**Mt. Vernon High School**

**2019-2020 Handbook Changes**

**The following are the MVHS Student Handbook changes for the 2019-2020 school year:**

1. **Page 3 Announcements**

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

**What Changed:** Eliminated sentence about announcements given at the end of the day (repetitious), added information about announcements on TV monitors, and that students should check announcements daily.

1. **Page 3 Cafeteria – Breakfast and Lunch**

**New:** The school cafeteria is maintained as a vital part of the health & 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 through SchoolPay. Students will not be allowed to charge ala carte items or extras. To view the full charge policy, please visit MVCSC's website.

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

1. **Page 3 Cafeteria – Breakfast and Lunch**

**New:** 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 lunch.

**What Changed:** Changed “he” to “s/he” and added the word “service” to the following the previous wording, “While each student is in the cafeteria or going through the lunch lines, he is expected to act respectfully to all food staff and leave a clean table after finishing lunch.”

1. **Page 3 Cafeteria – Breakfast and Lunch**

**New:** Students are not permitted to have guests dine with them during the lunch period.

**What Changed:** Previously worded, “Students are not permitted guests to dine with them during the lunch period.”

1. **Page 3 Cafeteria – Breakfast and Lunch**

**New:** Mt. Vernon participates in the National School Lunch Program. Families who qualify for meal assistance must submit an application. Applications are available online on Skyward Family Access.

**What Changed:** Updated the previous word, “Mt. Vernon participates in the National School Lunch Program. Students who qualify must submit an application to the school. Applications are available online on the MVCSC website.” Removed “to the school,” changed wording from “students” to “families,” and changed “on the MVCSC website” to “on Skyward Family Access.”

1. **Page 6 Student Education Technology Acceptable Use and Safety**

**New:** 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.

**What Changed: Eliminated the sentence, “**Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use.”2

1. **Page 6 Student Education Technology Acceptable Use and Safety**

**New:** MVCSC makes no warranties of any kind, neither expressed nor implied, for the network/Internet access it is providing.

**What Changed:** Corrected typo in the word “no.”

1. **Page 10 Co-Curricular Activities**

**New:** Visit the Mt. Vernon High School website to view all of the clubs and activities available at the high school. Some of the clubs and organizations include: Book Club, French Club, National Art Honor Society, National Honor Society, Drama and Tech Club, The Green Team, AfriCAN, VOICE, I am Second, Spanish Club, FFA, Best Buddies, Mt. Vernon Mentors, FCCLA, Quiz Bowl Team, Science Olympiad, Academic Super Bowl Teams, Spirit Club, Musicals, ASL Club, Asia Club, and Art Club.

**What Changed:** Added the sentence “Visit the Mt. Vernon High School website to view all of the clubs and activities available at the high school.” Added “Some of the clubs and organizations include…”

**9. Page 11 Grading System**

**New:** 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 on their student’s academic progress on a weekly basis. Mid Term Grades are no longer mailed home, but are available through Skyward Home. For more information regarding this system, please contact the high school registrar.

**WhatChanged:** Changed the wording of Skyward Home Grade Check System to Skyward Family Access

1. **Page 12 Graduation Requirements**

**New:** A list of QR courses can be found in the Course Handbook

**What Changed**: Removed specific years in connection to Course Handbook.

**11. Page 14 Core 40 with Technical Honors (47 Credits)**

**New:**

* Complete all Core 40 requirements(Some electives are replaced with additional classes below)
* Earn 1 credit in Speech
* Earn a “73" or better in all courses that count towards the Diploma
* Have a GPA of “3.0” or Better
* Earn a minimum of 6 credits in the college and career preparation courses in a state-approved College and Career Pathway and earn one of the following:
1. State approved , industry recognized certification or credential, or
2. Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits
* Complete one of the following:
1. Any one of the options (A-E) of the Core 40 with Academic Honors Requirements
2. Earn the following scores or higher on Workeys; Workplace Documents – Level 6, Applied Mathematics – Level 6, and

Graphic Literacy – Level 5.

Earn the following minimum scores on Accuplacer: Writing 80, Reading 90, Math 75.

1. Earn the following minimum scores on Compass; Algebra 66, Writing 70, Reading 80.

**What Changed:** Removed “Students entering high school in 2012 or beyond must”

Replaced “Reading for Information” with “Workplace Documents”

Replaced “Locating Information” with “Graphic Literacy”

1. **Page 15 General Diploma Required Course and Credits) (42 Credits)**

**New:**

* **English:** English 9, English 10, English 11 courses, English 12 courses and (Total 8 credits)
* **Math:** Algebra 1 and 2 additional math credits. (Total 4 credits)

**Students** are required to earn 2 credits in a Math or Quantitative reasoning course during their junior or senior year of high school. QR Courses do not count as math courses.

* **Flex Credits:** must come from one of the following:
	+ Additional electives in a College and Career Pathway
	+ Courses involving Work Place Learning, such as ICE or Internship

**What Changed:** Removed “two 9-week” from English requirements.

Added “QR Courses do not count as math courses.” to math requirement.

Added “or” to clarify math requirement.

Changed wording of “Co-Op Ed” to ICE

1. **Page 16 Additional Graduation Requirements**

**New:**

Reading, writing and math are essential life skills, and students must demonstrate a basic understanding of English/language arts and mathematics as part of the requirements for graduation.

The ASSESSMENT requirement for graduation can be met in several ways:

1. Pass ISTEP+ 10 (English/Language Arts and Math).

2. Fulfill the requirements of the GQE Evidence-based waiver:

* Take the ISTEP+ 10 in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the ISTEP 10+.
* Complete any extra help sessions offered each year by the school to prepare for the ISTEP 10+ retests.
* Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
* Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
* Satisfy any other state and local graduation requirements.
* Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

3. Fulfill the requirements of the GQE Work-readiness waiver:

* Take the ISTEP 10+ in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the ISTEP 10+.
* Complete any extra help sessions offered each year by the school to prepare for the ISTEP 10+ retests.
* Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
* Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
* Satisfy any other state and local graduation requirements.
* Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one industry certification that appears on the state board's approved industry certification list, which must be updated annually with recommendations from the department of workforce development established by IC 22-4.1-2-1.
	+ **Starting with students who entered high school during the 2013-14 school year (class of 2017), the requirement to complete a career exploration internship, cooperative education course OR earn a workforce credential will be replaced with, “complete at least one industry certification from the state board’s approved industry certification list.” Note that this list will be updated annually. This list is available at http://www.doe.in.gov/sites/default/files/assessment/2015-industry-certs-work-readiness-waiver-5-8-2015a.pdf**

**What Changed?** Updated the wording and requirements to match what is in the course handbook.

1. **Page 17 Additional Graduation Requirements**

**New:** 4.

|  |  |
| --- | --- |
| **Graduation Requirements** | **Graduation Pathway Options** |
| 1. High School Diploma | Meet the defined diploma credit and curricular requirements. |
| 2.Learn and Demonstrate Employability Skills (Must complete at least one of the following) | Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one of the following: * Project-Based Learning Experience, OR
* Service-Based Learning Experience, OR
* Work-Based Learning Experience
 |
| 3. Post-Secondary Readiness Competencies (Must complete at least one of the following) | * Honors Diploma (Academic or Technical) OR
* ACT: College-ready benchmarks; OR
* SAT: College-ready benchmarks; OR
* ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR
* State and Industry-recognized Credential or Certification; OR
* Federally-recognized Apprenticeship; OR
* Career-Technical Education Concentrator (Must earn a C average in at least two non-duplicative advanced courses (beyond an introductory course) within a particular program of study.
* AP/IB/Dual Credit/Cambridge International or CLEP Exams: Must earn a C average or higher in at least three courses: OR
* Locally created pathway that meets the framework from and earns approval of the State Board of Education
 |

**What Changed:** Add this new information for the class of 2023 and current MVHS students.

1. **Page 18 Additional Graduation Requirements**

**New:**

5. Fulfill the requirements of the Graduation Pathways Postsecondary-Readiness Competency Waiver:

A student may receive a waiver from the postsecondary readiness competency requirements

1.if:

a. the student was unsuccessful in completing a postsecondary readiness competency requirement by the conclusion of the student’s senior year, including a student who was in the process of completing a competency at one school that was not offered by the school to which the student transferred; **and**

b. the student attempted to achieve at least three separate postsecondary readiness competencies; **or**

2. if a student transfers to as school during the senior year from a non-accredited nonpublic school or an out-of-state school and the student:

 a. attempted to achieve at least one postsecondary readiness competency

 requirement; and

 b. was unsuccessful in completing the attempted postsecondary readiness

 competency.

To receive a waiver, the student must:

1. attempt at least three separate post-secondary readiness competencies by

the end of the senior year; and

2. maintain at least a “C” average, or its equivalent, throughout the student’s

high school career in courses comprising credits required for the student to

graduate; and

3. maintain a school attendance rate of at least 95% with excused absences not

counting against the student’s attendance; and

4. satisfy all other state and local graduation requirements beyond the

postsecondary readiness competency requirements; and

5. demonstrate postsecondary planning, including:

 a. college acceptance;

 b. acceptance in an occupational training program;

 c. workforce entry; or

 d. military enlistment;

that is approved by the principal of the high school.

**What Changed:** Add this new information for the class of 2023 and current MVHS students.

1. **Page 20 Weighted Grades**

New: Updated the Level 2 Weighted Grades Information:

 **Level 2** (+.50) All MV “Honors” courses with a C or higher will be increased

by .5 GPA points

 English 9-Honors English 10-Honors

Algebra II-Honors Biology I-Honors

 Pre-Cal/Trig Honors Geometry Honors

20th Century-Honors\* Modern World Civilization-Honors\*

\*when offered

**What Changed:** Added Geometry Honors and added “\*when offered” to two courses that may not be offered every year

1. **Page 20 Counseling Center**

**New:** Students wishing to see their counselor should click the “Request to see Counselor” link on the MVHS Counseling webpage and submit their request.

**What Changed:** Changed from a Request to see Counselor Form (paper) to an electronic link.

1. **Page 21 Student Withdrawal**

**New:**

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

**What Changed:** Updated language about withdrawal procedures. Previous information:

Removed, “Textbooks should be turned in to the main office. Library books should be returned and all debts cleared.”

Added, “The new school the student is planning to attend must be listed on the withdrawal form. Any student planning to withdraw to pursue their High School Equivalency (HSE) would meet with an administrator. All textbooks, library books and fines, electronic device, charger, and case must be turned in at the time of withdrawal. Any outstanding debts or fees must be cleared with the school treasurer.”

1. **Page 26 Library**

**New:** The library provides fiction and non-fiction materials as well as access to electronic databases to help you with assignments for your classes and for recreational reading. The librarian is available to assist students with finding a book, research, paper writing, and speech preparation. Students may have three print resources checked out at a time, and those resources can be renewed if they are not on hold for another student. Books circulate for three weeks. Magazines are available for overnight checkout. Open from 7:45-3:40, students may use the library throughout the day with a pass from a teacher. Students do not need a pass before school to use the library; for SRT, they should obtain a pass from the library assistant. 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.

**What Changed:** Updated the language Media Center to Library, Media Specialist to Librarian, and Media Assistant to Library Assistant.

1. **Page 26 Lockers**

**New:** To prevent loss or theft, students should not share lockers with anyone, preset the combination or give the combination to another student.

**What Changed:** Reworded the second sentence from “To prevent loss or theft, do not share your locker with anyone, preset the combination or give the combination to another student.”

1. **Page 26 Lockers**

**New:** For safety reasons, all backpacks, athletic bags, medium and large purses, totes, and other bags should be stored in lockers throughout the school day.

**What Changed: Added Sentence**

1. **Page 27 Restrooms**

**New:** 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.

**What Changed:** Changed west restroom to north restroom in the second sentence. Corrected sentence tense, and eliminated the sentence, “No student shall be in the upstairs restrooms before school.”

1. **Page 28 Telephone and Headphone Use**

**New:** 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 over 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.

**What Changed:** Revised cell phone policy (new policy above). Removed old language, “Cellular phones are strictly prohibited from being used during regular school hours and are not permitted to be visible (including cell phone clip) during regular school hours. Cellular phones will be confiscated immediately. Students may not receive their cell phone back until the consequence given for the violation has been completed. The use of classroom telephones by students is strictly prohibited.”

1. **Page 28 Textbook, Workbook, Fees, and Devices**

**New:** Fee statements for book/device rental, lab fees, and workbooks will be available no later than the first day of school.

**What Changed:** Updated when statements would be available from August first to the first day of school.

1. **Page 28 Textbook, Workbook, Fees, and Devices**

**New:** 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.

**What Changed:** Changed Statewide Credit Association ([www.statewidecredit.net](http://www.statewidecredit.net)) to Kinum.

1. **Page 29 Textbook, Workbook, Fees, and Devices**

**New:** 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 a protection plan. 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.

**What Changed:** Changed Mt. Vernon does offer “insurance for devices that can be purchased within the first 30 days of your child starting school” to Mt. Vernon does offer “a protection plan.”AND Removed the sentences, “The protection plan must be paid in full prior to the coverage being effective. If the plan is not paid in full prior to the first 30 days of your child starting school then your child will not be covered for the plan period.”

1. **Page 29 Visitors**

**New:** Individual conferences with teachers, counselors, or administrators concerning any problem or questions are encouraged; however, it is required that prior contact be made to schedule an appointment with all persons concerned. Teachers may have messages left for them by using e-mail or their voice-mail, which can be accessed by calling the main office. The education of today’s youth is a cooperative venture between the home and the school; please do not hesitate to let us know if you have a concern or suggestion. For various reasons we cannot permit friends and guests to visit or spend the day with Mt. Vernon students. Anyone visiting the school is required to sign in through our visitor management system in the main office and receive clearance before proceeding into the building.

**What Changed:** Removed the sentence, “Parents are always welcome and encouraged to visit classrooms at any time.” Changed “register” in last sentence to “sign in throughout our visitor management system.”

1. **Page 30 Alcohol and Drug Counseling**

**New: Removed one sentence. Now reads, “**Recognizing that alcohol and drug usage is present with various students and that many students want to break their ties to alcohol and drug dependence, Mt. Vernon Community Schools will assist students who voluntarily seek help.The assistance provided may include school counseling and/or referral to outside agencies. Confidentially of the student will be of uppermost importance.

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

**What Changed: Removed “Students who voluntarily seek help will not be penalized by the school, provided school policies regarding possession or usage on school grounds is not violated.”**

1. **Page 31 Reasons for an Excused Absence**

**New:** 11. Pre-Arranged Family Trip – Up to 3 Days per policy

**What Changed:** Added “Up to 3 days per policy” next to Pre-Arranged Absence

1. **Page 32 Consequences for an Unexcused Absence**

**New:** Students who accumulate ten or move unexcused absences may have their situation referred to the Hancock County Probation Department for possible legal action.

**What Changed:** Per the Hancock County Probation Department policy, two was changed to ten.

1. **Page 34 Tardiness**

**New:** Future employers are often interested in this record. Students realizing they will be late should have their parents call ahead or bring a note of explanation (see the Attendance section for Reporting an Absence).

**What Changed:** Removed specific page numbers to reference and inserted “see the Attendance Section for Reporting an Absence” since page number changed when the document is reformatted.

1. **Page 36 Driving Regulations**

New: 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 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 the student violates driving regulations and loses their driving privileges.

**What Changed:** Changed “fill out a registration card that will be kept on file in the office” to “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 program.

1. **Page 36 Driving Regulations**

**New:** Students unable to abide by the driving and parking regulations will have consequences including but not limited to: having their right to drive to school suspended, parking citation, vehicle towed at owner’s expense.

**What Changed:** Changed “Students unable to abide by the driving and parking regulations will have their right to drive to school suspended.” to Students unable to abide by the driving and parking regulations will have consequences including but not limited to: having their right to drive to school suspended, parking citation, vehicle towed at owner’s expense.

1. **Page 42 Dress and Appearance**

**New:** 9. Hats, hoods or other head coverings, such as bandanas, may not be worn inside the school building. Hats are to be kept in lockers or left in vehicles during the day.

**What Changed:** Removed “headbands” and added “or left in vehicles”

1. **Page 47 Wireless Communication Device**

**New:** The following devices are examples of WCDs: cellular telephones, pagers/beepers, personal digital assistants (PDAs), 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.

**What Changed:** Changed cellular and wireless telephones to cellular telephones and removed “Blackberry/Smartphones”

1. **Page 47 Wireless Communication Device**

**New:** 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. The device cannot cause a disruption in the classroom.

**What Changed:** Added sentence “The device cannot cause a disruption in the classroom.”

1. **Page 47-48 Wireless Communication Device**

**New:** The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

**What Changed:** In no circumstances shall the device be allowed to connect to the Corporation's network.

1. **Page 48 Wireless Communication Device**

**New:** Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and may face disciplinary consequences.

**What Changed:** In the last sentence, added “and may face disciplinary consequences.” Removed “and held until the end of the year.”

**40. Page 63 Random Drug and Alcohol Testing**

**New:** Removed 2 duplicated paragraphs on confidentiality of RDT and Implementation of RDT.

**What Changed:** No change (removed duplication in the section)

**41. Page 67 Sequence of Disciplinary Actions**

**New:** Saturday School meets at Mt. Vernon High School from 7:50a.m. until 11:00 a.m.

**What Changed:** Changed Mt. Vernon Middle School to Mt. Vernon High School.

1. **Page 68 Policy Notification Statement**

**New:** Inquiries regarding compliance with Title IX, Section 504, and the Americans with Disabilities Act, should be directed to the Assistant Superintendent of the Mt. Vernon Community School Corporation, 1806 W. State Rd. 234, Fortville, Indiana 46040 or to the Office for Civil Rights, U.S. Department of Education, Washington D.C.

**What Changed:** Corrected address