9:20-10:34	74
2	10:40-11:54	74
3	12:00-1:46	76
	Lunch 1	11:54-12:24
	Lunch 2	12:24-12:54
	Lunch 3	1:16-1:46
SRT	1:52-2:12	20
4	2:18-3:30	72

## **SCHOOL SONG**

*Hail, Hail to Mt. Vernon High  
Hail to the Gold and White  
We will be loyal to you  
Through our battles tried and true  
Fight! Fight! Fight!  
Fighting Marauders are we  
On to victory!  
We are proud to sing  
All the praises of  
Our Mt. Vernon High*

## **ANNOUNCEMENTS**

Announcements may be given at the beginning or end of the school day. The announcements are also available through the high school web-site and emailed to students. Students are encouraged to listen to these announcements, as many will pertain to them directly. The end of the day announcements will be given just before dismissal.

## **CAFETERIA – BREAKFAST/LUNCH**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced meal is offered at a reasonable price. Students may choose between the plate lunch and ala carte items. There will be no charging of lunches and checks are accepted.

While each student is in the cafeteria or going through the lunch lines, he is expected to act respectfully to all food staff and leave a clean table after finishing lunch. Parents will be contacted for those students observed throwing food or who are unable to observe these simple dining regulations. Different dining arrangements may be made for their lunchtime.

Food and drinks may be permitted in a learning environment at the discretion of the teacher/staff member. Food and drinks are not permitted at any time in computer labs or at computer stations. Violations of this policy may result in disciplinary action being taken.

During lunch period, students are not to roam the halls; instead, they must remain in the cafeteria. No one may go to the parking lot without prior administrative approval. No student is allowed to leave MVHS for lunch. Students are not permitted guests to dine with them during the lunch period. Students will not be permitted to go to the Media Center from lunch. Those wishing to use the Media Center must report at the beginning of the lunch period and remain until the end.

Breakfast is also served daily including when the school has a two hour delay.

Theft from the cafeteria lunch line will not be tolerated. Students who steal from the lunch line will be subject to school discipline and may be prosecuted for theft.

Mt. Vernon participates in the National School Lunch Program. Students who qualify must submit an application to the school. Applications are available online on the MVCSC website.

## **STUDENT TECHNOLOGY PROFICIENCIES**

Mt. Vernon High School has identified as one of its goals, that students increase their application of technology skills. The technological proficiencies were identified as a result of surveys taken and the information reviewed from the current MVCSC Technology Plan. A summary of the proficiencies is listed below.

Students will be able to:

1. Use input/output devices
2. Use word processing
3. Use spreadsheets
4. Use research and database
5. Gather information
6. Create a Presentation

## **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those evaluated prior to use. However, students will be able to move beyond those resources to others previewed by staff. Outside of school, families bear responsibility for the same guidance of Internet usage as they exercise with other information services.

Students utilizing corporation provided Internet access must first have permission of and must be supervised by Mt. Vernon Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of corporation-provided Internet access is to facilitate communications in support of research education. To remain eligible as users, students' use must be in support of and consistent

with the education objectives of Mt. Vernon community Schools (MVCSC). Access is a privilege, not a right. Users should not expect that files stored on school-based computers would be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and message to maintain system integrity and insure that users are acting responsibly.

The intent of this agreement is to ensure that students will comply with all Network and Internet acceptable use policies approved by the corporation.

In exchange for use of the Network resources either at school or away from school, the student understands and agrees to the following:

- A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, altering system software, placing unauthorized information, computer viruses or harmful programs on or through computer and/or network. MVCSC reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The Corporation reserves all rights to any material stored in files and will remove any material which the corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their corporation approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.
- C. All information and services and features on Corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.
- D. The corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account and password and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by MVCSC. Misuse shall include, but not be limited to: intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users; disrupting the operation of the Network, Internet, or any other computer system through abuse of or vandalizing, damaging, or disabling the hardware or software; malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks; interfering with others use of the network or accessing the materials, information, or files of another without their prior approval; use for non-curricular communication such as, but not limited to instant messaging and online chatting. Responding to unsolicited on-line contact is strictly prohibited for student safety; unauthorized installation, downloading, copying, or use of licensed or copyrighted software or plagiarizing materials

misrepresenting others on the network or allowing anyone else to use an account other than the account holder. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material; violation any local, state or federal statute;

- F. Corporation and network resources are to be used exclusively for the support of the academic program, not for entertainment.
- G. Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use. Should the student deliberately or maliciously infect the network with a virus or cause damage through other vandalism, the student will be liable for any and all repair costs to restore the network to full operation and will be subject to additional disciplinary measures.
- H. The student may only log on and use the network under the immediate supervision of a staff member and only with the student's authorized log-in.

Violation of corporation policy and rules will result in appropriate suspension of computer access to be determined by MVCSC staff. Additional disciplinary action will be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When or where applicable, law enforcement agencies may be involved.

MVCSC makes not warranties of any kind, neither expressed nor implied, for the network/Internet access it is providing. The corporation will not be responsible for any damages users suffer including-but not limited to-loss of data resulting from delays or interruptions of service. The corporation will not be responsible for the accuracy nature, or quality of information.

MVCSC will make all reasonable attempts to prevent inappropriate access to students' personal information through the Internet. The corporation's intent is to make Internet access available for the educational goals and objectives. However, students may find ways to access other materials as well. Even though the corporation institutes technical methods or systems to regulate students' Internet access, the methods cannot guarantee compliance with the corporation's acceptable use policy. MVCSC believes that the benefits to students of access to the Internet exceed any disadvantages. The corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. Therefore, MVCSC will provide parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

## **Student E-Mail Acceptable Use Agreement**

The following procedures apply to use of the E-Mail system (Gmail) offered to students by Mt. Vernon Community School Corporation.

**Purpose: E-Mail is provided to students ("Users") of Mt. Vernon Community School Corporation email exclusively for the intent of exchanging information consistent with the**

**educational purposes of the school.** Users of the E-Mail system must comply with this policy. Any other use of E-Mail is strictly forbidden.

**Property:** The E-Mail system is the property of Mt. Vernon Community School Corporation. Unofficial use of the E-Mail system is forbidden. Access to E-Mail provided by Mt. Vernon Community School Corporation is a privilege granted to students and may be revoked or withheld at the discretion of Mt. Vernon Community School Corporation.

**Privacy:** Users do not have a personal privacy right in any matter created, received, stored in or sent from the E-Mail system. Mt. Vernon Community School Corporation faculty may at any time and without prior notice, screen and assess E-Mail messages by students in order to guarantee appropriate use.

**Accounts and Passwords:** Users will receive a user name and password from the Technology Department in order to access E-Mail. The User must consider the user name and password private and should not share the user name or password with any other person or leave the user account open or unattended at any computer.

**Use of E-Mail System:** The following provisions apply to all student Users of the E-Mail system:

- Users may not use the E-Mail system for any illegal activity, including but not limited to, violation of copyright laws, "spam" or attempts to impair any system of the School District or others.
- Personal information about the User, including, but not limited to, student's name, addresses and phone number shall not be transmitted outside the district network, without written permission from the student and his/her parents. Information about persons other than the User shall not be transmitted under any circumstance.
- E-Mail may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.
- Users of the E-Mail system shall not use E-Mail in any way that would be considered damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, harassing, illegal, or contrary to school policy.
- Users shall not attempt to read, delete, copy or modify the E-Mail of any other User.
- Users shall not deliberately interfere with the ability of other Users to send/receive E-Mail.
- Users shall not use the E-Mail system in a way that is contradictory with directions of teachers, other staff, and generally accepted network protocol.
- Users shall report illegal or unauthorized use of the E-Mail or on-line systems to the supervising teacher or the authorized Technology Department personnel.
- Users shall not respond to unsolicited E-Mail messages from any source without the permission of their supervising teacher.
- Users shall not receive or respond to E-Mail or on-line information that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content. If any such material is received it shall be reported immediately to the supervising teacher or authorized Technology Department personnel for action including deletion, tracking and reporting to proper law enforcement authorities if appropriate.

**Disciplinary Action:** Use of the E-Mail system contrary to this policy or in an illegal manner shall be subject to the loss of rights and possible disciplinary action.

**System Use and Maintenance:** Users should periodically remove or erase their E-Mail messages from the district's server. E-Mail or other files stored on a district file server are not considered

private property or communications and may be removed by the authorized Technology Department personnel without prior notice to the User.

## **SOCIAL NETWORK/DIGITAL PLATFORMS**

Mt. Vernon Community School Corporation (MVCSC) acknowledges that students are not restricted from using any on-line social network sites or digital platforms such as My Space, Facebook, Twitter, and other similar sites while away from school and off school grounds, provided said use is not related to any school activity or event. MVCSC students using social network sites and digital platforms should understand that they are responsible for any and all content they make public via on-line social networks or digital platforms, and all such material is expected to comply with state, local, and federal laws, rules, regulations, and procedures. All such activities that are deemed detrimental to MVCSC students, teachers, administrators and their families may be subject to disciplinary action by MVCSC within such laws, rules, regulations and procedures. MVCSC will prosecute to the fullest extent permitted by law.

MVCSC further acknowledges a student’s right to free expression within the confines of the law. In recognition of a student’s rights to freely express themselves, MVCSC suggests students conform to the following guidelines in using social networking sites and other digital platforms. Students must learn to assume responsibility for their actions as well as accept the consequences of said actions.

- Students are expected to conform to reasonable standards of socially-acceptable behavior at all times;
- Students shall not infringe upon the rights of others through personal attacks, use of derogatory or demeaning language, or threats;
- Students shall respect the person, property, and rights of others in accordance with school policy and the law;
- Students should not use obscenities, defamatory statements, disruptive tactics, nor advocate violations of the law, rules, regulations, school policies or procedures, and
- In no event should a student’s actions or expression of opinions substantially impact the educational process of MVCSC or its students.

**SPECIAL NOTE:** MVCSC students and parents should know that anything posted online enters the public record. Law enforcement agencies, future employers, and college admissions personnel, among others, have used social networking sites as a means of gathering information.

## **EMERGENCY PREPAREDNESS AND CRISIS INTERVENTION**

In compliance with 511 IAC 6.1-2-2.5, MVCSC has developed and implemented Comprehensive Safety and Crisis Intervention Plans at the district level and for each individual school. Mt. Vernon



High School has established procedures for dealing with a wide range of crises and emergency events. Routine drills and practice sessions will be conducted periodically to ensure our preparedness. Drills and practice sessions are intended to teach students proper behavior and appropriate responses in emergency situations. Students are expected to listen closely to adults and follow their directions quickly during all emergency drills.

## **EMERGENCY ALERT SYSTEM**

Mt. Vernon Schools have an automated communication system in place. In the case of an emergency or other situation warranting parent notification, the emergency alert system will automatically call the number(s) that the parent(s)/guardian(s) have listed on their student's registration card. Therefore, it is critically important that the parent(s)/guardian(s) provide the school with the correct telephone numbers for notification.

## **CO-CURRICULAR ACTIVITIES**

Because a variety of co-curricular activities are available at Mt. Vernon, each student is advised to give serious consideration to becoming a part of a club or organization. Past experience would indicate that the student, who does so, often improves academically, adjusts better socially, and enjoys school more than the student who chooses against becoming a part of a club or organization do. Participation in extracurricular activities such as athletics, the arts and band is highly encouraged. There will be days when practice, preparation and actual competition or performances will be long and exhausting. For this reason, we encourage parents to insure their children eat nutritious meals and get plenty of sleep. Parents should also monitor their students for signs of fatigue and are advised to consider limiting the student's non-school activities on days when the student spends a great deal of time in extra-curricular and/or other school activities.

At the beginning of the school year, an activities calendar is established on a monthly basis, designating the meeting days for all of the clubs and organizations at Mt. Vernon. All activities and sales campaigns by these clubs and organizations must be cleared through the main office and placed on the master calendar. A few of the clubs and organizations have certain requirements, which limit membership; however, most of them are open to all students who express an interest in the activity. You are encouraged to listen for announcements concerning organizational meetings at the beginning of the year for these various clubs. Club meetings are held during SRT, when possible, and/or before or after school.

The Student Council is composed of an elected student body president, vice president, secretary, and treasurer plus the class president, vice president and four representatives from each high school class. You are encouraged to discuss suggestions and complaints, which you might have, with those students who represent your class.

The following clubs and organization are currently active: Book Club, French Club, National Art Honor Society, National Honor Society, Drama and Tech Club, The Green Team, AfriCAN, VOICE, I am Second, Spanish Club, FFA, Best Buddies, Mt. Vernon Mentors, FCCLA, Quiz Bowl Team,

Science Olympiad, Academic Super Bowl Teams, Spirit Club, Musicals, ASL Club, Asian Club, Art Club.

Students not in attendance the **ENTIRE day** of an activity will not be permitted to participate in or attend the activity on that day. This policy does not include activities on non-school days. An "activity" is defined as any practice, performance, game, meetings, etc. for any school approved organization, including all teams, clubs bands, etc. School approved field trips are not considered absences from school for the purposes of this policy. Exceptions for planned appointments and other emergencies shall only be granted on an individual basis by the principal, assistant principal or athletic director. It is important for all students to understand that all school rules and regulations apply while attending extra-curricular activities at Mt. Vernon and other locations. This includes after school hours as well as during school hours.

## **MVHS DANCES**

All MVHS dances, including the prom, are privileges scheduled only for MVHS students. Out of class guests (for in class only dances) and out of school guests (for all dances) shall request permission to attend the dance by completing a "Request to Attend" form and seeking approval from their home-school administration. Approval is not automatic and each request will be examined on an individual basis. Middle school students are strictly prohibited from attending any MVHS dance.

## **COLORS**

Each morning at the beginning of the school day colors, Pledge of Allegiance, and a moment of silence will be observed. Students are asked to stop all activities and stand quietly during this period.

## **FINAL EXAMINATIONS**

At the end of each quarter, final examinations will be given in all subjects. Exams are weighted 20% of the quarter grade unless other calculations are approved by the administration and clearly stated in course expectation sheet.

## **HONOR ROLL**

Two categories will determine those listed on the honor roll:

A. \* All A Honor Roll – All grades must be an A- or above

B. \* A/B Honor Roll – All grades must be a B- or above with at least one grade being an A

An incomplete in any course will make a student ineligible for any honor roll.

All students are eligible for the honor roll in every nine-(9) week grading period.

## GRADING SYSTEM

Students will be graded at Mt. Vernon High School on a percentage basis. The table to convert these percentages to letter grades and our 4.0 scale is as follows:

Letter Grade	Percent	4-Point Scale
A+	100	4.0
A	95-99	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 and below	0.0

\*Grades will be available online through Skyward to students and parents by the end of the day on Friday the week school resumes after the end of the quarter.

**SKYWARD HOME GRADE CHECK SYSTEM:** All parents of MVHS students have access to their student's progress via the Skyward Home Check program. With this internet based system, parents can check on their student's academic progress on a weekly basis. Mid Term Grades are no longer mailed home, but are available through Skyward Home. For more information regarding this system, please contact the high school registrar.

## GRADUATION REQUIREMENTS

In order to graduate and participate in commencement, students must successfully meet the following requirements for the diploma type desired as set forth by the Indiana Department of Education and the Mt. Vernon Community School Corporation.

### Indiana Core 40 (45 credits)

<b>English/Language Arts</b>	8 credits
	2 credits: English 9 2 credits: English 10 2 credits: English 11* 2 credits: English 12*
	*Non-Elective English Courses
<b>Mathematics</b>	6 credits
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <b>Students entering high school in 2012 and beyond</b> – Six math credits must be earned after a student enters high school and students are required to take a math or quantitative reasoning course during each year of high school. A list of QR courses can be found in the 2015-2016 Course Handbook
<b>Science</b>	6 credits
	2 credits: Biology I 2 credits: Chemistry I, Physics I or Integrated Chemistry-Physics 2 credits: Any Core 40 Science Course
<b>Social Studies</b>	6 credits
	2 credits: Geography/History of the World or 2 credits World History/Civilization 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics

<b>Business Education</b>	1 credit
	<b>Class of 2014 and Beyond</b> 1 Credit: Personal Financial Responsibility or Adult Roles & Responsibility
<b>Physical Education and Health</b>	3 credits
	2 credits: Physical Education I & II 1 credit: Health and Wellness
<b>Directed Electives</b>	5 credits
	World Languages, Fine Arts, Career and Tech Ed, ICE, or in one of the College & Career Pathways. See clusters at <a href="http://www.doe.in.gov/cte/indiana-college-career-pathways">http://www.doe.in.gov/cte/indiana-college-career-pathways</a>
<b>Electives</b>	Core 40 Electives to bring number of credits to 45
	Career & College Pathway highly recommended

## HONORS DIPLOMA

The purpose of the Honors Diplomas is to encourage and reward students who pursue a rigorous, advanced course of study during the high school years. Earning either of these diplomas requires a total of 47 credits.

### **CORE 40 WITH ACADEMIC HONORS (47 CREDITS)**

Complete all Core 40 requirements (Some electives are replaced with additional classes below)

Earn 2 additional Core 40 Math credits (2 high school math credits earned in 8<sup>th</sup> grade can be used for the Honors Diploma only)

Earn 1 credit in Speech

Earn 6-8 credits in World Language (6 credits in one language or 4 credits in each of two separate languages for a total of 8 credits)

Earn 2 Core 40 Fine Arts credits

Earn a "73" or better in all courses that count towards the Diploma

Have a GPA of "3.0" or Better

Complete one of the options below:

A. Complete AP courses (4 credits) and corresponding AP exams

B. **Students entering high school in 2012 or beyond**- Dual high school and college credit courses from the DOE priority list resulting in 6 verifiable transcribed college credits

C. Combination of A and B above

D. Score a 26 or higher composite on the ACT. Writing section must be taken for class of 2016 and beyond

E **Students entering high school in 2012 and beyond**- Earn a combined score of 1750 or higher on the SAT critical reading, math and writing with minimum section scores of 530

## CORE 40 WITH TECHNICAL HONORS (47 CREDITS)

Complete all Core 40 requirements (Some electives are replaced with additional classes below)

Earn 1 credit in Speech

Earn a "73" or better in all courses that count towards the Diploma

Have a GPA of "3.0" or Better

**Students entering high school in 2012 or beyond** must:

- Earn a minimum of 6 credits in the college and career preparation courses in a state-approved College and Career Pathway and earn one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Complete one of the following:
  1. Any one of the options (A-E) of the Core 40 with Academic Honors Requirements
  2. Earn the following scores or higher on Workeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information – Level 5.
  3. Earn the following minimum scores on Accuplacer: Writing 80, Reading 90, Math 75.
  4. Earn the following minimum scores on Compass; Algebra 66, Writing 70, Reading 80.

## GENERAL DIPLOMA (REQUIRED COURSES AND CREDITS) (42 CREDITS)

A General Diploma can only be received through an opt-out process. The General Diploma would not be considered a college-prep curriculum and would not qualify students for direct admittance into any 4 year College Program. You must see your counselor if you plan on receiving this diploma.

**English:** English 9, English 10, two 9-week English 11 courses, two 9-week English 12 courses and (Total 8 credits)

**Math:** Algebra 1 and 2 additional math credits. (Total 4 credits)

**Students** are required to earn 2 credits in a Math Quantitative reasoning course during their junior or senior year of high school.

**Science:** Biology 1 and 2 additional science credits (Total 4 credits)

At least one credit must be from a physical science or Earth and Space Science course

**Social Studies:** 2 credits in U.S. History, 1 credit in U.S. Gov. and 1 credit in Economics. (Total 4 credits)

**Physical Education:** Physical Education I and Physical Education II (2 credits)

**Health:** Health (1 credit)

**Business:** 1 Credit: Personal Finance or Adult Roles and Responsibilities

**COLLEGE AND CAREER PATHWAY 6 CREDITS** SELECTING ELECTIVES IN A DELIBERATE MANNER TO TAKE FULL ADVANTAGE OF COLLEGE AND CAREER EXPLORATION AND PREPARATION

**FLEX CREDITS 5 CREDITS** FLEX CREDITS MUST COME FROM ONE OF THE FOLLOWING:

ADDITIONAL ELECTIVES IN COLLEGE AND CAREER PATHWAY, COURSES INVOLVING WORK PLACE LEARNING SUCH AS CO-OP ED OR INTERNSHIP, HIGH SCHOOL /DUAL CREDIT COURSES, OR ADDITIONAL COURSES IN LANGUAGE ARTS, SCIENCE, MATH, SOCIAL STUDIES, WORLD LANGUAGES OR FINE ARTS.

**ELECTIVES** TO BRING THE TOTAL NUMBER OF CREDITS UP TO 42

## ADDITIONAL GRADUATION REQUIREMENTS GRADUATES OF 2012 AND BEYOND

Every Indiana student must meet higher standards in English and mathematics (in addition to all other state and local graduation requirements) in order to be eligible to graduate from high school. To meet these standards, a student must:

- 1) Class of 2018: Receive a score at or above the Indiana Academic Standard on the English 10 and Algebra I End of Course Assessments (These tests were taken in 9th or 10th grade with additional opportunities to pass the test-twice each during the 11th and 12th grades).

Class of 2019 and beyond: Receive a score at or above the Grade 10 ISTEP+ in English/Language Arts and Mathematics (These tests will be taken in the spring of 10<sup>th</sup> grade with two additional opportunities to pass the tests –once during 11<sup>th</sup> grade and once during 12<sup>th</sup> grade). **OR**

- 2) Qualify for the Evidence-Based Waiver or Work Readiness Waiver

### Evidence-Based Waiver

- Take the graduation assessment at least once each year.
- The student must have completed all remediation opportunities provided
- The student must have maintained a minimum attendance rate of 95 percent or better throughout high school
- The student must have maintained a “C” average or better in all courses required for graduation
- The student must otherwise satisfy all state and local graduation requirements
- The student must obtain a written recommendation from a teacher of the student in the subject area in which the student has not achieved a passing score as well as one from the school principal and must show proof that the academic standards have been met, whether through tests or classroom work.

### Work Readiness Waiver

- Take the graduation assessment at least once each year.
- The student must have completed all remediation opportunities provided
- The student must have maintained a minimum attendance rate of 95 percent or better throughout high school
- The student must have maintained a “C” average or better in all courses required for graduation
- The student must otherwise satisfy all state and local graduation requirements
- Workforce readiness assessment
- Complete **one** of the following:
  - A career exploration internship course
  - A cooperative education course
  - Earn a workforce credential (recommended by the school)

Students who are unable to make up deficiencies at Mt. Vernon High School may do so by attending summer or night schools, which have been approved by MVCSC. Those needing to take correspondence work must do so through Indiana University, Indiana Online Academy, Brigham Young University or as approved by the high school administration.

A student who fails one of these required exams may choose to repeat the course or attend remediation before the next retest date. The student’s counselor can help students and parents decide which would be the best option for them.

**\*Diploma Requirements are subject to required changes from the Department of Education.**

## WEIGHTED GRADES

The Mt. Vernon Community Schools' Board of Trustees believes in recognizing the greater academic effort put forth by students who select to take courses that are more academically challenging than our typical courses. It is because of this belief that a more comprehensive grade-weighting system will be instituted beginning the 2014-15 school year for students in grades 9-12.

The weighted grades will be used in determining grade point average and class rank. Courses recommended for weighted status will be determined by the high school administration and staff and must receive subsequent approval by the School Board.

<b>Standard 4.0</b>	<b>Level</b>	<b>Level</b>	<b>Level</b>
<b>Scale</b>	<b><u>One +.025</u></b>	<b><u>Two +.50</u></b>	<b><u>Three +1.0</u></b>
A+ 4.00	4.25	4.50	5.00
A 4.00	4.25	4.50	5.00
A- 3.70	3.95	4.20	4.70
B+ 3.30	3.55	3.80	4.30
B 3.00	3.25	3.50	4.00
B- 2.70	2.95	3.20	3.70
C+ 2.30	2.55	2.80	3.30
C 2.00	2.25	2.50	3.00
C- 1.70	1.70	1.70	1.70
D+ 1.30	1.30	1.30	1.30
D 1.00	1.00	1.00	1.00
D- .700	.700	.700	.700

Courses within the MV curriculum and taught by MV staff will be eligible for grade adjustment and weighted grade status. Other approved courses will be eligible for weighted grade status.

Course work makes up 80% of a student's overall quarterly course grade. The final exam is 20% of the student's final course grade.

**Level 3 (+1.0)** All qualifying Advanced Placement and Dual Credit Courses with a C or higher will be increased by 1.0 GPA points

**Level 2 (+.50)** All MV "Honors" courses with a C or higher will be increased by .5 GPA points

English 9-Honors      English 10-Honors

Algebra II-Honors      Biology I-Honors

Pre-Cal/Trig Honors      Modern World Civilization-Honors

20th Century-Honors

**Level 1 (+.25)** 3rd Year World Language courses taken at MV with a C or higher will be increased by .25 GPA points



## **COUNSELING CENTER**

Guidance and counseling services are available for every student in the school. These services include scheduling, post-secondary planning, standardized testing, career information, study aids, help with home, school, and social concerns, or any issue the student would like to discuss. Students wishing to see a counselor should fill out a "request to see counselor form" in the Counseling Center.

## **SCHEDULE CHANGE POLICY**

Course requests were set March 10, 2017 for the ENTIRE 2017-2018 school year. If there is an error affecting a student's progress toward graduation, the student must complete a "Request to See Counselor Form." Parents requesting to see a counselor should call to schedule an appointment with the student's counselor. Students are strongly encouraged to make all schedule changes prior to the start of the school year. Students enrolled in AP or ACP courses cannot drop after the first two weeks of the course.

## **INCOMPLETES**

Incompletes must be approved by the Principal. A student who receives an Incomplete rather than a grade in a course must take the initiative to communicate with the instructor regarding missing work. It is the responsibility of the student to make up the work. If the incomplete work is not made up by the end of the 5th school day following the quarter, the student may be withdrawn from the course and assigned a final course grade. (If there are extenuating circumstances such as illness or hospitalization which would prevent the student from meeting the 5-day deadline for make-up work, the student's parent/guardian may contact the teacher to request an extension).

## **TUTORING**

A list of area tutors is available from the student's counselor. A student can make an appointment with their teacher to receive assistance during SRT. Some teachers are available before or after school.

## **FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT(FERPA)**

Parents and students have rights under FERPA regarding the educational records of the student. These rights include:

- \* The right to inspect and review the student's education records maintained by the school.
- \* The right to prevent disclosure of the student's education record, subject to several exceptions.
- \* The right to request that a school correct records which are believed to be inaccurate or misleading.
- \* The right to file a complaint with FERPA officials if any of the above rights are violated.

## **STUDENT WITHDRAWAL**

All students withdrawing from Mt. Vernon are asked to notify the Counseling Center several days before the last day of attendance. The registrar will then issue a withdrawal form to the student on

the last day of attendance. Textbooks should be turned in to the main office. Library books should be returned and all debts cleared. A parent/guardian signature is required on withdrawal form if the student is under the age of 18. Students planning a transfer from Mt. Vernon to another school should notify the registrar.

## **HIGHER EDUCATION DAYS**

The purpose of Higher Education Days is to allow students to visit universities, colleges, vocational schools or other institutions of higher learning.

Each student is allowed (2) Higher Education Days. These days may be used one during the junior year and one during the senior year or both during the senior year.

Students must meet basic academic criteria set forth by the admissions office of the school they wish to visit. No Higher Education Days will be allowed the day before or the day after prescheduled break (i.e. Fall Break, Christmas Vacation, Spring Break). HED days are strongly discouraged during the month of May.

Students wishing to take a Higher Education Day should go to the Attendance Office for a HED day permission slip and a class release form. These forms should be completed and returned at least **two** days before the scheduled HED day. Upon the first day back to school, verification of visit must be submitted to the Attendance Security or an unexcused absence will be issued.

Acceptable verification is defined as any notice showing a signature of a member of the admission department (e.g. counselor, professor, tour guide).

Special consideration for approval, modification, or denial of a HED day request may be made by the student's counselor, assistant principal or principal.

## **RTI - RESPONSE TO INTERVENTION**

MVCSC is committed to providing high quality instruction to all students; therefore, we utilize a general education initiative called Response to Intervention. Rtl represents a systematic method for evaluating the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions.

Rtl is a framework that is to be used for every student in a school, from the low achieving to the high performing students, and everyone in between. This implies that high achieving students may be "at risk" by not reaching their full potential in a particular area. Thus, "at risk" is not a terminology that is used solely with students who are considered to be low performers; rather it is a term that may be applicable to any student. The IDOE (2009) defines all learners to include: low incidence students, high ability students, minority students, English language learners, children of poverty, students who may be disproportionately placed in special education, as well as those students who do not hold unique characteristics and perform at grade level in the regular classroom.

## **HEALTH ROOM**

The health room is located in the main office complex. The health room assistant will be in the health room each school day.

A student needing to see the nurse, health room assistant, or wishing to lie down because of illness must first obtain a pass from his teacher then report to the health room assistant. No student may be in the health room for more than fifteen (15) minutes at the discretion of the health room assistant. At that time they must either report back to class or have the health room call home for someone to come and pick them up. If you feel ill, do not miss a class by going to the restroom and then notifying the office or the teacher later. Instead, report to your teacher, then the health-room assistant, so your absence from class may be excused. An absence before it happens is much easier to clear than one afterwards.

Students are not allowed to text or call a parent to let them know that they are sick or want to go home from school. Students may be subject to disciplinary action for an electronic device violation.

## **LATEX PRECAUTIONS**

Mt. Vernon Community School Corporation will take precautions to protect known and unknown persons with latex allergies (**NO** known latex products in the school such as balloons, gloves, or bandages).

## **VACCINES**

Indiana Code (IC 20-34-4-5) states that a child is not permitted to attend school beyond the first day without furnishing a written record, unless:

- The school gives a waiver (for a period not to exceed 20 days); or
- The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and the required immunization will not be complete by the first day of school. The parent must furnish a written statement and a time schedule approved by a physician or health department; or
- A medical or religious exemption is on file.

## **ADMINISTRATION OF MEDICATION**

Administration of medication is consistent with Indiana Law. Absolutely no medication shall be given or dispensed by the school nurse, health room assistant, or school employee unless a medication authorization form has been properly filled out. Prescription medications require a parent and physician signature. Over-the-counter medications only require a parent signature. This form must be on file in the school office and are available on our website: <http://www.mvcsc.k12.in.us/>

**IMPORTANT: MEDICATIONS PRESCRIBED FOR AN INDIVIDUAL STUDENT SHALL BE KEPT IN THE ORIGINAL CONTAINER BEARING THE ORIGINAL PHARMACY LABEL SHOWING THE**

PRESCRIPTION NUMBER, DATE FILLED, PHYSICIAN'S NAME, DIRECTIONS FOR USE, DOSAGE, AND THE STUDENT'S NAME. FOR THE SAFETY OF ALL MT. VERNON HIGH SCHOOL STUDENTS, WE CAN HAVE NO EXCEPTIONS. ALL OVER-THE-COUNTER MEDICATIONS MUST BE BROUGHT IN THEIR ORIGINAL CONTAINERS.

We suggest that parents send in only the amount of medication needed to take at school. Ask the pharmacist for a second prescription container with a label so that the amount needed to take at school can be in one container and the remainder left at home in the second container.

Written consent is valid for the time specified on the consent and not longer than one school year. Non-prescription medications will not be given at school unless sent from home by the parent and with the properly completed medication authorization form. When no longer needed, the medication shall be returned to the parent or destroyed if left at school at the end of the school year.

**Possession and self-administration of some medications is permitted by Indiana State Law.**

Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition. The student's parent must file an authorization with the school to possess and self-administer the medication. The authorization must include: A physician states in writing that : 1) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; 2) the student has been instructed in how to self-administer the medication, and 3) the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement must be filed with the school annually.

**Release of student's medication:** Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to: 1) the student's parent; 2) an individual who is at least 18 years of age and designated in writing by the student's parents to receive the medication; or 3) the student if the student parent provides written permission for the student to receive the medication.

## **MENINGITIS INFORMATION FOR PARENTS/GUARDIANS**

An Indiana law requires each year that parents/guardians be informed about meningococcal disease and its vaccine. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

## **FOOD ALLERGIES**

MVCSC recognizes the growing number of students enrolling in our schools with potentially life-threatening food and other allergies. As educators, we recognize our responsibility to understand the emergency treatments needed while proactively addressing conditions to prevent exposure to specific allergens. We believe a collaborative partnership between the school and family is the best way to achieve this goal.

While the medical and health-related needs are unique for each child, we feel that this collaborative partnership among school, families, and medical personnel can provide a safe and healthy learning environment. Families along with their medical staff are the experts on their individual child. MVCSC asks that as your child's advocate for food allergies, you provide updated medical documentation on the specifics of the child's allergies on a yearly basis. Please also provide any medication prescribed by a physician that the student would need should a reaction occur at school, such as an Epi pen.

MVCSC will do everything possible to educate the teachers of your student for the upcoming year on these allergies, but as a precaution, we ask that you contact your teacher and current health room assistant at the beginning of each school year.

Please contact the school nurse or principal of your student's school if you have any questions or concerns about the plans to accommodate your child's needs.

## **HALL PASSES**

Students are not permitted in the halls during class time unless an instructor accompanies them, or they have a pass from an authorized staff member. Faculty and staff have been instructed to ask students for their passes. Students without passes will be subject to detention.

## **INTERSCHOLASTIC ATHLETICS**

Mt. Vernon High School provides a total of nineteen interscholastic varsity sports. Fall Sports include: Cross Country (Co-ed), Football, Girls Golf, boys and Girls Soccer, Boys Tennis and Volleyball. Winter Sports include: Boys and Girls Basketball, Boys and Girls Swimming, and Wrestling. Spring Sports include: Baseball, Boys Golf, Softball, Girls Tennis, Boys and Girls Track. In addition to these interscholastic sports, Mt. Vernon has two spirit-leading squads: varsity and reserve. All cheerleading squads are elected in the spring.

The criteria to earn a varsity letter for each interscholastic athletic team will be developed by the head coach approved by the athletic director and principal. The athletic handbook will be given to each participating athlete and will define the criteria to be met for each sport.

## **MT. VERNON HIGH SCHOOL ATHLETIC POLICY**

For information regarding athletics at Mt. Vernon High School please refer to the Student Athletic Handbook. Athletes and parents are responsible for knowing the rules and regulations for participation in athletics at Mt. Vernon High School. Athletic handbooks may be obtained in the

Athletic Office during normal school hours.

## **MEDIA CENTER**

The media center provides fiction and non-fiction materials as well as access to electronic databases to help you with assignments for your classes and for recreational reading. The media specialist is available to assist students with finding a book, research, paper writing, and speech preparation. Students may have three print resources checked out at a time, and those resources can be renewed if they are not on hold for another student. Books circulate for three weeks. Magazines are available for overnight checkout. Open from 7:45-3:40, students may use the Media Center throughout the day with a pass from a teacher. Students do not need a pass before school to use the Media Center; for SRT, they should obtain a pass from the Media Specialist or Media Assistant. Students wishing to come to the Media Center for lunch may do so, but may not bring food/drink and must stay the entire lunch period.

## **LOCKERS**

All students will be assigned an individual locker they will use throughout the year. To prevent loss or theft, do not share your locker with anyone, preset the combination or give the combination to another student. Students are not permitted to put their own locks on these lockers.

## **SCHOOL PROPERTY**

School facilities such as lockers and desks are school property provided for student use subject to the right of the superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school.

## **STUDENT PERSON AND POSSESSION**

Searches, pursuant to School board Policy 5771, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by IC 20-8.1-5.1-8.

## **LOST AND FOUND**

An area is provided in the main office for the placing of found articles of jewelry. An area by the custodian's office will be designated for all other found items. Articles not claimed at the end of each semester will be removed. Lost articles of value should be reported to the main office.

## **NATIONAL HONOR SOCIETY**

The selection process for admission to National Honor Society is as follows:

- 1) Junior and Senior students' academic records are reviewed to determine scholastic eligibility which is a 3.7 cumulative grade point average or higher that is verified by the high school counselor and the registrar's office.
- 2) Those academically eligible may complete the leadership and service application form which documents leadership, service, character as well as academics.
- 3) The entire faculty is asked to comment, recommending or not recommending for membership, those students whom they personally know.
- 4) The faculty council, consisting of five members excluding the advisor, reviews one by one the service and leadership application forms, faculty recommendation list, and votes on each applicant as to the qualifications on each of the areas of service, leadership and character. A majority vote determines that student's selection.
- 5) When selected, members are required to attend all monthly meetings, maintain a 3.7 or higher cumulative grade point average, participate in all service projects, and demonstrate leadership and character.

## **RESTROOMS**

Restroom facilities are available before and after classes, during the break between classes, and at lunchtime. Students absolutely needing to use the restrooms during classes must have a permission pass from the instructor. Only the restrooms west of the cafeteria are available at lunchtime. You are expected to keep the restrooms clean. Do not go to a general restroom if you are sick; instead, go to the health room restroom. Do not remain in the restroom during class time. No student shall be in the upstairs restrooms before school.

## **SCHOOL CLOSINGS**

All school closing information will be provided to our officially designated radio and television stations. The stations are: WIBC (93.1 FM), WLHK (97.1 FM), WFMS (95.5 FM), WZPL (99.5 FM), WISH-TV (CBS), WRTV-TV (ABC), WTHR-TV (NBC), WXIN-TV (FOX), and HCTV (Channel 19). Every broadcast from 6:30 a.m. on should carry school closings. In addition, all families enrolled in the Emergency Alert System will receive a telephone message stating school closing, delay, or postponement information about all school activities.

## **TELEPHONE USE**

Telephones are placed in the school offices for school business only. Students are not to make or receive calls over the office telephones from 8:35 until 3:30. Important message for students in class will be received and delivered, but only in case of emergency will students be called to the telephone. Important messages for students should be received by 3:00 p.m. to guarantee delivery

Cellular phones are strictly prohibited from being used during regular school hours and are not permitted to be visible (including cell phone clip) during regular school hours. Cellular phones will be confiscated immediately. Students may not receive their cell phone back until the consequence given for the violation has been completed. The use of classroom telephones by students is strictly prohibited.

## **TEXTBOOKS, WORKBOOKS, FEES and Devices**

All classroom textbooks and devices are the property of Mt. Vernon Community School Corporation and on a rental plan. Fee statements for book/device rental, lab fees, and workbooks will be sent out by the end of August. You may pay by cash, check, or credit card in the school office or you may pay by credit card online with the link available on the school's website ([www.mvsc.k12.in.us](http://www.mvsc.k12.in.us)). Payment options are available for those who cannot pay in full. Please contact the school treasurer to discuss the payment options that are available. Parents who fail to set up a payment plan or make full payment prior to the due date will be notified regarding their failure to comply.

Mt. Vernon Community School Corporation has engaged Statewide Credit Association ([www.statewidecredit.net](http://www.statewidecredit.net)) to assist us with the collection of book rental fees that we do not receive and for which payment plans have not been arranged. The measures Statewide Credit may take include, but are not limited to; mailing of notification letters of overdue fees, action in small claims court, and reporting to credit rating agencies.

Students will be issued textbooks and devices the first week of school. Lab fees are charged in those classes where school furnished supplies are used. Workbooks are consumable and, therefore, purchased outright by the student. Students are expected to maintain reasonable care and upkeep of their textbooks and devices. Damaged or lost books should be reported to the main office immediately. Students will be responsible for the cost of replacing lost or damaged books or devices. Mt. Vernon does offer insurance for devices that can be purchased within the first 30 days of your child starting school. The protection plan must be paid in full prior to the coverage being effective. If the plan is not paid in full prior to the first 30 days of your child starting school then your child will not be covered for the plan period. Students withdrawing during the school year must turn in all books and devices to the main office before a refund can be determined. A refund will not be issued for the protection plan or consumables.

Parents are financially responsible for book rental fees and student activity fees, and any other charges the school may assess for, but not limited to, lost books or devices, cafeteria fees, library books, extracurricular activities, fund raising, and tuition. Parents are also responsible for all reasonable costs of the collection of their account, which may include, but not limited to; late fees, client collection fees, collection agency fees, reasonable attorney fees, and court costs on any outstanding balances.

## **VISITORS**

Parents are always welcome and encouraged to visit classrooms at any time. Individual conferences with teachers, counselors, or administrators concerning any problem or questions are also encouraged; however, it is required that prior contact be made to schedule an appointment with all persons concerned. Teachers may have messages left for them by using e-mail or their voice-mail, which can be accessed by calling the main office. The education of today's youth is a



cooperative venture between the home and the school; please do not hesitate to let us know if you have a concern or suggestion. ***For various reasons we cannot permit friends and guests to visit or spend the day with Mt. Vernon students. Anyone visiting the school is required to register in the main office and receive clearance before proceeding into the building.***

## **ALCOHOL AND DRUG COUNSELING**

Recognizing that alcohol and drug usage is present with various students and that many students want to break their ties to alcohol and drug dependence, Mt. Vernon Community Schools will assist students who voluntarily seek help.

The assistance provided may include school counseling and/or referral to outside agencies. Confidentiality of the student will be of uppermost importance.

Students who voluntarily seek help will not be penalized by the school, provided school policies regarding possession or usage on school ground is not violated (see School Board Policy 5000).

Students seeking help can do so by discussing the matter with a classroom teacher, a school counselor, or the principal.

## **ATTENDANCE**

One of the cornerstones of a successful high school education is the development of regular school attendance patterns. Students cannot expect to mature intellectually and socially by not attending school on a regular basis.

We recognize that from time to time students do become ill and also that doctors cannot always schedule late afternoon appointments. Students who have accumulated 4 absences in any one class during a nine-week period may be called in to review their absence pattern. The administration will review the student's attendance pattern and make appropriate recommendations. Students who have accumulated at least 2 absences during a nine-week period may receive a written notice stating the concerns of the school regarding their absences.

Should there be absences in excess of the stated policy, the student may have certain restrictions or consequences place on him/her. Doctor's notes verifying illness, detention, Saturday School, loss of credit, loss of driving privileges, parent conference and withdrawal from class/school are examples of consequences, which the administration may institute. If necessary, the administration may request the appearance of both student and parent to answer for excessive absences.

A student may lose the opportunity at earning a credit in a particular course if excessive absences exist. The student would then have the opportunity to appeal the loss of credit to the administration based upon their attendance pattern for the remainder of the time in that course.

If it becomes apparent that the student will not conform to acceptable attendance patterns or he does not cooperate with restrictions placed upon him, due process proceeding to expel the student

may begin.

With the block format schedule, the staff and administration strongly discourage time away from school for unrelated school activities including: religious retreats or camps, take your child to work day, and other similar activities. Days for these purposes and others that exceed four-absences/nine week period will be considered unexcused.

After four (4) absences in any class during a nine week grading period, parent(s)/guardian(s) may be notified by mail and a meeting set up with school administration. Failure to respond by the parent(s)/guardian(s) could result in a referral to the Hancock County Probation Department or Hancock County Welfare Department. An absence that is approved by the administration for specific injury/illness and is supported by a doctor's diagnosis does not apply.

After eight (8) absences, an agreement may developed by the school, student, and parent to determine future consequences for absences including, but not limited to, extra time assigned after school, loss of driving privileges, loss of driver's license, in-school suspension, out-of-school suspension, loss of opportunity to earn credit (withdrawal from class), removal from special programs or a recommendation for expulsion. If a student is taken out of two classes, the student may not be considered a full-time student and may be expelled for the remainder of the quarter. An absence that is approved by the administration for specific injury/illness and is supported by a doctor's diagnosis does not apply.

## REPORTING AN ABSENCE

In order to facilitate attendance taking and keeping parents informed, a phone call to clear an absence is preferred. Furthermore, **MVHS expects the parent(s) to make daily contact with the school on each day's absence.** Parents who call to clear an absence should do so by 10:30 a.m. The phone number is 485-2721. Hours are 8:15 a.m. – 3:45 p.m. After regular school hours, your call will be forwarded to Mt. Vernon's attendance voice mail for your message. However, if it is not possible or convenient, a note will be accepted. For an absence to be excused it must be cleared by the home. **ALL ABSENCES MUST BE CLEARED WITHIN 3 DAYS OR** they become **UNEXCUSED. An illness of three days or longer will require doctor verification for the entire absence to be excused.** Students who have been absent due to illness should not return to school until they are "fever free" for 24 hours without the use of fever reducing medications such as Tylenol. Please update home and work phone numbers regularly with our attendance secretary.

Parents are encouraged to relay message to your son/daughter at home. If an emergency occurs and you must get a message to your son/daughter, please call 485-2721. If not, your message can be left on voicemail by calling 485-3131, extension 1762.

**MAKE-UP POLICY:** Students who return to school after an absence will be allowed one day for each day missed. This policy may be modified due to extreme circumstances regarding the nature of absence. This policy does not apply to truancy and suspension incidents.

## REASONS FOR AN EXCUSED ABSENCE

According to School Board Policy the valid reasons for school absences are:

- 1) Personal illness or injury
- 2) Death in the family
- 3) Religious observances if attendance is requested in writing by the student's minister
- 4) Verified court appearance
- 5) Approved assignment at an election poll or approved service as a legislative page
- 6) Quarantine or exclusion because of exposure to a contagious disease
- 7) Attending activities under the sponsorship of the school
- 8) Approved college visitation
- 9) Approved State Fair attendance with one-week notice
- 10) Driver's license or senior pictures—2 periods
- 11) Pre-Arranged Family Trip
- 12) Certain emergencies as interpreted by the principal

## **UNEXCUSED ABSENCES**

Any absence from school for any reason not included as an excused absence or prearranged absences is an unexcused absence.

**Examples** include but are not limited to:

- a. Car trouble
- b. Oversleeping
- c. Missing the bus
- d. School closing assumptions
- e. Personal business
- f. Incarceration
- g. Arrival to school after 8:55 a.m.
- h. Plane flight schedule difficulties
- i. Absences without doctor excuse greater than 2 days

## **CONSEQUENCES FOR AN UNEXCUSED ABSENCE**

*FIRST OFFENSE:* Make-up work will be permitted but the student will have a two percent grade reduction on the semester grade for each class missed.

*SECOND OFFENSE:* Make-up work will be permitted but the student will receive an additional two percent grade reduction on the semester grade for each class missed.

*THIRD OFFENSE:* Make-up work will be permitted but the student will receive an additional two percent grade reduction on the semester grade for each class missed.

*FOURTH OFFENSE:* Make-up work will be permitted but the student will receive an additional two percent grade reduction on the semester for each class missed. A parent conference will probably take place and possible expulsion and a request for placement in the alternative school made.

A grade reduction of 2% of the semester grade will be assessed for each block of unexcused absence. The sum of the grade reduction will be applied at the end of the grading period. **Students who accumulate two or more unexcused absences may have their situation referred to the Hancock County Probation department for possible legal action.**

## **ATTENDANCE COUNCIL**

The Attendance Council has the authority to make recommendations for corrective/disciplinary actions, based on student attendance, to Mt. Vernon High School Administration.

The Attendance Council has the authority to recommend to Mt. Vernon High School Administration that a student be required to supply a doctor's note for each absence after their fourth of the year. This notification may continue throughout the remainder of the school year.

## **PRE-ARRANGED EXCUSED ABSENCE FOR A FAMILY TRIP**

When a student is going to be out of school for a family trip, he/she must have a parent contact the school and turn in a completed Pre-Arranged Excused Absence form to the school. Under normal circumstances the contact must be at least two days in advance of the absence. One week notice is preferred. Final approval of the absence will be determined by the principal/designee. The student will be responsible for requesting make-up assignments. If no student or parent contact is made prior to the absence, the absence will be unexcused. All make-up work missed is due the day the student returns from the absence. (This program is not available during the summer school program.)

No pre-arranged excused absences for a family trip will be granted during the last five days of any nine-week grading period, during state mandated testing, when a student has accumulated ten (10) or more absences in a school year, or when the requested day(s) would exceed that number. A student may accumulate no more than 3 pre-arranged excused absences during a school year. Any days in excess of this will be considered unexcused absences. The student must be accompanied on the trip by a parent/guardian or grandparent.

Pre-arranged excused absence days may not be taken during snow make-up days, and any student who has an unexcused absence is not eligible for these days. Pre-excused absence days that exceed the maximum number of excused absences during a school year (10) may be considered unexcused absences.

A separate application must be filed for each student. If you have not received a response from the building principal or the principal's designee within five (5) days of filing this application, please contact the principal/designee.

The principal's determination is final.

### **TAKE YOUR DAUGHTER/SON TO WORK DAY**

If a parent/guardian wishes to take their son/daughter to work with them on a designated "Take your daughter/son work day" the parent/guardian should apply for a pre-arranged absence as described above.

### **ADMITTANCE TO CLASS AFTER AN ABSENCE**

Students will be considered excused, unexcused, or truant according to the reasons given for the absence. Parent(s)/Guardians(s) are expected to provide reason for the absence either by phone or written message. Students are asked to take care of attendance matters before school, during lunch, or after school or they may be counted tardy to class.

### **MEDICAL APPOINTMENTS**

Parents are encouraged to schedule medical, dental, and clinical appointments for their student outside of school hours whenever possible. The following procedure will be followed for students who are excused for appointments.

1. The parent should call the attendance office (485-2721) and give their name, student name, and grade level, then the doctor's name and date and time of appointment.
2. **The student must obtain a pass to leave school and sign out in the attendance office when leaving.**
3. **The student must sign in when returning to school from an appointment and present an appointment card or statement from the doctor's office.**
4. Medical appointments are considered valid reasons for a student to miss school provided that only time needed for the appointment is used.

**In no case are students to be responsible for taking siblings to medical appointments.**

### **LEAVING SCHOOL DUE TO ILLNESS**

Students who leave school due to illness must check out through the Health Room. Students who contact their parents and go home without checking out through the Health Room or Attendance Office may have their absences declared unexcused.

### **SKIP DAYS**

There are no authorized skip days at Mt. Vernon High School. Any senior or other student that violates this rule will be considered truant, and class grades will be reduced appropriately along with disciplinary action. **On a day where information or the absence pattern indicates an unauthorized skip day, a doctor's statement may be requested from the student.**

### **TARDINESS**

Students tardy to their first-period assignment because of late arrival are jeopardizing their future

since these tardies are on their permanent record. Future employers are often interested in this record. Students realizing they will be late should have their parents call ahead or bring a note of explanation (see pg. 26-27). A note of explanation may not necessarily excuse their tardiness. Chronic situations will be referred to the main office where the student, parents, and school must correct the problem by holding the student accountable for these excessive tardies.

**TO SCHOOL:** Students who are tardy to school in the morning or to their first class during the day will be counted as tardy. If a student arrives 30 minutes or more after the start of the school day without an excusable reason, then an unexcused absence for that class period will be recorded. When a student receives a third tardy in the grading period, he will be assigned a detention. Continued tardiness may result in the loss of driving privilege, Saturday School, In-School or Out-of-School Suspension or expulsion from school.

**TO CLASS:** Students going to second, third, or fourth block and not in the classroom when the bell begins to ring must either have a pass or will receive a detention from their teacher for being in the hallway without a pass after class began.

Students who accumulate **three** or more detentions for being tardy to school during a nine-week period, will receive Saturday School as a penalty rather than detention. Students who accumulate **four** or more Saturday schools will instead receive suspension or expulsion as a punishment.

**TRUANCY POLICY**

Willful absence from school without the knowledge or consent of the parent or the school, or absence from school when there is an attempt to evade the School Attendance Law. Students will not be allowed to make up work missed for credit when they are truant and will receive a “0” grade for any tests or work done in the class or classes from which they are truant. There will be no other grade reduction.

- 1. *First Offense*
  - a. No work can be made up for a grade
  - b. 1 period truant—detention
  - c. More than one period—Saturday School
- 2. *Second Offense*
  - a. No work can be made up for a grade
  - b. 2 Saturday Schools regardless of time missed
- 3. *Third Offense*
  - a. No work can be made up for a grade
  - b. Saturday Schools or suspension, with possible expulsion.

A loss of driver’s license and referral to the Hancock County probation department will be a likely punishment for those who are considered habitual truants. **Any student found to have left school grounds without permission of the administration would automatically be served with a Saturday School.**

## **DRIVING REGULATIONS**

A complete list of driving and parking lot rules and regulations will be given to each student who applies for permission to drive to school. Both the student and his parents are expected to read these rules and regulations if the student wishes to apply for permission to drive. Mt. Vernon High School and the Mt. Vernon Community School Corporation are not responsible for any damage to a vehicle being driven on school corporation property nor for any theft or vandalism of personal property that may occur on school corporation property.

Before students will be allowed to drive, they must fill out a registration card that will be kept on file in the office. All vehicles must be registered and a parking tag for the current school year must be displayed properly. There will be no refunds made if the student violates driving regulations and loses their driving privileges.

Students unable to abide by the driving and parking regulations will have their right to drive to school suspended.

### ***BUREAU OF MOTOR VEHICLES REPORTING***

The Board of School Trustees of the Mt. Vernon Community School Corporation shall comply with IC 20-8.1-3-17.2, including all revisions and updates thereto, which prohibits the Bureau of Motor Vehicles (BMV) from issuing a driver's license or learner's permit to any student covered by the law who: **(1) has been expelled or excluded from school resulting from truancy patterns only; (2) has at least three suspensions during the school year resulting from truancy patterns only; or (3) is classified as a habitual truant which shall mean for purposes of this section the occurrence of 1 or 2 above. Also, the BMV is required to invalidate a driver's license or learner's permit for the same reason.**

In addition, the Board recognizes the provisions of IC 20-8.1-3-17.2, including all revisions and updates thereto including, but not limited to, provisions related to:

- (1) Preventing students from dropping out of school to avoid driving sanctions;
- (2) Length of license invalidation; and
- (3) Judicial review/appeal

## **VEHICLE IDLING POLICY**

Parents and students should realize that the corporation is mandated by State Law to report such cases to the state involving any of the aforementioned disciplinary measures. Indiana Indoor Air Quality rule IAC 33-4-3 requires every school to limit all public and private vehicle emissions that might be brought into school buildings. Limiting emissions will improve the health of students and staff through reduced exposure to these emissions. Therefore our school has signs posted to denote that idling is prohibited around the school. Drivers of vehicles are to turn off the engine to their vehicle if it is to be stopped more than five (5) minutes around the school. Any complaint of

non-compliance needs to be filed with the Superintendent's office. Non-compliance will be reviewed and action taken as necessary.

## **PESTICIDE POLICY**

In accordance with 357 IAC 1-16 parents who wish to be notified prior to any pesticide application done in our school may contact the building principal in writing that they want to be notified. Parents wanting notification should include contact information such as phone numbers and/or email addresses. This is strictly voluntary and offered so that parents who wish to be notified will receive that at least 48 hours before any pesticide application.

## **USE OF SECLUSION and RESTRAINT WITH STUDENTS**

Seclusion and restraint are to be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, or visitors to the school.

"Physical restraint" means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict the freedom of movement of all or a part of the student's body or to restrict normal access to the student's body. The term does not include: 1) briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation; 2) physical escort; 3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one (1) area to another.

"Seclusion" means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **STUDENT EMPLOYMENT CERTIFICATES (WORK PERMITS)**

Employment certificates issued to allow for the employment of minors are commonly referred to as work permits. Indiana law requires all persons employed under the age of 18 to obtain a work permit. Students must first obtain an "Intent to Employ" form from the prospective employer or the issuing officer at Mt. Vernon High School. The issuing officer may issue a work permit upon



presentation by the minor of the following documents: proof of age and Intent to Employ form. Students academic standings and attendance records will be checked prior to issuing a work permit, also. Students may not hold more than one work permit at a time. **A work permit may be revoked if, after issuance, there is a decrease in the student's grades and/or attendance at school.** A student may appeal the denial, revocation, or refusal to reissue a work permit to the school principal. The policies are available through the issuing officer at Mt. Vernon High School. More information on work permits may be obtained by visiting the web site at [www.teenworker.org](http://www.teenworker.org).

## **BUS CONDUCT RULES**

Safety in the transportation of our students is a paramount concern. Consequently, strict adherence to rules and procedures is expected from students aboard our buses at all times. A school bus is an educational setting and the grounds for suspension and expulsion listed on page 38 of this handbook apply to discipline situations aboard busses, and at bus stops, as well as in our schools' classrooms. Students may be suspended or expelled from school as a consequence of their behavior aboard a bus or at a bus stop. In addition, Indiana Code provides that upon recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any pupil whose deportment so warrants.

The following sequence of events may be expected for students who commit **minor infractions of rules** and acceptable standards of behavior while aboard a bus:

**First Offense-** Driver-Student conference

**Second Offense-** Parent notification by phone or postcard

**Third Offense-** Referral to school administration. Referral may result in a warning and/or suspension of bus riding privileges.

**Fourth Offense-**Suspension of bus riding privileges for 1-3 days.

**Fifth Offense-**Suspension of bus riding privileges for a minimum of three days.

**Sixth Offense-**Suspension of bus riding privileges for 30 days or remainder of the current semester, whichever is longer.

Minor offenses of the student discipline aboard buses include:

1. Failing to be seated properly while bus is in motion.
2. Using loud, boisterous, or profane language.
3. Using hands, feet, or body in an objectionable or aggressive manner.
4. Possessing nuisance materials and objects, such as water guns, toys, pets, balls, aerosol containers, etc. (students may carry such objects and materials to and from school with the driver's permission, provided that the driver's instructions for doings so are followed closely.)
5. Opening windows without permission.
6. Other violations of the school discipline code and rules of conduct, or the laws of the State of Indiana.
7. Eating or drinking on the bus without the driver's permission.

The following sequence of events may be expected for students who commit major infractions of rules and acceptable standards of behavior:

**First Offense** – Suspension of bus riding privileges for a minimum of one day. At the discretion of the school administrator the period of suspension may be longer.

**Second Offense** – Suspension of bus riding privileges for a minimum of 3 days. At the discretion of the school administrator the period of suspension may be longer.

**Third Offense** – Suspension of bus riding privileges for 30 days or the remainder of the current semester, whichever is longer.

Major offenses of the student discipline aboard buses include:

1. Standing in the aisles of the bus while it is in motion.
2. Moving about the bus in any fashion that endangers themselves and/or other students.
3. Placing any object or part of the body out of the window on a bus.
4. Opening emergency exits without reasonable cause and/or bus.
5. Failing to follow the directions of the driver.
6. Vandalizing, defacing, or in any way harming the school bus or its equipment.
7. Using excessively loud, boisterous, or profane language.
8. Other violations of the school discipline code and rules of conduct, or the laws of the State of Indiana.

## **GENERAL TRANSPORTATION INFORMATION**

No one will be permitted on a school bus during normal daily bus routes other than students, authorized school personnel and law enforcement. Bus drivers are directed not to open their door to anyone else while the bus is on its route. Parents/guardians must call their student's school and request to talk to a bus driver, or they may call the driver at the number the bus driver has provided to them.

Students are expected to be at their designated boarding stations at least 5 minutes before the bus is scheduled to arrive. Bus drivers will strive to keep a consistent day to day schedule; however, snow or other circumstances beyond the driver's control, may affect pick up times. Drivers cannot be expected to wait or blow their horns for students.

A student may ride a bus to which he/she is NOT assigned by presenting a "Bus Change Form" signed by a Parent, the Building Principal, and the Bus Driver. These arrangements must be made in advance.

No large objects are allowed on the bus. Only backpacks and musical instruments that can fit on the student's laps are allowed.

Any Electronic devices distracting to the bus drivers will not be permitted.

Bus drivers may ask that these items remain in the student's backpacks or the driver may confiscate them.

## **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **CHEATING**

Cheating is not acceptable behavior regardless of the form it takes. Students guilty of cheating on a test or homework assignment will be given a zero for that test or assignment. Plagiarism on a report or term paper will be treated in the same manner.

All cheating incidents are reported to the parents. Violations may result in disciplinary action including, but not limited to the student being withdrawn from class and a grade of “0” assigned.

For specific details regarding a particular class, refer to policy of the department.

## **USE OF TOBACCO**

Student use of tobacco violates several sound principles that Mt. Vernon supports. First, it is against school and corporation policies. Second, smoking in school buildings violates state and local fire ordinances. Third, use of tobacco is contrary to health and safety practices taught in the classroom.

Students caught using and/or in possession of tobacco or tobacco products will be subject to out-of-school suspension, enrollment in TEG (Tobacco Education Group), and possible fine. Repeated violations will result in expulsion. This policy applies to students who are caught on school property before, during, or after school, and at school sponsored activities on or off school property.

## **STUDENT DRESS AND APPEARANCE**

Mt. Vernon High School students are expected to dress in clean, neat clothes to, during, and from school, which will not detract from the learning experience. Students are expected to adhere to health and safety standards in their mode of dress. No student, while at school or at any school function, whether or not on school premises, shall dress or appear in such fashions as to substantially interfere with a teacher's ability to conduct a class or activity or disrupt or detract from the learning experience, or draw undue attention from other students, or the faculty, or disrupt normal routine.

Failure to dress appropriately may result in a discipline being received. Absences resulting from dress code violations are unexcused, and receive 2% deduction per class missed. If there is doubt about the appropriateness of a garment, it should not be worn.

The following are examples of clothing or items that are inappropriate for the school environment:

1. Clothing with objectionable, offensive, obscene, or indecent language or drawings may not be worn. Clothing which is found to degrade, discriminates, and/or disrespect any individual or group is prohibited.
2. Clothing and accessories which advertise or promote alcohol, drugs, tobacco, sex, and/or depict violence may not be worn. (i.e. Playboy Bunny, jewelry with drug paraphernalia, t-shirts advertising alcohol).
3. Oversized pants or pants with excessively large pockets are considered inappropriate for school purposes and present an opportunity to conceal contraband; therefore, they will not be allowed. Pants will be worn at the waistline, regardless of length of the shirt. Pants are expected to be worn with a belt if necessary to keep pants at an appropriate level. No holes in pants above the knee.
4. Shorts, Capri's, skirts, and dresses, including the peak of a slit on a slit skirt, must extend to the top of the knee. All other are considered too short. This rule will be enforced even if worn with a full length under garment i.e. leggings, biker shorts, etc.
5. All tops must cover the chest area. Garments with plunging or revealing necklines may not be worn.
6. Shoulders must be covered with fabric. Tank-tops, spaghetti straps, strapless tops, off-shoulder tops, halter tops may not be worn.
7. Clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. Clothing revealing a bare midriff is not to be worn. Shirts, tops, and bottoms must be worn in such a manner as to not reveal bare skin or undergarments while performing normal school activities such as sitting, walking, raising one's hand/arm, etc.
8. Clothing which is torn, ripped, or altered in such a manner as to be revealing or a safety issue may not be worn. No pants may be worn that are torn, ripped or have holes above the knee.
9. Hats, hoods or other head coverings, such as bandanas, headbands, may not be worn

- inside the school building. Hats are to be kept in lockers during the day.
10. Coats may not be worn during school hours unless authorized by the main office.

Hooded sweatshirts are permitted to be worn during the school day. The hood shall not be worn up on the student's head at any time. Wearing the hood will result in the student having the sweatshirt confiscated and a parent will be required to pick up the sweatshirt from the main office.

The above noted applies at school, on school grounds, and at school functions on or off school grounds. Repeated acts of inappropriate clothing at school will require a parent to bring properly fitting clothing to school, the student being given detention, Saturday school, In-school suspension, or a recommendation for Out-of-school suspension.

## **SHOWING OF AFFECTION**

Mt. Vernon High School recognizes the attraction of boys and girls to each other is a natural and wholesome occurrence. Unfortunately from time to time, this attraction is displayed in a manner inappropriate for a public facility.

Student should recognize that inappropriate showing of affection is embarrassing to their classmates. Additionally, the students may be placing each other in a compromising situation, which may be degrading in the eyes of many. Therefore, Mt. Vernon High School believes that showing of affection at school should be limited to holding hands.

In an attempt to monitor this behavior the school will follow the procedure listed below:

*First offense:* A warning will be given to each student.

*Second offense:* Students will be referred to the office and possible disciplinary action given.

*Third offense:* Parent conference will be held and the students may be suspended.

## **STUDENT CODE OF CONDUCT**

### **A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE**

The grounds for suspension or expulsion listed below apply when a student is on school grounds immediately before, during and immediately after school hours and that any other time when it school is being used by a school group. The grounds also apply if a student is off school grounds at a student activity, function, or event, or during summer school.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive other of its use.
  - b. Blocking the entrance of exits 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, corridor, or room.
  - c. Setting fire to or damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued function of any school or education function, or any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
  5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless whether there is a present ability to commit the act.
  6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  7. Possessing inappropriate or pornographic pictures and/or video images in magazines, photos, cellular telephones, i-Pods, PDA's or any other electronic device.
  8. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
  9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon; is represented to be a weapon; or looks like a weapon. This includes "look-alike" weapons or toys resembling weapons.
  10. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, non-prescribed prescription drug(s), or intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. The MVCSC Board of Trustees further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.
  11. Possessing, using, transmitting, or being affected by electronic cigarettes, vapor pens, or any similar devices, including any products or substances used for these devices.
  12. Furthermore, the intentional misuse of an over-the-counter medication is prohibited. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  13. MVHS does not condone or promote the use of supplements to aid the body in weight gain,

weight loss, gain of muscle mass or endurance. Therefore, students are not permitted to possess such supplements on school grounds.

14. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
15. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulates of any kind, or any other similar over-the-counter products.
16. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under the supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Violating any rules that are reasonably necessary in carrying out school purposes or educational function, including, but not limited to:
  - a. Engaging in sexual behavior on school property
  - b. Engaging in sexual harassment of a student or staff member. Sexual harassment include all unwelcome advances, requests for sexual favors, and verbal or physical contact of a sexual nature;
  - c. Disobedience of administrative authority;
  - d. Willful absence or tardiness of students
  - e. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. Failing to completely and truthfully respond to questions from a staff member regarding school related matters including potential violations of student conduct rules or state or federal law.
  - g. Possessing or using a laser pointer or similar device.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies

or scores.

23. Taking or displaying pictures, digital or otherwise without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Other forms of harassment includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.
25. Engaging in pranks that could result in harm to another person.
26. Bullying by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communication transmitted, and/or physical acts committed or any other similar behavior is prohibited. This rule also applies when the student(s) are using property or equipment provided by the school.
27. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
28. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
29. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's building.
30. An administrator may assign different punishments to individual students who are involved in an incident if he/she can determine a difference in each student's:
  - a. level and nature of involvement;
  - b. cooperation and honesty; and
  - c. prior disciplinary record.

## **B. WIRELESS COMMUNICATION DEVICE (WCD)**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles, or stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other



information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad, verified by a letter from the head of the agency.
- B. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition), verified by a written statement from a licensed physician.

The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the Corporation's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Students who violate this policy will have their WCD confiscated by school personnel and such device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until the consequences given for the violation has been completed. Students may not receive their WCD back until the consequence given for the violation has been completed. WCDs in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

**Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**

Students may use school phones to contact parents/guardians during the school day.

**Students who violate this policy will have their WCD confiscated by school personnel. Students may not receive their WCD back until the consequence given for the violation has been completed.**

*Adopted 12/21/09*

### **C. POSSESSING A FIREARM**

1. No student shall possess, handle or transmit any firearm on school property.

2. The following devices are considered to be a firearm under this rule:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - b. The frame or receiver of any weapon is described above.
  - c. Any firearm muffler or firearm silencer.
  - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device. Possessing the ingredients to formulate a bomb is strictly prohibited.
  - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - f. Any combination of parts either designated or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - g. An antique firearm.
  - h. A rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion, if the circumstances warrant such reduction.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### **D. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8: a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could be ordinarily be used or is intended to be used is readily capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### **E. UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or

an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **F. LEGAL STATEMENT**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Violation of any of these rules of conduct could result in disciplinary action being taken against the offending student. Such disciplinary actions could include, but are not limited to: conference with the student, parent conference, exclusion from class for up to five days, assignment of extra work, restriction of privileges, restriction of extra-curricular activities, Detention, In-School Suspension, Friday School, Out-of-School Suspension, or Expulsion.

Repeated violation of these rules could result in expulsion from school. Students who are suspended (in school or out-of-school) are excluded from participating in or attending all school activities, on the day(s) that the suspension occurs.

For further clarification of student conduct refer to School Board policies on students located in section 5000 of the Bylaws and Policies of the School Board.

## **RANDOM DRUG AND ALCOHOL TESTING**

The Mt. Vernon Community School Corporation Board of School Trustees believes that maintaining an environment that is safe, free from illegal substance use/abuse, and conducive to learning is an important goal for the district and the community. Local and regional data includes that young people in Hancock County are using/abusing illegal and prescription drugs and alcohol. Any drug/alcohol abuse in the school setting presents a threat to the safety and health of students, faculty and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include impaired judgment, diminished capacity, deterioration of organs, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability. Because of these factors, the Board of School Trustees recognizes its responsibility to address drug and alcohol problems in the schools. The School Board believes that the parent(s)/guardians(s) and the school must work together to educate and support students in an attempt to prevent the illegal use of drugs and alcohol. The Board believes that parents/guardians want to know when their children are using drugs or alcohol.

As used in this policy, the terms "substance use/abuse," "drug or alcohol use or abuse," "drug or alcohol problem," or similar phrases include, without limitation, the following:

- Use of any drug, intoxicant, controlled substance or other substances made unlawful by law or regulation;
- Use of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician;

- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters the mood, behaviors, motor skills or mental functions (except the use of a substance strictly in accordance with the direction of a licensed physician).

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term alcohol means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind or function altering effects upon the human body or that impairs one’s ability to safely perform one’s work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

The Student Drug and Alcohol Testing policy and program in the Mt. Vernon Community School Corporation for students in grades 9-12 is established for the following purposes:

- To ensure the safety and security of our schools;
- To discourage and eliminate use of drugs and alcohol at school, at school-related events and activities, and to and from school and during non-school times;
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse and to provide related health and safety information;
- To identify students who might have drug and/or alcohol problems;
- To assist students and parents in seeking assessment, and treatment (if necessary) when a student has a drug and/or alcohol problem.
- To allow for effective transition of students back into school activities after treatment.
- To protect the physical and mental health of the students

### **RANDOM STUDENT DRUG AND ALCOHOL TESTING PROGRAM**

The Board of School Trustees of the Mt. Vernon Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. Drug and alcohol use in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability.

The extra-curricular and athletic activity programs of Mt. Vernon CSC are an integral part of the school system and the community. The recognized value of extra-curricular participation to a student’s personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school, but it believes the opportunity for such participation is not an absolute right. This participation is a privilege offered to students who meet both the scholastic and the Athletic Department conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of illegal drugs, alcohol, and tobacco products, if selected, in accordance with the testing program.

The program will be applied to all high school students (9-12), male and female, who participate in extra-curricular activities and athletics. It also includes any student, who wishes to obtain a parking permit to drive and park on Mt. Vernon CSC property.

A verified "positive" test result shall be considered a violation of this Random Student Drug and Alcohol Testing program.

This program will not affect the policies, practices, or rights of the School Corporation in dealing with drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than random sampling for the extra-curricular activities provided herein. Mt. Vernon CSC also reserves the right to request from the parent/guardian permission to test any student, who exhibits negative behavior or indications of drug and/or alcohol usage.

## **PURPOSE**

The random drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The purpose of this program is to prevent a student from participating in extracurricular activities, athletics and/or driving, while the student has drug residue in the student's body, and to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation. No first time offender shall be expelled or suspended from school as a result of any verified "positive" test conducted by the school under this Random Student Drug and Alcohol Testing program.

## **SCOPE**

Participation in Mt. Vernon Community School Corporation extracurricular activities is a privilege. This policy applies to all Mt. Vernon CSC students in grades 9-12, regardless of age, who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes, as a condition to obtain a parking permit, any student, who wishes to drive on school grounds and park on Mt. Vernon CSC property. Student drivers will not be subject to action for a "positive" test for nicotine. However, parents of student drivers under the age of 18 will be notified of a "positive" test for nicotine.

## **CONSENT FORM**

It is mandatory that each student, who participates in extracurricular activities and/or obtains a parking permit to drive on school grounds, sign and return the "consent form" prior to participation in any said activity. Failure to comply will result in non-participation. Drivers who park on Mt. Vernon CSC grounds without a consent form on file are subject to immediate towing. Students who park on school grounds without a signed consent form must turn in a signed consent form and submit to a drug test at the student's or parent's expense which must come back free of drugs and alcohol before parking on school grounds again.

Each extracurricular participant shall be provided with a "consent form," which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Mt. Vernon CSC. Any student, with the written consent of his/her parent, who voluntarily withdraws consent for random drug and alcohol testing, will be subject to a minimum 42-calendar day non-participation period.

## **PROCEDURES**

A laboratory certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) will set up the testing environment, guarantee samples, and give us the procedures and paperwork for a proper chain of custody.

A saliva specimen will be taken on site and will involve supervision by the certified MVCS staff. The principal, principal's designee, assistant principal or athletic director will go to the class or extra-curricular activity and escort the student to be tested to the testing site. The test result will remain confidential. Only the superintendent or his designee, principal, principal's designee, assistant principal and/or athletic director, along with the student and his/her parents, will know the results.

Students will be tested randomly as they are drawn periodically from the pool of those agreeing to be tested. The testing may occur on a different day, Monday through Saturday. This will keep students conscious of the possibility of being tested at any time during the year. A target of monthly testing dates will be conducted yearly for students in grades 9-12. Students will be selected randomly through a lottery.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Each student will remain under school supervision until the student has produced an adequate specimen. If the student refuses to produce a specimen, the student will be taken to the office and told the student is no longer eligible for any of the activities/privileges referred to earlier. In addition, parents will be telephoned and will be informed the student has refused, to provide a specimen in the testing procedure.

Under any circumstance when the student has been involuntarily exposed to illegal substances, the parent and student must report this in writing to the principal or his designee prior to any random drug testing. Reports of such nature after any test will not be accepted, and the results of said test and subsequent action shall prevail in accordance with the drug testing policy.

#### **CHAIN OF CUSTODY**

1. The principal, principal's designee, assistant principal and/or athletic director will be responsible for escorting the student to the test site. The student should bring all materials to the site and will not be allowed to go to a locker before going to the testing area. An athlete may be tested after school, perhaps during the time the student may have practice.
2. The student will be asked to stick out his or her tongue. The observer will check to make sure the student's mouth is empty. The student will be given a collection device. The student will be instructed to open the collection device and remove the tube and the sealed collection stick with pad.
3. The student will be instructed to position the collection device over or under the tongue and close his or her mouth. The student should attempt to saturate the pad by spitting on it.
4. While collecting the sample, the student and the observer are to complete Sections 1,2, 3 and 4 on the chain of custody form.
5. The collection device should remain in the mouth until the volume indicator on the handle turns completely blue. After the tip turns blue, the student will be instructed to open his or her mouth and remove the collection device.

6. The observer will remove the red cap from the test tube and insert the saturated collection device into the tube pad first then place the cap over the top of the collection device handle and push downward until the cap snaps into place.
7. The observer will place the signed and dated seal from the chain of custody form in the tube by placing the black square over the center of the red cap and pressing the seal down the sides of the tube.
8. The observer will fold the top white page of the completed chain of custody form into quarters and place along with the sealed tube into the specimen bag. The observer will seal the specimen bag by pulling the white tape and place the seal between strips on the bag.
9. The observer will place the specimen bag into the shipping package and send the specimen to the laboratory for testing.
10. Any sample that tests positive will be sent to an additional lab for confirmation of the test.

### **TEST RESULTS REPORTING PROCEDURE**

In this program, the Mt. Vernon CSC administration will be notified by the testing lab of a student testing "positive," and the administrator will notify the parent(s)/guardian(s) and the student (in person). The meeting will be held in the administrator's school building/office.

The administrator will provide the parent(s)/guardian(s) with the names of agencies that can be of help to the student. The administrator will notify the student and the parent(s)/guardian(s) of any disciplinary action based on the policies/procedures as outlined in the Athletic Code Handbook, school handouts, or the guidelines established in this program. A "positive" test result in this random drug testing policy will not subject the student to discipline other than as it relates to extracurricular activities and school driving privileges.

### **POSITIVE TEST RESULTS AND APPEAL**

In the event a student tests positive, the student, along with the parent(s)/guardian(s) will meet with the school administrator. During this meeting the positive testing will be reported to the student and the parent(s)/guardian(s). They will also be told that the student is restricted from driving to and from school and from participation in the extracurricular activities listed in this policy. The severity of the penalty will be in accordance with the appropriate extracurricular code.

At the end of the restriction from activities, the student must have a "negative" test prior to reinstatement in the extracurricular activity(s). Should this re-test be a "positive" test, it would be a second "positive," and would be sanctioned according to the applicable policy.

The student or the student's parent(s)/guardian(s) may appeal by requesting that a saliva sample be tested by a lab at a cost to the student or the student's parent(s)/guardian(s). The laboratory must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and will set up the testing environment, guarantee samples, and supervise the chain of custody. Student restrictions, as noted in the appropriate extracurricular code, will remain in effect during the appeal process.

### **FINANCIAL RESPONSIBILITY**

1. Under this policy, Mt. Vernon CSC will pay for all random drug tests. (Once a student has a verified "positive" test result, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)



2. A request on appeal for a second saliva specimen test is the financial responsibility of the student or the student's parent/guardian.
3. Counseling and school approved subsequent treatment programs by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Definition of ECA Pool: The ECA pool consists of any student who is in a school sponsored activity that is not considered co-curricular by definition. A co-curricular activity is any activity that involves student participation outside regular school class time, is related to a class and is required in order for an enrolled student to receive a grade or credit. A positive test result cannot affect any grade in any way.

## **EXTRA-CURRICULAR ACTIVITIES**

### **ATHLETIC TEAMS**

Baseball	Tennis (Girls)
Basketball (Boys)	Track (Boys)
Basketball (Girls)	Track (Girls)
Cheerleading	Soccer (Boys)
Cross Country (Boys)	Soccer (Girls)
Cross Country (Girls)	Softball
Football	Swimming (Boys)
Golf (Boys)	Swimming (Girls)
Golf (Girls)	Volleyball
Tennis (Boys)	Wrestling

Team Managers, Trainers and Statisticians for these programs are also required to participate in the random drug testing program.

### **EXTRA-CURRICULAR ORGANIZATIONS**

Art Club	Journalism (when not co-curricular)
Dance Team	Band & Choir (when not co-curricular)
Green Team	Math Club
Academic Teams	Color Guard (when not co-curricular)
Best Buddies	Young Film Makers
Yearbook (when not co-curricular)	Mentors
NASA Youth Council	Drama
Book Club	National Art Honor Society
FCA	Peer Tutors
National Honor Society	French Club
Robotics Club	D.A.R.E. Role Models
Spanish Club	FFA
Spanish Honor Society	Science Club
FCCLA	Student Government
Student Council	Voice
ASL Club	Asian Club
AfriCAN	Drama/Tech Club
FCCLA	I am Second

Any additional MVHS Extra-Curricular Club or Activity not named above.

All additional athletic teams, clubs, organizations, and organized activities in existence or that may be initiated will also be included in this policy.

### EXCLUSION TIME FROM DATE OF NOTIFICATION

The length of exclusion from extra-curricular activities and student driving privileges will be determined in accordance with the Athletic Code Handbook and/or school handbooks. If no exclusion period from extra-curricular activities and student driving privileges is defined, the exclusion is as follows:

**Tampering** Cheating or tampering with a specimen will result in the student being ineligible for all activities listed in this policy for the remainder of the school year. If the cheating or tampering occurs after May 1, the student will remain ineligible for the first semester of the following school year.

**1<sup>st</sup> offense** Tobacco-42 Calendar Days  
Alcohol-42 Calendar Days  
Drugs-84 Calendar Days

During the period of suspension, the student is excluded from attending all extra-curricular activities. Re-testing may take place periodically throughout the school year.

Student drivers will not be subject to action for a "positive" test for nicotine. However, parents of student drivers under the age of 18 will be notified of a "positive" test for nicotine.

Rehabilitation Clause: On the first offense, the student may regain eligibility to participate after 21 days for tobacco products, 21 days for alcohol, and 42 days for drugs, if the student: 1) presents documentation of an assessment by a qualified medical provider 2) presents documentation of participation in a recognized multi-session treatment/assistance program; 3) completes community service hours at Mt. Vernon High School as assigned by the principal or his designee; and 4) has a follow-up "negative" test

**2<sup>nd</sup> Offense** Tobacco- 90 Calendar Days Alcohol-90 Calendar Days  
Drugs- 365 Calendar Days

During the period of suspension, the student is excluded from attending all extra-curricular activities. Re-testing may take place periodically throughout the school year.

Student drivers will not be subject to action for a "positive" test for nicotine. However, parents of student drivers under the age of 18 will be notified of a "positive" test for nicotine.

Rehabilitation Clause: On the second offense, the student may regain eligibility to participate after 45 days for tobacco products, 45 days for alcohol, and 182 days for drugs, if the student: 1) presents documentation of an assessment by a qualified medical provider 2) presents documentation of participation in a recognized multi-session treatment/assistance program; 3) completes community service hours at Mt. Vernon High School as assigned by the principal or his designee; and 4) has a follow-up "negative" test

**3<sup>rd</sup> Offense** Exclusion for the balance of attendance at Mt. Vernon CSC

Student drivers will not be subject to action for a "positive" test for nicotine. However, parents of student drivers under the age of 18 will be notified of a "positive" test for nicotine.

Our goal, with the help of parents/guardians, students and the school staff working together, is to create a drug free environment at Mt. Vernon CSC.

**CONFIDENTIALITY**

Under this drug testing program, any administrator of the Mt. Vernon CSC who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than when a court order specifically requires the test results be divulged or the parent or guardian of the student has provided written consent to the release of the test results, for a student less than 18 years of age, or if the student consents to the release of the test results, in the situation where the student is over 18 years of age.

**IMPLEMENTATION**

The Board directs the Superintendent to develop administrative guidelines, including the staff development of personnel and the use of educational materials for students and parent(s)/guardians(s) to fully implement all aspects of this policy.

**AWARENESS AND ASSISTANCE PROGRAM**

The Mt. Vernon Community School Corporation Board of School Trustees believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the district and the community. Local and regional data includes that young people in Hancock County are using/abusing drugs and alcohol. Drug and alcohol abuse in the school presents a threat to the safety and health of students, faculty and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability. Because of these factors, the Board of School Trustees recognizes its responsibility to address drug and alcohol problems in the schools. The Board believes that the parent(s)/guardians(s) and the school must work together to educate and to support students in an attempt to prevent the illegal use of drugs and alcohol. The Board believes that parents/guardians want to know when their children are using drugs or alcohol.

As used in this policy, the terms “substance use/abuse,” “drug or alcohol use or abuse:” “drug or alcohol problem”: or similar phrases include, without limitation, the following:

- Use of any drug, intoxicant, controlled substance or other substances made unlawful by law or regulation;
- Use of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician;
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters the mood, behaviors, motor skills or mental functions (except the use of a substance strictly in accordance with the direction of a licensed physician).

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term alcohol means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind or function altering effects upon the human body or that impairs one’s ability to safely perform one’s work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

The Student Drug and Alcohol Testing policy and program in the Mt. Vernon Community School Corporation for students in grades 9-12 is established for the following purposes:

- To ensure the safety and security of our schools;
- To discourage and eliminate use of drugs and alcohol at school, at school-related events and activities, and to and from school and during non-school times;
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse and to provide related health and safety information;
- To identify students who might have drug and/or alcohol problems;
- To assist students and parents in seeking assessment, and treatment (if necessary) when a student has a drug and/or alcohol problem.
- To allow for effective transition of students back into school activities after treatment.
- To protect the physical and mental health of the students

### **VOLUNTARY DRUG TESTING CIRCUMSTANCES**

A Mt. Vernon student in grades 9-12, or the parent/guardian of the student, may volunteer the student to submit to a drug and alcohol test in the following circumstances:

1. The student violates any district policy and/or school rule that results in the student being suspended from school for three (3) or more days.

The results of this drug test would be reported directly to the parent/guardian, and would not be reported to the school. This information would be for awareness purposes only.

### **REQUIRED DRUG TESTING CIRCUMSTANCES**

A Mt. Vernon student in grades 9-12 will be required to submit to a drug and alcohol test in accordance with rules and regulations to be developed by the Superintendent in the following circumstances:

2. The student violates the district policy and/or the school rules pertaining to use and to possession of tobacco.
3. The student violates the district policy and/or the school rules pertaining to use and possession of drugs and/or alcohol.
4. If an administrator, observing or receiving information from a teacher or other staff member, has reasonable suspicion that a student might be under the influence of or using drugs and/or alcohol.

As used in this policy, "reasonable suspicion" includes observation of the negative behaviors and actions set out below as indicators of a problem; specific observations concerning the appearance, behavior, body odors or speech of a student; information received by the principal or the principal's designee from teachers, parents, students, employees, or detection devices; an accident involving a motor vehicle (cars, motorcycles, motor bikes, etc.) before, during, or after school hours on school property.

Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and other indicators of their problem. These indicators can include, but are not limited to, the following:

- Mood swings
- Aggressive (including fighting) or lethargic behavior
- Smoking
- Risk-taking behavior

Paranoia  
Falling grades  
Bragging or talking to other students about drug and/or alcohol use  
Psychosis  
Loss of interest in school and in favorite activities  
Drastic change in dress, grades or attendance  
Poor grooming  
Truancy, excessive tardiness and/or excessive absence  
Isolation from friends and family members  
Depression and/or entire withdrawal

The purpose of testing students, under the above required circumstances, is to provide parents with information that will enable them to seek professional help for their children. The results of the drug and alcohol test will be provided to the principal or principal's designee who will share the results with the parent/guardian. If the results are positive\* (see explanation below), the principal or principal's designee will proceed as follows:

1. First Positive Test- -The results of the test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal, or principal's designee, will work with the parent/guardian to provide guidance in seeking assessment and treatment.
2. Second Positive Test- -The results of the test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a retest administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal or principal's designee will work with the parent/guardian to provide guidance in seeking assessment and treatment as an alternative to a recommendation for expulsion. Students testing positive will be placed on probation and assigned by the principal or his designee community service hours at Mt. Vernon High School. Failure to participate in any recognized program for assistance and treatment will result in a recommendation of expulsion.
3. Third and Subsequent Positive Test(s)- -When any student tests positive more than two times (not including a prior retest that was paid by the parent/guardian), the student will be suspended, and the school will initiate a request for the student's expulsion. The cost for this positive test shall be the responsibility of the parent/guardian. The results of this positive test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the sample, the full cost of the re-test shall be borne by the parent/guardian.

\*In this Awareness and Assistance Program, a positive test for nicotine will be reported to the parent/guardian, but it will not be subject to due process action.

A student's refusal to submit to a required drug and alcohol test will be considered an admission of a violation of district policy or school rules pertaining to the use and possession of drugs or alcohol. This violation of school rules will be dealt with according to the district's policy on student suspension and expulsion.

### **CONFIDENTIALITY**

Under this drug testing program, any administrator of Mt. Vernon CSC who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than when a court order specifically requires the test results be divulged or the parent or guardian of the student has provided written consent to the release of the test results,

for a student less than 18 years of age, or if the student consents to the release of the test results, in the situation where the student is over 18 years of age.

**IMPLEMENTATION**

The Mt. Vernon Board of Trustees directs the Superintendent to develop administrative guidelines, including the staff development of personnel and the use of educational materials for students and parent(s)/guardian(s) to fully implement all aspects of this policy.

**ACKNOWLEDGEMENT OF JUVENILE COURT PROCEEDING WAIVER**

Student participation in clubs, activities, sports and extra-curricular activities is a privilege. Students participating in clubs, activities, sports and extracurricular events outside of the school day are expected to represent Mt. Vernon High School in a dignified manner. Negative behavior by students involved in events outside of the school day reflects poorly on Mt. Vernon High School and the rest of its student body. In order to discourage negative behavior by students participating in events outside of the school day and to be able to consistently and fairly hold all students participating in these events accountable for their actions, the students and their parents must sign an acknowledgement of juvenile court proceeding waiver prior to the first public event that takes place outside of the school day. This waiver will authorize representatives of the Mt. Vernon Community School Corporation to obtain any and all information in the possession of any juvenile probation officer with respect to acts of delinquency alleging:

- 1. the commission of an act which would be considered an offense if committed by an adult (criminal conduct), or
- 2. a violation of law regarding minors and alcoholic beverages

The clubs, activities, sports and extra-curricular groups required to have participants sign the waiver include, but is not limited to:

- |               |                   |
|---------------|-------------------|
| Baseball      | Academic teams    |
| Basketball    | Dance Teams       |
| Cheerleading  | Drum Line         |
| Cross Country | FFA judging teams |
| Football      | Pep Band          |
| Golf          | Robotics Club     |
| Soccer        | School Play       |
| Softball      | School Musical    |
| Swimming      |                   |
| Tennis        |                   |
| Track         |                   |
| Volleyball    |                   |

## Wrestling

Athletes who have a violation of the Athletic Code will be disciplined according to the consequences spelled out in the Athletic Code. Students in all other activities will be disciplined as follows:

### 1. FELONIES, MISDEMEANORS, VANDALISM, THEFT AND OTHER CRIMINAL ACTS

Maximum Penalty- Exclusion from events for 365 days (one calendar year) from the day that the violation is determined. The penalty is to be determined by the administration. Any student arrested or detained as a juvenile on such a charge may be suspended from any participation pending investigation of the incident.

### 2. ALCOHOL, TOBACCO, AND DRUGS:

First Violation: The student shall be excluded from all out of school activities for 365 days (one calendar year) from the day that the violation is confirmed as fact.

Rehabilitation- The student may reduce the penalty to 50% of the events in each group the student participates in for 365 days (one calendar year) by submitting to a substance abuse program of assessment, counseling, screening, and/or indicated therapy. The program must have been approved by the high school administration and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his or her parents or guardians. The student will serve the remainder of the entire 365-day suspension if the administration is notified that the student has violated any of the stated conditions of the substance abuse program.

Community Service- The total penalty will be reduced to 25% of the events in each group the student participates in for 365 days (one calendar year) if: 1) the student completes 50 hours of community service and 2) the student submits to a substance abuse program as described above. The community service must be performed at Mt. Vernon High School and must be approved and overseen by the administration.

### MULTIPLE VIOLATIONS

Second Violation Within 365 Days:

The student will be suspended from all event participation for 365 days (one calendar year) from the day that the second violation is confirmed as fact.

Third Violation Within 365 Days:

The student will be suspended from all participation in events outside the school day for the remainder of his or her high school career.

### APPEAL PROCESS

Anyone wishing to request an appeal should notify the high school principal in writing within seven calendar days of the date the student is notified of the suspension. The right of appeal is forfeited if not requested within this seven-day limit.

If an appeal is requested, the principal will conduct a hearing with the student, the student's parents, and the administrator who implemented the disciplinary action. The purpose of the appeal hearing is to inquire into the student's violation and to allow the student and parents or guardians to present evidence on the student's behalf. The principal shall make a final determination in regards to whether procedure was properly followed in regards to the violation.

#### REINSTATEMENT

Any student who has received a career suspension may apply for reinstatement after serving a suspension of 365 days (one calendar year). If requested, the administration will conduct a hearing to determine whether the student should be reinstated and allowed to participate in events at Mt. Vernon High School. The principal may reinstate the student with no restrictions or conditions, reinstate the student with certain specified conditions that must be met prior to being allowed to participate and/or while the student is participating, or reject the application for reinstatement. This process has no legal implications or requirements.

## **POSSIBLE DISCIPLINARY ACTIONS**

### **BEHAVIOR CODE OF MVHS**

#### **SEQUENCE OF DISCIPLINARY PROCEDURE**

The first line of responsibility for the discipline in the school rests with the classroom teacher who is expected to motivate the student and plan classroom activities so as to minimize behavior problems. The standard sequence of discipline will be as follows:

1. Discussion of classroom rules with students
2. Parent involvement
3. Referral to Assistant Principal
4. Disciplinary Action
5. Conference with Parents
6. Due Process

#### **SEQUENCE OF DISCIPLINARY ACTIONS**

Students will have a disciplinary file maintained in the administrative offices. The Assistant Principals will work together to maintain a consistent level of disciplinary actions with students. **The administration may follow a general guideline for disciplinary action reserving the right to determine the level of punishment based on the student's infraction.**

1. Out of Class Suspension up to 5 days
2. Detention
3. In-School Suspension
4. Saturday School
5. Out of School Suspension
6. Expulsion/Due Process

Students will be allowed the following accumulation of disciplinary actions PER QUARTER:

- 2 Out of Class suspensions



- 3 Detentions
- 2 Saturday Schools
- 10 Out of school Suspension Days
- Due process/Expulsion Proceedings Begin

**DETENTION** – Detention is used for relatively minor violations of school rules. Detention is an after-school study period. Students are supervised during detention by a teacher or administrator. Students are required to bring materials to read or study.

Detention is usually held on Wednesday from 3:40 until 5:00. Students assigned to detention must abide by the rules of the detention supervisor. Some rules include: Students who are late to detention can be assigned another detention. Students who are disruptive or otherwise unable to abide by the detention rules may be assigned another detention, Saturday school or suspension. Failure by a student to serve a detention will result in the following: First offense: Saturday school. Second Offense, 1-day Out-of-School suspension: Third Offense, 2-day Out-of-School suspension. A fourth offense may result in possible expulsion from school.

**CORPORAL PUNISHMENT**-Corporal punishment may be administered in accordance with local administrative procedures and Indiana Law

**IN-SCHOOL SUSPENSION** – If a student is assigned to In-School suspension (ISS), he is isolated from the rest of the students and teachers and is required to complete written assignments from each of his teachers. A school aide supervises ISS. If students violate the rules of ISS, he may be suspended from school for up to ten days and/or expelled.

Students assigned to ISS are not allowed to participate in any sport or extra-curricular activities on the days they are assigned. All work done in ISS may be turned in for a grade.

**SATURDAY SCHOOL** – The Saturday School program is offered by the school to keep a student in school and to provide study assistance and personal guidance. A staff member supervises Saturday School. Saturday School meets at Mt. Vernon Middle School from 7:50a.m. until 11:00 a.m. It should be clearly understood that students face immediate out-of-school suspension, for up to ten days, if they are guilty of any of the following:

1. Being tardy to Saturday School. The main entrance of the Middle School is locked promptly at 8:00a.m.
2. Failure to attend Saturday School.
3. Misconduct during Saturday School.
4. Failure to come to Saturday School fully prepared with books and supplies.
5. Failure to complete assignments during Saturday School.

**OUT-OF-SCHOOL SUSPENSION** – Out-of-School Suspension is used where a student is guilty of a major violation of school rules or where a student is guilty of repeated violation of school rules.

**OUT-OF-SCHOOL SUSPENSION IS SERVED AT THE DESIGNATED SUSPENSION CENTER.** The suspended student is to attend the center any day of the suspension. If a parent fails to

transport their son/daughter to the suspension center, all work missed will result in a grade of "0" being given. Full credit for the assignments completed at the OSS center will be given when completed and turned in according to the teachers' instructions. Students who receive two suspensions in an academic year may have their driver's license revoked for 120 days by the Bureau of Motor Vehicles.

**EXPULSION** – Expulsion is the removal of a student from school for a period exceeding ten days. An expulsion is usually for the remainder of the quarter but can carry over up to a calendar year. An expulsion would result in the loss of all credits for that period of time. (See section titles "Due Process.") STUDENTS WHO ARE EXPELLED FROM SCHOOL WILL HAVE THEIR DRIVER'S LICENSE REVOKED FOR 180 DAYS BY THE BUREAU OF MOTOR VECHICLES.

## **DUE PROCESS**

All students attending Mt. Vernon High School shall be afforded the right to due process regarding suspension, expulsions, exclusions as outlined in the Indiana Code 20-8.1-1-17 (Burns 28-5303 and 38-5390). Such a right entitles the student and his parents to a hearing as outlined by the statute on the case of an expulsion or exclusion, which is a period of time exceeding ten days. A suspension shall be denying the student the right to attend school for a period of time up to ten days. The Board of School Trustees of the Mt. Vernon Community School Corporation in conjunction with the Indiana Code have adopted and listed those reasons, which could result in the suspension, expulsion, or exclusion of a student from school.

## **POLICY NOTIFICATION STATEMENT**

It is the policy of the Mt. Vernon Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-1), IC 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990.

Inquiries regarding compliance with Title IX, Section 504, and the Americans with Disabilities Act, should be directed to the Assistant Superintendent of the Mt. Vernon Community School Corporation, 1776 W. St. Rd. 234, Fortville, Indiana 46040 or to the Office for Civil Rights, U.S. Department of Education, Washington D.C.

The masculine gender shall include the feminine wherever required by the context in which a specific provision of this contract applied.

## **ASBESTOS**

The Mt. Vernon Community School Corporation has complied with the AHERA regulations 40 CFR Part 763 with the completion of the management plan, tri-annual and periodic inspections for the Asbestos required by the Act. These reports have been filed with the EPA designee, the Indiana Department of Environmental Management. The report is on file in the Administration Building and

available for public inspection during normal business hours.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (“FERPA”) ensures that personally identifiable information of students in school records are kept confidential. The law specifies, however, that certain non-sensitive “Directory Information” may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Please consider this notice as a general notification for this school year.

The Mt. Vernon Community School Corporation board considers students’ directory information as: the student’s name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor roll listing, and any scholarships received.

This information will not be given to any organization for profit-making purposes. News media and local broadcasting are not deemed as a profit-making purpose.

This directory information may be given to organizations to make students aware of educational or occupational options. Also, please note that United States armed forces recruiters also have a right to a student’s name, address and phone number unless the student’s parent/guardian/adult student specifically requests in writing that this information is not released to the armed forces recruiters.

This “Directory Information” is used for a variety of purposes such as: yearbook or student newspaper, student-run television or radio programs, television/radio stations in partnership with the corporation, printed programs for extracurricular activities, news releases to the local media, corporation or education foundation publications, and interviews with local news media. It can also be used on the corporation or education foundation website, corporation or education foundation videos, podcasts, the school corporation’s or education foundation’s social media channels, broadcast on TV or radio and their stations’ websites, or for print in newspaper publications and their websites. In the case of high school students, information can be released to colleges.

Please know that you have the right to request that the school not disclose any or all directory information. Please consider very carefully this decision as this information is typically used in news stories about our students’ achievements and classroom activities, honor roll lists, the yearbook, and school directories, and corporation/school newsletters and websites. Should you deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.

The parent/guardian/adult child may request that the student’s directory information not be released upon written notification to the Corporation within ten (10) days after receipt of the annual public notice. Otherwise, the directory information of the student or former student may be released without further permission.

## **PARENT PARTICIPATION POLICY**

A parent (including a guardian/custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process code, IC 20-8.1-5.1, as well as

the student discipline handbook of this Corporation, at the discretion of and upon proper notice be a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising, after school study time, reviewing homework, and assuring regular attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in the following manner:

Written or telephone contact by a school official in advance of the meeting, conference or hearing, followed by a letter of confirmation.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with IC 31-6-4-2(a)(7). The parent, guardian or custodian may also be referred to the Hancock County Probation Department or the Hancock County Prosecuting Attorney's office.

**\*\*Please note that the policies of Mt. Vernon High School and the Mt. Vernon Community School Corporation are subject to change due to the requirements dictated by the State of Indiana and/or the Indiana Department of Education.**

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