

MVMS Proposed Student Handbook Changes for 2019-20

Red text indicates language to be deleted, and green text reflects language proposed to be added.

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MVMS Student Handbook

2018 - 2019 2019-2020

We have received and reviewed the ~~2018 – 2019~~ **2019-2020** Mt. Vernon Middle School discipline policy, Student Athlete Guidelines and “Network and Internet Access Agreement for Students.”

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Communication

Electronic Devices

Electronic devices are not needed for any class or activity at Mt. Vernon Middle School (unless permitted by the teacher). This includes ~~MP3 players, CD players, PSP’s,~~ cell phones, ~~earbuds, Air Pods, Beats/headphones, any audio player device,~~ etc. If these items are brought to school, they are to be kept in the student’s locker at all times. If they are found being used by the student, or the student is receiving calls and/or messaging through these devices or the phone is a distraction while at school, they will be confiscated and returned to the student at the end of the school day. Multiple offenses will/could result in disciplinary consequences including but not limited to suspension with pending expulsion. Lost or stolen electronic devices are not the responsibility of the school.

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Wireless Communication Devices

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

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, ~~paggers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones,~~ Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during

school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

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Parent Conferences and Visitation

If at any time parents wish to have a conference with a teacher or a group of teachers, they should **contact the Teacher directly (school email is preferred) call the guidance office** to arrange an appointment with the particular person or persons. Far more can be accomplished when records and grades are available. Therefore, parents should refrain from calling a teacher at his/her home to discuss school business or concerns. Whenever a parent wishes to visit while school is in session, he/she should first make arrangements with the **MVMS Main Office principal's office**. Parents and/or grandparents are welcome to eat lunch with their child at any time. Students are not permitted to bring friends from other schools at any time. All visitors must sign in **through the Lobby Guard system** at the main office upon entering the school.

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Policy Notification Statement on Nondiscrimination

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

Inquiries regarding compliance with Title IX, Section 504, and the Americans with Disabilities Act should be directed to:

Assistant Superintendent
Mt. Vernon Community School Corporation,
1776 1806 W. State Road #234
Fortville, IN 46040

Office of Civil Rights
U.S. Department of Education
Washington, D.C.

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Pay to participate has been approved by the Mt. Vernon Community School Corporation. Middle School non-sport club/activity/group fee is \$25 per person per club/activity/group. Middle School sport participation fee is \$100 per person per sport. Participation fees are in addition to any other fee charged. All students will pay the fees listed for all groups, activities, clubs and sports. No discounts for students who participate in multiple sports/club/activity/group. If not enough students participate in a sport, activity, club, or group, either the group will pay the balance of the cost or the activity will be cancelled. If the activity is cancelled by the corporation, students will receive a refund. Otherwise, participation fees are non-refundable.

Academic Bowl—Social Studies,
Math, Language Arts, and
Science

Jazz/Pep Band
Newspaper Club
Spell Bowl

Boys Basketball
Girls Basketball
Wrestling

Student Council	<i>Gold</i>	<i>Dusters</i>	-	<i>Gold</i>	Boys Swimming & Diving
<i>STEM Club</i> - <u>Robo Tech Club</u>				<u>Intensity</u>	Girls Swimming & Diving
National Jr. Honor Society				<u>Team</u>	Baseball
FCCLA				Cheerleading	Softball
<i>Computer Club</i> - <u>Coding Club</u>				Marauder Movement	Boys Golf
Geography Bee				Science Club	Girls Golf
Spelling Bee				Talent Show	Boys Track & Field
Flag Corp/Color Guard				Football	Girls Track & Field
Art Club				Volleyball	
				Boys Cross Country	
				Girls Cross Country	
				Boys Soccer	
				Girls Soccer	

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Student Drop-Off & Pick Up

MVMS Parents or Parent designee who bring their child to school or pick them up at the end of the day should not use the drive in front of the middle school when buses are present. Parents are expected to drop their *6th or 7th grade* students off at the north side of the school building using the football parking lot. Students may then enter the building *at Door #19* on the north side. Parents picking up their *6th or 7th grade* child in the afternoon should park in the north lot in anticipation of student dismissal.

8th grade Parents who are dropping their student(s) off in the morning need to drop off at the West Lot by the Field House. Students may enter at Door #8. Parent pick-up for their 8th grader in the afternoon is also located via the West Lot. All younger siblings in 6th or 7th grade will follow the 8th grade sibling to the designated drop off and pick up locations.

Textbooks, Chromebooks, Workbooks, and Fees

All classroom textbooks and chromebooks are the property of Mt. Vernon Community School Corporation and on a rental plan. Fee statements for book rental, lab fees, *chromebooks*, and workbooks will be *available by the first day of school sent out by the first of August* and payment will be due by the end of September. You may pay by cash, check, *or credit card* in the school office or you may pay with credit card online through School Pay on the corporation website *under above* the Skyward link *by the Parents Resources Tab*. Payment options are available for those who cannot pay in full. Contact the school treasurer to discuss the payment options. Parents who fail to make full payment by the due date or make arrangements for a payment plan will be notified regarding their failure to comply.

Mt. Vernon Community School Corporation has engaged Kinum (www.kinum.com) 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.

The classroom teacher will issue textbooks to students on the first day 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. Damaged or lost books should be reported to the main office immediately. Students will be responsible for the cost of replacing lost or damaged **textbooks and chromebooks**. **Mt. Vernon Community School Corporation offers a protection plan for chromebooks. The protection plan must be paid in full prior to the coverage being effective.** Students withdrawing during the school year must turn in all rental books **and chromebooks** to the main office before a refund can be determined.

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STEP 4 = The student **is may be** assigned 1 Day of In-School Suspension. Administration and Teacher(s) contact parents.

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4. Shorts, Capri's, skirts, and dresses, including the peak of a slit on a slit skirt, must extend to **the top of the knee mid thigh**. All others are considered too short. Leggings (not tights) may be worn under shorter skirts.

5. All tops must cover the chest area. Garments with plunging or revealing necklines may not be worn.

6. Shoulders must be **completely** covered with fabric. Tank-tops, spaghetti straps, strapless tops, off-shoulder tops, halter tops may not be worn.

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Classification of Absences

Full Day Absence - Students missing the entire day of school.

Half Day Absence - Students missing more than half the school day or early dismissal.

Late Arrival - Students who cross the threshold of the school after the morning bell.

Lost Instructional Time - Students missing any amount of the school day which counts as less than half the day; this includes later arrivals, early dismissals, and trancies to school or class.

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Absence Homework Policy

Daily absence homework assignments are available to students **via online resources. via the homework our website at www.mvcsc.k12.in.us/mvms**. Upon parent request, worksheets and handouts will be gathered after a student has accumulated three or more days of being absent. Please contact the attendance secretary to make this request. Upon a student's return for an absence, the student will be allowed one day to make up work for each day the student was absent. Teachers may have a more lenient policy and this will be communicated to students and parents. Late work is not accepted. However, individual teachers reserve the right to accept late work due to extenuating circumstances. After a student receives three zeros in a single class, a detention may be assigned.

Pre-Arranged Excused Absence for a Family Vacation

When a student is going to be out of school for a family trip, he/she must have a parent contact the school and turn in a completed Pre-Arranged Excused Absence form to the school. **Under normal circumstances,**

The contact must be at least two days in advance of the absence. One week notice is preferred. Final approval for the absence will be made by the principal/designee. The student will be responsible for requesting make-up assignments. If no student or parent contact is made prior to the absence, the absence will be unexcused. All make-up work missed is due the day the student returns from the absence. (This program is not available during the summer school program.)

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Unexcused Absence

A student is assigned an unexcused absence when it is determined that the student missed school for no legitimate reason, according to the Mt. Vernon Community School Corporation Board of Education policy dealing with attendance. Additionally, students will receive an unexcused absence if a parent has not contacted the school or provided a written medical excuse to state a legitimate absence. Students who leave the building during the school day **and do not get** without permission **from either a school nurse, counselor, attendance secretary, or principal/designee** before leaving school will also receive an unexcused absence regardless of the reason.

On the fourth (4th) unexcused absence and for each unexcused absence thereafter, the student's homework, tests, quizzes and/or assignments will be subject to a 2% penalty on the days of the unexcused absences (per School Board Policy). At 5 days of unexcused absences, a warning letter will be sent out. If a student has more than 10 days of unexcused absences, they may have their situation referred to the Hancock County Prosecutor's Office for possible legal action. Recommendation for expulsion could occur and grade retention may occur for the following school year.

Students who are truant to school or are found cutting class will be assigned to Saturday School upon their first infraction. Repeated acts will result in a possible out-of-school suspension or recommendation for expulsion.

Unexcused Absence Notification Policy

Warning Letter #1	Sent by the school when a student has accumulated 4 or more days of unexcused absences.
Warning Letter #2	Sent by the school when a student has accumulated 7 or more days or more of unexcused absences.
Official Notice	Sent by the school when a student has accumulated 10 or more days or more of unexcused absences.
Truancy Referral	Made by the school, to the probation department, when a student has accumulated 10 or more days of unexcused absences.

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General Transportation Information

Students are expected to be waiting at their designated boarding station when the bus is 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 for students. Parents

are encouraged to contact Mt. Vernon Community School Corporation's Transportation Department (485-3100) (317-482-4123) or the bus driver if they know their child will not attend school or will not be riding the bus on a given day.

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SHOWING OF AFFECTION

Attraction of middle school students is natural and will occur at Mt. Vernon Middle School.

Unfortunately, there are times where students will act inappropriately with their feelings toward other students. It is because of this that students refrain from holding hands, **hugging**, or kissing at Mt. Vernon Middle School.

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POSSIBLE DISCIPLINARY ACTIONS FOR INAPPROPRIATE ACTIONS

CLASS EXCLUSION: During class exclusion, a student is assigned to the office during a specific class for up to five days. While in the office, the student will complete class work assigned by the teacher. In addition, a Saturday School will be assigned for the behavior incident.

Extra-Curricular Activity Exclusion: Mt. Vernon Middle School provides many opportunities for student achievement and involvement in the educational process. Student involvement and participation in any extracurricular activity is a privilege. For any student to participate in any Extra-Curricular Activity, a student must be in good standing with Mt. Vernon Middle School in the areas of academics, attendance, and discipline. Extra-Curricular Activities include, but not limited to, any and all field trips (including the Washington D.C. field trip for 8th graders, the Chicago field trip for 7th graders, the Louisville field trip for 6th graders), attendance to any MVCSC athletic events, attendance to any MVCSC band or choir events, after-school dances, after-school club activities, MVMS Field Day, the 8th grade Promotion Ceremony, Awards Day Ceremonies, etc. Refunds on any extra-curricular activity may be denied by MVMS Administration. The decision of MVMS Administration is final.

A student at Mt. Vernon Middle School may not be deemed in good standing with the school based upon the following criteria:

- Academics: 2 or more F's on current grades
- Attendance: 10 or more unexcused absences
- Discipline: Major disciplinary infractions that result in consequences of either out of school suspensions, in-school suspensions, and expulsions

Chromebook Usage: Students are expected to be prepared for learning activities at Mt. Vernon Middle School, this includes bringing a fully-charged chromebook each and every school day of the school year. Repeated occurrences of a student not being prepared for learning with his/her chromebook may result in a disciplinary consequence such as, but not limited to, a STEP notice, lunch detention, after-school detention, Saturday School, and possible in or out of school suspension. Failure for a student to return a spare chromebook from the school by the end of the school day may result in a disciplinary consequence.

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DETENTION: Detention is used for relatively minor violations of school rules. Detention is a before or an after school study period. Students are supervised during detention by a teacher or administrator. Students are required to bring materials to read or study. Detentions are held on designated days. Before school detentions will last from 7:30am until 8:30am. After school detentions will last from 3:45 pm to 4:30 4:45 pm. Students assigned to detention must abide by the rules of the detention. Students who are disruptive or otherwise unable to abide by the detention rules will be assigned a Saturday School. Failure by a student to serve a detention will result in the following:

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Athletic Staff

Julie Shelton, Athletic Director
(317) 485-3160, EXT 2162 (1725)
carey.cole@mvcsc.k12.in.us
julie.shelton@mvcsc.k12.in.us

Stephanie Evans, Athletic Secretary
(317) 485-3160, EXT 2163
stephanie.evans@mvcsc.k12.in.us