Mt. Vernon High School

2022-2023 Student Handbook

Welcome

Welcome to Mt. Vernon High School, one of the best high schools in the state. It is the hope of administration, faculty, and staff that the time you spend at Mt. Vernon is valuable and enjoyable. The opportunities available to you are numerous. The knowledge stored in the books in our library, 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 time and desire to seek it. This student handbook contains the answers to many of the questions often asked by students and parents. Please contact MVHS if you need clarification or additional information.

The rules, procedures, policies, and code of conduct included in this handbook 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.

Mt. Vernon High School Philosophy Statement

It is the primary purpose of Mt. Vernon High School 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.

Mt. Vernon High School Mission Statement

Mt. Vernon High School provides a safe educational environment, which promotes maximum academic achievement through independent and critical thinking, good citizenship and healthy living, and 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.

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

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Student Services and General Information

Daily Schedule & Calendar

The daily bell schedule can be accessed at: 2022-2023 Daily Bell Schedule. School calendar is here.

School Colors

At the beginning of each school day, the school 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.

Announcements

Announcements may be given at the beginning or end of the school day. The announcements are also available through the high school website, TV monitors, and student email. Students are encouraged to listen to and check announcements daily, as many will pertain to them directly.

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 passes. Students without passes will be subject to detention.

Library

The library provides fiction and non-fiction materials as well as access to electronic databases to help students with assignments for classes and for recreational reading. The librarian is available to assist students with finding a book, research, paper writing, and speech preparation. Students may have three books 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 8:00-4:00, students may use the library throughout the day with a pass from a teacher. Students do not need a pass before or after school to use the library; for SRT, they should obtain a pass from the library assistant and SRT teacher. Students wishing to come to the library for lunch may do so, but may not bring food/drink and must stay the entire lunch period. Please see the school website for further information. Overdue emails are sent each Monday. Books overdue for more than 60 days will be considered lost at which time an email will be sent to your parent/guardian notifying them of the overdue book. Please see the school website for further information.

Lockers

All students will be assigned an individual locker that they will use throughout the year. To prevent loss or theft, students should not share lockers with anyone, preset the combination, or give the combination to another student. **Students are not permitted to put their own locks on lockers. For safety reasons, all backpacks, athletic bags, medium and large purses, totes, and other bags should be stored in lockers throughout the day.**

Lost and Found

An area is provided in the main office for the placing of found articles of jewelry, purses, wallets, or electronic devices. 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.

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 north of the cafeteria are available at lunchtime. Students are expected to keep the restrooms clean. Students should not go to a general restroom if they are sick; instead, they should go to the health room restroom. Students should not remain in the restroom during class time.

School Closings

In the event of school closings or delays, students and parents will be notified through the SkyAlert system. Please make sure your contact information is accurate and up to date by logging into your Skyward family access account and verifying that all information is correct. Additionally, beginning at 6:30 a.m. MVCSC school closings and delays are broadcast on local television stations, WISH Channel 8, WTHR Channel 13, WRTV Channel 6, and WXIN Fox 59.

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 ID Cards

Students are expected to use their student ID cards to receive lunch and/or breakfast. For the safety and health of students and staff, we will not use keypads to enter the ID numbers associated with food accounts. All students will be required to scan their ID cards.

Student Search and Seizure

Searches shall be permitted in all situations in which the student is under the jurisdiction of the Board under policy C550 as defined by IC 20-8.1-5.1-25

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.

Textbook, Workbook, Fees, and Devices

All classroom textbooks and devices are the property of Mt. Vernon Community School Corporation and on a rental plan. The first billing segment for fees common to all students (Chromebook, optional device protection plan and corporation fees) will be available no later than the first day of school. The second billing segment will be specific to your student's schedule for the entire school year (books, workbooks and lab fees) and will be available 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.mvcsc.k12.in.us). Electronic payments, including ACH, are preferred. 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.

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 an optional protection plan for devices. 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, 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, fundraising and tuition. Parents are also responsible for all reasonable costs of the collection of their account, which may include, but are not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees, and court costs on any outstanding balances.

Mt. Vernon Community School Corporation has engaged Kinum 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 Kinum 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.

Food Services

The school cafeteria is maintained as a vital part of the health and wellness program of the school. To encourage good nutrition, a well-balanced meal is offered at a reasonable price. All foods sold to students during the school day intended for consumption on campus must meet the USDA School Nutrition Standards and Smart Snack regulations. Students may choose between the plate lunch and ala carte items. Parents/guardians are expected to check their student's account balance regularly. Payments can be made with cash/check in person, by mail, or electronically. Students will not be allowed to charge ala carte items or extras. To view the full charge policy please visit MVCSC's website. Students should use their student ID in the cafeteria line to process the transaction.

While each student is in the cafeteria or going through the lunch lines, s/he is expected to act respectfully to all food service staff and leave a clean table after finishing breakfast/lunch. Parents will be

contacted for those students throwing food or who are unable to observe these simple dining regulations. Different dining arrangements may be made for their mealtime.

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 periods, 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 library from lunch. Those wishing to use the library 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 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 Breakfast and Lunch Programs. Families who qualify for meal assistance must submit an application. Applications are available online on Skyward Family Access. A new application must be submitted every year.

Health Services

For information regarding our Corporation's student health services, visit our **Health Services Handbook** at Health Services Handbook. By agreeing to the student handbook, students and parents/guardians also agree to the policies listed in the Health Services Handbook.

Items addressed include: student passes for health room visits, immunizations, parent notification, student exclusion for illness, picking up ill or injured students, contagious illnesses, emergency medical authorization and contacts, allergies, latex precautions, medications administration, emergency medications, sending medication to school, medication change/discontinuation, release of medications, medication disposal, and student accidents. For additional questions please contact the Corporation Nurse.

Food Related Activities, Snacks, and Special Occasions

For information regarding our Corporation's policy on food related activities, snacks, and special occasions, visit our Health Services Handbook at Health Services Handbook. By agreeing to the student handbook, students and parents/guardians also agree to the policies listed in the Health Services Handbook.

Attendance

Attendance Information

One of the cornerstones of a successful education is the development of regular school attendance patterns. Every absence whether excused or not is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated.

The State of Indiana places education at the top of its priorities, and the Indiana Compulsory Attendance Law requires students to attend school regularly. MVCSC will use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents, the school will assist the parents and students in this responsibility. This cooperation between the student, parents, and the school is essential in providing the fundamental foundation of regular school attendance.

Reporting an Absence

If a student is going to be absent from the school for the day, parents/guardians have the responsibility to notify the attendance secretary daily by 10:00 am with verification of the absence. Documentation of absences must be received within a day of the absence to be parent verified. 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 a fever reducing medication, such as Tylenol.

Parents should keep phone numbers updated in Skyward. Parents will receive a notification from Skyward when an attendance record is entered.

Contact the MVHS attendance secretary at 317-485-2721.

Medical Appointments

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

The parent should call the attendance office (317-485-2721) and give their name, student name, and student grade level, the doctor's name, and the time and date of the appointment.

The student must obtain a pass to leave school and sign out in the attendance office when leaving. The student must sign in when returning to school from an appointment and present an appointment card or statement from the doctor's office.

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.

Returning to School

Students are required to work with their classroom teachers to complete missed assignments and tests. Students will be allowed one day to complete missed work for every one day of absence. This policy may be modified due to extreme circumstances regarding the nature of the absence.

Pre-Arranged Absence Policy

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 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. All pre-arranged absences will count toward the 10 day absence limit.

No pre-arranged 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. Any days in excess of this or the ten (10) days will be considered unexcused absences. The student must be accompanied on the trip by a parent/guardian or grandparent. Pre-arranged 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. 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.

College Visitation and Higher Education Days

The purpose of higher education days is to allow students to visit universities, colleges, technical schools, or other institutions of higher learning. Each junior and senior is allowed (2) higher education days per year. All other college visitation days will count toward the attendance limit.

No higher education days will be allowed the last week of a grading period. 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 must be completed and returned at least two days before the scheduled HED day. 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 school administrator.

The two (2) higher education and college visit days will not count toward the 10 day absent limit as they are excused (and/or exempt) absences by state statute.

Absences

All students absent from school will be classified as follows:

Excused Absence

Excused absences do not count towards the total number of days absent. Excused absences include, but are not limited to, the following:

- Illness or injury verified with a physician's statement
- Serve as a page for General Assembly
- Election Day worker
- Court witness
- IN National Guard Active Duty
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal). Students must return immediately with authorized statement.
- Death in family
- Observation of bona fide religious holiday
- Maternity
- Military connected families' absences related to deployment/return
- Exhibiting or participating in the State Fair
- Higher education or college visits (see above procedures)
- Other good cause must be approved by Superintendent or designee

ParentGuardian Verified Absence

A parent/guardian verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest. Up to 10 days are allowed. Examples can include, but are not limited to:

- Child is ill/not well for one or two days, but does not need to go to the doctor yet (Three consecutive days requires an excused doctor's note).

Unexcused Absence

An unexcused absence is defined as any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension is not to be considered an unexcused absence.

- Any non-verified absence (parent/guardian does not notify school, and child is absent)
- The 11th absence (not included in the excused list) and beyond are considered unexcused absences.

Students who leave the building during the school day without permission from either a school nurse and/or administrator/designee before leaving school will receive an unexcused absence and may receive a consequence. (Students who leave school due to illness must check out through the health room). Examples include, but are not limited to, the following:

- Car trouble
- Oversleeping
- Missing the bus
- School closing assumptions
- Personal business
- Exclusion because of exposure to a contagious disease

- Arrival to school 30 minutes after the school day
- Plane flight schedule difficulties
- Absences without doctor excuses greater than 3 days

Habitual Truancy and Chronic Absenteeism

Indiana Compulsory Attendance Code 20-20-8-8:
IC 20-20-8-8 defines any student absent with 10 or more unexcused absences as habitual truancy and any student missing 10% or more of the school year as chronic absenteeism. A child who is habitually absent is chronically absent by having 10 or more unexcused absences in one school year.

Habitual Truancy and Chronic Absenteeism Guidelines and Procedures

- Students who have accumulated more than 10 unexcused absences will be subject to Indiana compulsory attendance law.

Attendance Policy and Interventions

All students will adhere to the MVCSC secondary attendance policy.

Offense	**# of PV, V, UE Absences**	**Attendance Policy with Interventions**
1st Offense	Day 5	Warning Letter with Notification of Policy
2nd Offense	Day 8	Letter #2 and Phone Call Home
3rd Offense	Day 10	Letter #3 and Attendance Contract
4th Offense	Day 11+	Referral to Probation MVHS Parking Revoked and Possible Home Visit

Tardiness

The purpose of the tardy policy is to promote student responsibility and career readiness skills. Students who know they will be late should have parents call the school in advance.

Tardy to School

Students who are tardy to their first class during the school 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, an unexcused absence for the period will be recorded and a consequence will be assigned. Students who accumulate three tardies during a semester will earn a detention. Continued tardiness during the quarter may result in additional consequences: Saturday School, In-School Suspension, Out of School Suspension, and/or Loss of Driving Privileges.

Tardy to Class

After block 1, all students who are not in the classroom when the bell rings must have an excused pass from a staff member. Students who are not in class and do not have an excused pass will earn a detention from their teacher. Students have a 3 day grace period at the beginning of each quarter.

Activity Participation

A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions, including employment, unless the student attends at least half of the school day, unless the absence is exempt by state statute. If a student is serving an Out-of-School Suspension or an In-School Suspension for a full day, they are not eligible to participate or attend any activity or practice. If the suspension falls on a Friday, the student is ineligible for the entire weekend.

eLearning Attendance Policy

If the Mt. Vernon Community School Corporation has an extended period of eLearning for any reason, eLearning attendance policies will be shared with students and families.

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 receive disciplinary action. On a day where information or the absence pattern indicates an unauthorized skip day, a doctor's statement may be requested.

UNDERSTANDING ABSENCES

EXCUSED VS. PARENT/GUARDIAN VERIFIED VS. UNEXCUSED

EXCUSED



EXCUSED

Parent/Guardian Notifies School

Excused Absence Examples:

- Illness verified with a physician's statement
- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in I.C.20-33-2-17.5
- Professional appointments (medical, dental, legal) Student must return immediately with authorized statement.
- Death in family
- Observation of bona fide religious holiday
- Maternity
- Military connected families' absences related to deployment/return
- Exhibiting/participating in state fair
- School sends child home sick (if due to fever, the following day will also be excused)
- Other good cause must be approved by Supt. or designee.



USAGE

These excused days do not count towards the 10 parent/guardian verified days

REPERCUSSIONS

None but all absences are monitored

PARENT/GUARDIAN VERIFIED



PARENT/GUARDIAN VERIFIED

A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest. Up to 10 days are allowed. Examples can include but are not limited to:

- Child is ill/not well for one or two days, but does not need to go to the doctor yet. (Three consecutive days requires an excused doctor's note.)



USAGE

MVCSC recognizes parents/guardians may use some/many of their 10 days for their child's absences at their discretion. Parents/guardians need to notify the school.

REPERCUSSIONS

A student can have up to 10 Parent/Guardian Verified absences without penalty.

Friendly reminder notification letters are sent to parents/guardians after using 5, 8 & 10 Parent/Guardian Verified days.

UNEXCUSED



UNEXCUSED ABSENCE

An Unexcused Absence is defined as any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension is not to be considered an unexcused absence. Examples could include:

- Any non-verified absence (parent/guardian does not notifiy school and child is absent).
- The 11th absence (not included in the excused list) and beyond are considered unexcused absences.



USAGE

Students should have zero Unexcused & Unverified Absences

REPERCUSSIONS

All absences are monitored and disciplinary action may result. Excessive absences will result in MVCSC contacting the Dept. of Child Services and/or probation.

Per MVCSC Board Policy C 175

****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**

School and Corporation Policies and Information

Anti-Harassment and Non-Discrimination Policy

Mt. Vernon Community School Corporation does not discriminate on the basis of a protected class, including, but not limited to, sex (including transgender status, sexual orientation and gender identity), race, color, disability, age, religion, military status, marital status, ancestry, or genetic information in the programs or activities which it operates or the employment therein or admission thereto. MVCSC strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment. For more information, see the A100 Anti-Harassment and Non-Discrimination policy.

Use of Seclusion and Restraint with Students

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of physical intervention, seclusion, or restraint with students. This policy applies to all students, regardless of the existence of a disability.

The Board authorizes its employees to use physical intervention in the defense of self or others (for example, intervening to stop students who are in a physical altercation). The use of physical intervention by a district employee shall be considered as a last alternative and shall be limited to those situations in which non-physical alternatives have been ineffective or were unlikely to be effective. A decision to use physical intervention will be evaluated recognizing the exigent circumstances in which it is made.
For more information regarding specific guidelines, see the corporation's C400 Seclusion and Restraint policy.

Pesticide Policy

The School Board is committed to providing all persons in its school community with a safe environment, including minimizing the exposure to harmful pests and pesticides. Pest control practices will involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential exposure to students and staff. For more information, see the corporation's G250 Pest Control and Pesticide policy.

Family Educational Rights to privacy

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 educational record.
- The right to prevent disclosure of the student's educational 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.

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 directory information will not be disclosed to commercial entities for commercial purposes. This exception does not include news media and local broadcasting, which are not deemed commercial entities for purposes of disclosure of directory information.

In accordance with applicable state and federal law, 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 including, but not limited to: 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 this decision very carefully 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 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 Indiana 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 by 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 school official(s) 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.

Visitors

Individual conferences with teachers, counselors, or administrators concerning any problem or questions are encouraged in compliance with Board policy H100. 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 sign in through our visitor management system in the main office and receive clearance before proceeding into the building.**

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) 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.

Bullying

The Mt. Vernon Community School Corporation and the Mt. Vernon High School are committed to providing a safe learning environment for all students. Please see Board Policy C600 Bullying for the Corporation's policy on bullying. Students are strongly encouraged to report bullying and can do so by directly reporting to a parent, administrator, teacher, or counselor. Students may also report anonymously by completing the MVHS Bullying Report Form available on the Counseling Department Webpage.

Academics and Counseling

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, social concerns, or any issue the student would like to discuss. Students wishing to see their counselor should click the Request To See Counselor link on the MVHS Counseling Department webpage and submit their requests.

Skyward Family Access

All parents of MVHS students have access to their student's progress via the Skyward Family Access program. With this Internet based system, parents can check their student's academic progress on a weekly basis. Mid-term grades are no longer mailed home, but are available through Skyward Family Access. For more information regarding this system, please contact the high school registrar.

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	93-99	4.0
A-	90-92	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.

Graduation Requirements

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

Detailed information about the topics listed below can be found on the MVHS Counseling Department webpage and by selecting the MVHS Academic Handbook/Course Handbook.

Core 40 Diploma (45 credits)
Core 40 with Academic Honors (47 credits)
Core 40 with Technical Honors (47 credits)
General Diploma (42 credits) Parent and student must complete an “opt out” form.

Credits and GPA

Credit for a course is earned by completing the course with a grade of 60% or higher. The final course grade will become a part of the student's permanent academic record. The grade point average is computed at the end of each quarter and is cumulative throughout a student's high school career. Nine week grades in a course are not averaged together. Class rank is determined by the grade point average and, therefore, may change at the end of each quarter.

Weighted Grades

The Mt. Vernon Community School Board 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.

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

Standard 4.0 Scale		Level One +.025	Level Two +.50	Level Three +1.0
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	4.0
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 a .5 GPA points.

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

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 sheets.

Schedule Change Policy

Schedule changes after the first five days of a grading period, must be requested via the Schedule Drop/Change Form and approved by an administrator, counselor, and/or through the case conference committee process. Consideration will be given for the following circumstances:

- need to meet high school graduation requirements
- need to meet college entrance requirements
- need to balance class sizes
- an error in computer entry
- late staff changes
- need to make up a failed required class
- documented physical or mental condition requiring a modification to the schedule
- IEP, 504, and ILP considerations
- student is academically misplaced
- administrative discretion

*Schedule changes for courses taught in conjunction with a college/university will be made based on the college/university policy.

Schedule Change Request Procedure

Students, with the help of their parents, should carefully consider all course requests prior to meeting with their guidance counselors to schedule courses for the upcoming school year.

Repeating a Course

While repeating a course already passed is not recommended nor encouraged, it is sometimes permitted to raise a score to the standard needed for the honors diplomas. Both passing scores will show on the transcript, but only the first grade will receive credit and be calculated in the GPA.

Courses Failed

Required courses that have been failed must be repeated. Failure of courses is very disruptive to a student's academic planning. Your best course of action is, of course, to pass each course. Grades for courses failed always remain on the transcript and are always calculated in the GPA.

Early Graduation

Students are encouraged to complete four full years of high school. However, it is possible to meet graduation requirements in less than four years. Students, who wish to be an early graduate, must fill out an Early Grad application when choosing classes for the senior year. To graduate in less than four years, a student must have earned the required credits and must have met all graduation pathways requirements.

Students graduating at mid-term DO NOT receive a high school diploma until the scheduled date of graduation. A mid-year graduate may participate in end-of-year senior activities, senior prom, and graduation exercises.

Student Withdrawal

All students withdrawing from Mt. Vernon are asked to notify the Counseling Center several days before the last day of attendance. Students planning to transfer from Mt. Vernon to another school should notify the registrar. The registrar will then issue a withdrawal form to the student on the last day of attendance. A parent/guardian's signature is required on form if the student is under the age of 18, and the new school the student is planning to attend must be listed. Any student planning to withdraw to pursue their high school equivalency (HSE) must meet with an administrator for an exit interview prior to withdrawal. All textbooks, library books, fines, electronic device and charger must be turned in at the time of withdrawal. Any outstanding debts of fees must be cleared with the school treasurer.

Tutoring

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

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. RtI represents a systematic method for evaluating the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions.

RtI 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.

Transportation and Driving

Driving Regulations

In accordance with our district Student Search and Seizure policy C550, permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The superintendent shall prepare a written agreement consistent with this policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.

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 students and parents are expected to read these rules and regulations if students wish to apply for permission to drive. Mt. Vernon High School and 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 complete the "Drive on School Grounds" application kept on file in the office and complete the online form to participate in the Random Drug and Alcohol Testing program. 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 students violate driving regulations and lose their driving privileges.

Students unable to abide by the driving and parking regulations will have consequences including, but not limited to, their right to drive to school suspended, parking citation, and/or vehicle towed at owner's expense.

Bureau of Motor Vehicle 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

MVCSC, in compliance with Board policy G225, recognizes that although vehicle idling is necessary in certain circumstances, it poses health risks to the community and consumes financial resources of the Corporation. Vehicles should not idle for more than five minutes in areas where exhaust is likely to be drawn in school buildings/designated areas. Refer to Board policy G225 for exceptions.

General Transportation Information

No one will be permitted on a 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.

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

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

Students are only permitted to ride their assigned bus. They are not permitted to ride another bus for any reason.

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 about our buses at all times. A school bus is an educational setting, and the grounds for suspension and expulsion listed on page 32 of this handbook apply to discipline situations on or around buses, at bus stops, as well as in our schools' classrooms. Students may be suspended or expelled from school as a consequence of their behavior about 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 3 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 the driver's instructions for doing 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 riding bus 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 riding bus 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 riding bus privileges for a minimum of 5 days. At the discretion of the school administrator, the period of suspension may be 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.

Technology

Student Technology Proficiencies

Mt. Vernon High School has prioritized a focus on students' technology skills and applications. 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 online 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 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 messages to maintain system integrity and ensure 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 the 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 removed 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 the use of his/her account, password, and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Any misuse 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 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 disturbing pornographic, obscene, or sexually explicit material is a violation of 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. 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 login.

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 no 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.

MVCSCS 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 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 Email 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 numbers 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 circumstances.
- E-Mail may not be used for private or commercial offerings or 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 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.
- 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.

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 Statute.
- 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 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 photography, motion picture, digitalized image, or any pictorial representation that depicts of 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 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.

Student Expectations and Code of Conduct

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 the test or assignment. Plagiarism on a report or term paper will be treated in the same manner.

All cheating incidents are reported to parents. Violations may result in disciplinary action including, but not limited to, the student being withdrawn from the class and a grade of "0" assigned.
For specific details regarding a particular class, refer to the policy of the department.

Telephone and Headphone 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 messages 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.

Students must have cell phones turned off and put away during classes from beginning to end. Students may use cell phones during passing periods and at lunch as long as the use of the cell phone is not causing a disruption to school purposes. For safety reasons, students using headphones can only use one ear bud during passing periods and lunch.

Consequences: If a student has a phone out during class, the student would lose the phone for the remainder of the day, and the student would be assigned a detention. The student would get the phone back at the end of the school day.

If the student refuses to hand over a phone for the remainder of the day after a violation has occurred, the student would receive Saturday School. Students may receive additional consequences for repeated offenses, related insubordination, or failure to serve detention or Saturday School.

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 products will be subject to out-to-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.

Breath-Test Instruments

In accordance with our district Student Search and Seizure policy C550, administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. A student shall be offered a breath test when an administrator has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage. It is not necessary for the test to determine a blood-alcohol level since the Board has established a zero tolerance for alcohol use.

Showing of Affection

The display of affection between two students, other than the holding of hands, is not acceptable during school or school activities. Consequences for repeated violations include, but are not limited to, a warning, student conference, parent conference, and/or other disciplinary actions.

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. 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, discriminate, and/or disrespect any individual or group is prohibited.
2. Clothing and accessories which advertise or promote alcohol, drugs, tobacco, sex, depict violence, or illegal activity may not be worn.
3. Any covering on the lower body should be in good taste and should not have skin exposed above the lower thigh.
4. Shirts must have sleeves with no midriffs exposed. There should be no plunging necklines, excessive back exposure, or visible undergarments.
5. Clothing which reveals undergarments or the lack of undergarments will be considered inappropriate.
6. Clothing which is torn, ripped, or altered in such a manner as to be revealing or a safety issue may not be worn.
7. Head coverings, such as hats, hoods, or bandanas, may not be worn inside the school building between 8:15 AM and 3:45 PM. Head coverings are to be kept in lockers or left in vehicles during the day.
8. Hooded sweatshirts are permitted to be worn during the school day. However, 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.
9. Shoes must be worn at all times.

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.

Step Program

STUDENT EXPECTATIONS

Student/Teacher Expectation Plan (STEP)

Mt. Vernon High School maintains high expectations of its students. All staff members of MVHS expect our students to follow school rules, to be self-disciplined, respectful, and well behaved. Students who fail to meet these expectations will receive consequences. The STEP Program is a comprehensive review of all a student's classes, in order to promote positive student behavior in all his/her classes. The below STEP consequences start over each semester.

A consequence is given to students who have repeated classroom infractions. The consequences are sequential and cumulative in nature of all a student's classes and are listed below. Students will receive STEP notices for each infraction and the consequences given for STEP 1 through STEP 5.

These consequences are assigned by individual teachers; if a student has multiple infractions from several different teachers, then a more serious consequence could be assigned. Teachers have the authority to assign after-school detentions.

STEP 1 = Student conference with teacher(s).
- Warning given by teacher.
- Teacher(s) contact parents via phone (preferred) or email.

STEP 2 = Student conference with the life coach.
- Life coach contacts parents.

STEP 3 = The student is assigned 1 after-school detention by the teacher.
- Teacher(s) contact parents via phone call.

STEP 4 = Administrator assigns disciplinary consequence.
- The student may be assigned consequences including, but not limited to after school detention, Saturday School, In-School Suspension, or Out-of-School Suspension.
- Administration contacts parents.

STEP 5 = Administrator assigns disciplinary consequence.
- Administration contacts parents.

  STEP 5 and beyond consequences may include parent conference, after school detention, assigned to the life coach for a designated time, Saturday School, in-school Suspension, out-of-school, or expulsion as determined by the MVHS administration.

*Major student offenses will result in automatic office referral and disciplinary action. All offenses are on pages 32-41 of the *2022-2023 MVHS Student Handbook*.

MVHS Discipline Guidelines

Examples of Possible Referrals to Office

- Fighting
- Violent behavior
- Illegal activity
    - Vandalism - damaging school or private property
    - Bullying, harassment, intimidation towards others
    - Use or possession of illegal products and/or devices/paraphernalia
    - Gambling
    - Possession of firearms and/or weapons
    - Threats made to school, students, or staff
    - Theft
    - Sexual contact
- Skipping class/truancy

Examples of S.T.E.P. Process Offenses

- Disruption of class
- Insubordination
- Violations of technology guidelines
- Out of area (hallway no pass)
- Cell phone violation
- Plagiarism
- Disregard for school rules

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 any other time when the school is being used by a school group. The grounds also apply if a student is off 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 others 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 assembly on school property.
    e. Intentionally making noise or acting in any manner 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 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 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 tobacco products, 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, THC (at any level), 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) and/or THC (at any level), stimulants of any kind, or any other similar 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 as 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, or 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 of education function.
24. Other forms of harassment include 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 of 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 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.
31. Taking photos/videos with an electronic device for any reason other than a staff-approved academic purpose and/or distributing pictures/videos by any means including social media.

B. 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 designated 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 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.

C. 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 sued 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.

D. 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.

E. Legal Settlement

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.

Possible Disciplinary Consequences for the Violations of Student Code of Conduct

Violation of any of these rules could result in disciplinary action being taken against the offending student. Such disciplinary actions could include, but are not limited to: a conference with the student, parent conference, exclusion from class for up to five days, restriction of privileges, restriction of extra-curricular activities, detention, in-school suspension, Saturday School, out-of-school suspension, or expulsion.

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 (please see STEP Program details on pg. 32-33) reserving the right to determine the level of disciplinary action based on the student's infraction(s). Repeated offenses may result in a more severe consequence, including suspension and/or 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 days(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.

Definitions of Disciplinary Consequences

Detention

Detention is used for relatively minor violations of school rules. Detention is an after-school study period. Students are supervised during detention by building staff. Students are required to bring materials to read or study.

Detention is usually held once a week after school ~~from 3:45 p.m. until 5:15 p.m.~~. 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 of Out of School Suspension, Third Offense: 2 days of Out of School Suspension. A fourth offense may result in an expulsion from school.

In-School Suspension

If a student is assigned to In-School Suspension (ISS), he is isolated from the rest of the student 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 High School from 8:00 a.m. until 11:00 a.m. It should be clearly understood that students face additional consequences if they violate any Saturday School rules.

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 Life Center and/or at home. Full credit for the assignments completed at the Life 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.

Students assigned to OSS are not allowed to participate in any sport or extra-curricular activities on the days they are suspended.

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 semester 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 below titled "Due Process"). Students who are expelled from school will have their driver's licenses revoked for 180 days by the Bureau of Motor Vehicles.

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 20-33-8-19 (Burns 28-5303 and 38-5390). Such a right entitles the student and his parents to a hearing as outlined by the statute in 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 Indiana Code have adopted and listed those reasons, which could result in the suspension, expulsion, or exclusion of a student from school.

Student Activities

Athletics

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. The Athletic Handbook is available at www.maraudersathletics.com or at this link Mt. Vernon High School Athletic Handbook.

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. Cheerleading holds a spring tryout for the fall and winter seasons.

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 is available digitally at www.maraudersathletics.com and defines the criteria to be met for each sport.

Extracurricular Activities and 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 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. Participation in extracurricular and co-curricular activities such as athletics, performing arts, and clubs are strongly 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 ensure 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 students spend a great deal of time in extra-curricular and/or other school activities.

At the beginning of the school year, an activity 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 must be cleared through the main office and placed on the master calendar. A few 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. Students 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. Students are encouraged to discuss suggestions and concerns, which they might have, with those students who represent the class.

Each club must have a lead teacher or advisor. New clubs are considered at the beginning of each semester and a MVHS Club/Activity Form must be completed. For a complete list of Mt. Vernon High School clubs and activities, visit the MVHS website at Clubs & Activities.

Students not in attendance for 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, meeting, and the like, for any approved organization, including all teams, groups, and clubs. 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 and co-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 prom, are privileges scheduled only for MVHS students. Out of class guests (for class-specific 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 dance at MVHS.

National Honor Society

The selection process for admission to the 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, verified by the high school counselor and registrar’s office.
2. Those academically eligible may complete the leadership and service application form, which encompasses leadership, service, and character, as well as academics.
3. The entire faculty is asked to comment and recommend (or not) 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.

Random Drug Testing

Random Drug and Alcohol Testing

The Mt. Vernon Community School Corporation Board of Trustees believes that maintaining an environment that is safe, free from illegal substances 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)/guardian(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 the 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,” “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 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 students.

Random Drug and Alcohol Testing Program Continued

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 extracurricular 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 extracurricular 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 on 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 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 doing so, 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 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 MVCSC 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 called and informed if 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 result 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 end of 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 the 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 Result Reporting Procedures

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

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 the 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.

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 and his/her parent/guardian.)
2. 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 and Athletic Teams

Baseball	Cross Country (Girls)	Soccer (Girls)	Tennis (Girls)

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

AfriCAN	Dance Team	Leadership Connect	Science Olympiad
Asia Club	D.A.R.E Representatives	Marauder Mentors	Science Super Bowl
ASL Club	Drama/Musical	Marauder Mob	Social Studies Academic Team
Band (when not co-curricular)	Empowering Marauder Mentoring	Marauder Mysteries	Spanish Club
Battle of the Books	English Academic Team	Math Club	Spell Bowl Team
Best Buddies	FCCLA	Math Super Bowl	Student Government
Black Student Union	FCA	Military Club	Tabletop Club
Book Club	FFA	NASA Youth Council	Tech Crew
Bowling Club	Fine Arts Academic Team	National Art Honor Society	Tech Force
Bring Change to Mind	French Club	National Technical Honor Society	Trap Club
Champions Together	Girls Who Code	National Honor Society	Voice
Choir (when not co-curricular)	Green Team	Newspaper (when not co-curricular)	Yearbook (when not co-curricular)
Color Guard (when not co-curricular)	Interdisciplinary Team	Quiz Bowl	

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 the 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.

1st 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 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 provided;
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"

2nd Offense Tobacco – 90 Calendar Days
Alcohol – 90 Calendar Days
Drugs – 365 Calendar Days

During the time 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 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 provided;
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"

3rd 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 will be notified of a "positive" test for nicotine.

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

Awareness and Assistance Program

The Mt. Vernon Community 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 as well as the community. Drug and alcohol abuse in the school presents a threat to the safety and health of students, faculty and staff, and jeopardizes the efficiency and 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. The Board believes that the parent(s)/guardian(s) and the school must work together to educate and support students in an attempt to prevent the illegal use of drugs and alcohol.

As used in this policy, the term "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 "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 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 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 result 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 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 designed 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 test results of the test will be provided to both the parent/guardian and the principal or principal's designee. IF the parent/guardian wants to re-test administered on the same sample, the full cost of the re-test shall be borne by the great/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 test 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 principal's designee to community service hours at Mt. Vernon High School. Failure to participate in any recognized program for assistance and treatment will result in a recommendation for expulsion.
3. Third and Subsequent Positive Tests(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 the 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, an 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 act), or
2. a violation of law regarding minors and alcoholic beverages

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

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

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 his/her contest season. The program must be 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.
**Students may not serve suspension in an activity he/she does not regularly participate in.*

Community Service – The total penalty will be reduced to 25% of an athlete's contest season 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 approved by the administration. ***Students may not serve suspension in an activity he/she does not regularly participate in.*

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.

Appeals Process

Anyone wishing to request an appeal should notify the high school principal in writing within seven calendar days of the student's notification 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/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 students 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. The process has no legal implications or requirements.

****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**