

Listed below are the MVMS 20-21 Student Handbook Proposed Changes for the MVCSC School Board Meeting for 5/18/20. If you have any questions, please do not hesitate to contact me.

MVMS Proposed Student Handbook Changes for 2020-21

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

Time Schedule

The MVMS school day for students begins at 8:45 a.m. Dismissal is at 3:45 p.m. The specific class time schedule will be on the student schedules and /or posted on our school website. **Students are not to report to the MVMS building until 8:15 a.m. every school day unless participating in a MVCSC sanctioned club, team, or morning detention.** The Mt. Vernon Middle School website is <http://mvms.mvsc.k12.in.us/>

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Cafeteria

The lunch menu for students is located on our website at: www.mvsc.k12.in.us. Please read ahead to understand your lunch choices.

General Procedures—**Students are asked to sit in assigned seats in the cafeteria.** Students will line up to purchase food in an orderly manner—no pushing, shoving, or yelling. **Students will use their ID numbers for account access.** **Students are encouraged to use their Student ID cards for touchless account access.** Once students are finished with their meals, they are to return their lunch tray to the dish room, throw all trash away, and make sure their tables are clean and litter free. All items purchased must be in clear view of the cashier. The cashier, kitchen staff, or school administration will ask students to empty their purses, jackets or pockets if there is suspicion of a concealed item.

Students are not permitted to use other student's accounts to pay for their food. No charging for school lunches is allowed.

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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, Smartphones, **Smartwatches**, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

"Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

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

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Homework Beliefs

Homework should be purposeful and not busy work. It should help reinforce what is being taught in the classroom and give students the opportunity to practice.

Homework should be directly connected to classroom instruction.

We acknowledge that students do not all have an equal playing field outside of school when it comes to homework support.

Students should have no more than 60-80 minutes of homework total per day in middle school. It is essential that Teams are actively communicating.

A student's grade should reflect the student's actual learning within the given subject.

Student success on homework should have a strong correlation to student success on tests and quizzes.

Homework should be engaging, should serve to help motivate students to learn, and an important part of learning.

Homework should never hurt a student's learning.

Homework can be accepted late for some credit within a reasonable time frame - all at the Teacher's professional judgment and discretion.

Since grades reflect a student's learning, it is safe to say that students with differing abilities will need to put in different amounts of effort to achieve mastery of the standards. Because of this, students should receive some credit when homework is received within a reasonable amount of time at the Teacher's discretion.

If a student does not hand in an assignment, the grade is a zero.

Homework can be used to assess prior knowledge. This type of homework should either not be graded or only given a completion grade.

Homework should be assigned when teachers are confident that all students have enough knowledge to work on their own with limited to no support from their teacher(s). Homework should never cause a grade to reflect something other than a student's learning.

New Addition to Handbook

Health Services

Treats at School/Treat List

Due to an ever increasing number of student allergies, we simply must strictly adhere to the baked goods and class treat list policies. Home baked goods are not permitted. If sending in treats for a class party, please only send in “Safe Snack” approved pre-packaged purchased items. A complete list of school approved snacks can be located on www.snacksafely.com and on the MVCSC Health Services webpage.

Parents will be required to sign a permission slip for their student to participate in food related activities and special occasions. If you have further questions regarding safe snacks, you may also contact your health room assistant/school nurse.

New addition to Handbook

Media Center

The media center is located in the middle of the academic wing of the school building. An orientation at the beginning of each school year familiarizes students with the media center rules and circulation policy. Teachers and students have access to books, magazines, computers, multimedia materials, and equipment. Student’s visit the media center with a class, group, or individually to check out books, complete research projects, study and read. **Students are encouraged to use their student ID card for touchless checkout of materials.** Additional Media Center information can be found on the school website www.mvcsc.k12.in.us.

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Student Activities

All student activities must be sanctioned by the administration of the school and must be under the direct supervision of the administration and/or faculty of Mt. Vernon Middle School. The listed activities are school sanctioned activities at Mt. Vernon Middle School. In the past, MVMS has offered the following clubs (see below) and participation was a factor of student interest, parent support and staff participation. Club offerings for 2019-2020 will be determined on an as needed basis culled from student interest. Financial obligations for some of these activities will be based on parental support.

Academic Bowl—Social Studies, Math, Language Arts, and Science	Jazz/Pep Band	Boys Basketball
Student Council	Newspaper Club	Girls Basketball
Robo-Tech Club	Spell Bowl	Wrestling
National Jr. Honor Society	Gold Intensity Dance Team	Boys Swimming & Diving
FCCLA	Cheerleading	Girls Swimming & Diving
Coding Club	Marauder Movement	Baseball
Geography Bee	Science Club	Softball
Spelling Bee	Talent Show	Boys Golf
Flag Corp/Color Guard	Football	Girls Golf
Art Club	Volleyball	Boys Track & Field
	Boys Cross Country	Girls Track & Field
	Girls Cross Country	Boys Tennis
	Boys Soccer	Girls Tennis
	Girls Soccer	

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MVMS Discipline Guidelines

Automatic Referral to Office

- Fighting and/or (major horseplay)
- Inappropriate touching of others (Inappropriate sexual contact)
- Vulgar or profane language
- Vandalism - damaging school or private property
- Major Disrespect and Defiance with staff members
- Bullying, harassment, intimidation towards others
- Use or possession of tobacco, tobacco like, and drug/alcohol products and paraphernalia
- Skipping Class/Truancy
- Gambling
- Major violations of technology guidelines
- Possession of firearms and weapons
- Threats made to school, students, or staff
- Theft

Step Process Offenses

- Making noise or other disturbances that impede learning.
- Repeated refusals to work and stay engaged in class (sleeping)
- Minor violations of technology guidelines
- Violation of proper dress code
- Lying, cheating, and/or plagiarism
- Minor hallway and restroom behavior
- Poor behavior for a sub
- Disregard to classroom rules and expectations
- Minor horseplay
- Food or drink in hallway, locker, classroom
- Inappropriate displays of affection
- Step 4 - complete referral to office

Daily Student Responsibilities



- Classroom supplies
- Completing and/or missing assignments (homework policy) grade level consistency
- Make-up work (grade level consistency)
- Organization and time management
- No Food or Gum (habitual offenders step for Defiance)
- No personal hygiene items that disrupt classroom learning
- Follow all classroom rules and expectations
- Chromebook charged daily

School Wide Expectations

Successful Marauders	Arrival / Dismissal Expectations
<u>READY</u> 	<ul style="list-style-type: none"> ✓ Be sure all your belongings are in your locker. ✓ Be prepared with <u>all</u> materials for your class. ✓ Remove all headgear upon entering the school. ✓ Arrive on time. ✓ Go directly to your destination. ✓ Keep moving and do not run or congregate in the hall.
<u>RESPONSIBLE</u>	<ul style="list-style-type: none"> ✓ Be on time to class and the buses. ✓ Arrive to school in compliance with school dress code. ✓ Wipe your shoes when entering the building. ✓ Be cautious of slick floors with snow or rain. ✓ Think about and be prepared to make good choices when entering the building.
<u>RESPECTFUL</u>	<ul style="list-style-type: none"> ✓ Be polite to EVERYONE. ✓ Cooperate with EVERYONE. ✓ Respect others' personal space and property. ✓ Keep your hands to yourself. ✓ Do not yell, keep your voice down.


Successful Marauders	Cafeteria Expectations
<u>READY</u> 	<ul style="list-style-type: none"> ✓ Follow the lunch room supervisor's instructions. ✓ Know your lunch number ✓ Arrive on time. ✓ Be seated after getting your food. ✓ Raise your hand for permission to leave your seat.
<u>RESPONSIBLE</u>	<ul style="list-style-type: none"> ✓ All food stays on top of your tray when paying. ✓ Clean up after yourself. ✓ Stay seated at your table unless you are throwing trash away. ✓ Do not throw food.
<u>RESPECTFUL</u>	<ul style="list-style-type: none"> ✓ Quietly wait your turn in line. ✓ Do not cut others in line. ✓ Do not yell at others at different tables. ✓ Throw away all your trash. ✓ Sit at a table with respectful students.


Successful Marauders	Bus Expectations
<u>READY</u>	<ul style="list-style-type: none"> ✓ Be on time to your bus stop. ✓ Be ready when your bus arrives. ✓ Know how to exit the bus in an emergency.

	<ul style="list-style-type: none"> ✓ Listen and follow all instructions from your driver.
<p><u>RESPONSIBLE</u></p>	<ul style="list-style-type: none"> ✓ Obey all safety and bus rules. ✓ Keep the bus clean. ✓ Report any unsafe or inappropriate behavior to the bus driver. ✓ Stay in your seat at all times. ✓ Keep your hands and feet to yourself.
<p><u>RESPECTFUL</u></p>	<ul style="list-style-type: none"> ✓ Keep your voice level low. ✓ Don't throw trash out the windows. ✓ Keep hands, arms, and head inside the bus. ✓ Be courteous to the bus driver and others. ✓ Sit in your assigned seat. ✓ Use appropriate language.
<p>Successful Marauders</p>	<p>Classroom Expectations</p>
<p><u>READY</u></p> 	<ul style="list-style-type: none"> ✓ Arrive on time to class. ✓ Have all materials needed to complete work. ✓ Be ready to work. ✓ Bring assignments to class. ✓ Take an active and positive role in class. ✓ Believe success is possible.
<p><u>RESPONSIBLE</u></p>	<ul style="list-style-type: none"> ✓ Know and follow all classroom rules. ✓ Accept positive and negative consequences. ✓ Charge your chromebook daily. ✓ Turn in assignments that are due on time.
<p><u>RESPECTFUL</u></p>	<ul style="list-style-type: none"> ✓ Follow and respond appropriately to your teacher. ✓ Clean up your space. ✓ Have positive communication at all times with your teacher and classmates. ✓ Don't distract others from learning.
<p>Successful Marauders</p>	<p>Clinic / Nurse's Office Expectations</p>
<p><u>READY</u></p>	<ul style="list-style-type: none"> ✓ Have a signed pass to the nurse. ✓ Show the pass to the nurse.
<p><u>RESPONSIBLE</u></p>	<ul style="list-style-type: none"> ✓ Wait quietly for your turn with the nurse. ✓ Be honest with the nurse about your wellness.
<p><u>RESPECTFUL</u></p>	<ul style="list-style-type: none"> ✓ Honor the health privacy of others. ✓ Be concerned with only your medical condition. ✓ Stay in the clinic area until directed to go back to class.




- ✓ The nurse will determine whether you stay at school or go home.

Successful Marauders	Hallway Expectations
<u>READY</u>	<ul style="list-style-type: none"> ✓ Have a signed official pass. ✓ Respond appropriately to adult directions. ✓ Walk on the right side of the hallway. ✓ Do not share lockers.
<u>RESPONSIBLE</u>	<ul style="list-style-type: none"> ✓ Go directly to your destination. ✓ Follow school rules. ✓ Walk and talk, don't congregate.
<u>RESPECTFUL</u> 	<ul style="list-style-type: none"> ✓ Use appropriate language and volume. ✓ Respect other's personal space and property. ✓ No running. ✓ Keep your hands to yourself. ✓ Do not be a distraction to classrooms.

Successful Marauders	Parent / Visitors Expectations
<u>READY</u> 	<ul style="list-style-type: none"> ✓ Check in at the main office. ✓ Have ID ready and available. ✓ Have student information ready and available. ✓ Have a question – please ask. ✓ Make sure your students demographic information is updated with correct information.
<u>RESPONSIBLE</u>	<ul style="list-style-type: none"> ✓ Make sure the outside door latches on the way out of the building. ✓ Check in at the main office / Sign in. ✓ Pick up a "visitors" badge.
<u>RESPECTFUL</u>	<ul style="list-style-type: none"> ✓ Use appropriate language and actions. ✓ Be considerate of the teacher's instructional time. ✓ Contact the teacher before or after school to make an appointment – 24 hours in advance.

Successful Marauders	Restroom Expectations
<u>READY</u>	<ul style="list-style-type: none"> ✓ Go to the restroom and return promptly. ✓ No loitering allowed. ✓ No horseplay allowed.

	<ul style="list-style-type: none"> ✓ Upon entering and exiting the restroom, follow hallway expectations.
<p><u>RESPONSIBLE</u></p> 	<ul style="list-style-type: none"> ✓ Place all trash in the trash cans; do not throw your trash. ✓ Use proper restroom hygiene / wash your hands. ✓ Clean-up after yourself. ✓ Take pride in school property / No vandalism. ✓ Always flush when finished.
<p><u>RESPECTFUL</u></p>	<ul style="list-style-type: none"> ✓ Have a positive response to adult directions. ✓ Use appropriate language and volume. ✓ Respect others' personal space and property. ✓ Keep your hands and feet to yourself. ✓ Be positive, kind, and respectful to others.

New addition to Handbook

Student Dress Code and Appearance

Mt. Vernon Middle 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 the normal school routine.

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

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ATTENDANCE

Attendance Information - MVMS & MVHS

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.

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.

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 by 10:00 am with verification of the absence. Documentation of absences must be received within three days of the absence. 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

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.

Contact **MVMS** Attendance Office at 317-485-3160

PRE-ARRANGED EXCUSED ABSENCE

When a student is going to be out of school for a family trip, he/she must have a parent contact the school and turn in a completed Pre-Arranged Excused Absence form to the school. Under normal circumstances the contact must be at least two days in advance of the absence. One week notice is preferred. Final approval of the absence will be determined by the principal/designee. The student will be responsible for requesting make-up assignments. If no student or parent contact is made prior to the absence, the absence will be unexcused. All make-up work missed is due the day the student returns from the absence. (This program is not available during the summer school program.) No pre-arranged excused absences for a family trip will be granted during the last five days of any nine-week grading period, during state mandated testing, when a student has accumulated ten (10) or more absences in a school year, or when the requested day(s) would exceed that number. A student may accumulate no more than 3 pre-arranged excused absences during a school year. Any days in excess of this will be considered unexcused absences. The student must be accompanied on the trip by a parent/guardian or grandparent. Pre-arranged excused absence days may not be taken during snow make-up days, and any student who has an unexcused absence is not eligible for these days. Pre-excused absence days that exceed the maximum number of excused absences during a school year (10) may be considered unexcused absences. A separate application must be filed for each student. If you have not received a response from the building principal or the principal’s designee within five (5) days of filing this application, please contact the principal/designee. The principal’s determination is final.

College Visits/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.

All students absent from school will be classified as follows:

Excused Absence

- Illness or injury
- Death in the family/Attendance at a family funeral
- Religious observances if attendance is requested in writing by the student's minister
- Pre-Arranged Absence - Up to 3 days per policy (Pre-Arranged Absence form must be completed in advance)
- Attending activities under the sponsorship of the school
- Approved college visitation (HED form must be completed in advance)
- Quarantine or exclusion because of exposure to a contagious disease
- Certain emergencies as interpreted by the principal

Exempt by Statute

In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (I.C. 20-33-2-(14- 17.5)) Absences exempt by this statute include:

- Service as a Page or as an Honoree of the General Assembly
- Service on Precinct Election Board or for Political Candidates or Parties
- Witness/Participant in Judicial Proceeding and/or Detainment
- Duty with Indiana National Guard
- Duty with Indiana Wing of Civil Air Patrol
- Military (Related to family deployment/return)
- Participation in the Indiana State Fair
- 2 college visitation days during junior and senior year

Unexcused Absence

A student is assigned an unexcused when it is determined that the student missed school for no legitimate reason, according to the MVCSC Board of Education policy dealing with attendance. Students will receive an unexcused absence if a parent has not contacted the school or provided a written medical excuse or pre-arranged absence.

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
- 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 an 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 as a student who is chronically absent, by having 10 or more absences in one school year.

Habitual Truancy and Chronic Absenteeism Guidelines and Procedures

- Any absence from school beyond 9 school days requires a Doctor's note.
- Students who have accumulated more than 9 absences, excused and unexcused, will be subject to Indiana Compulsory Attendance Law.
- All absences both excused and unexcused count towards the attendance policy limit.
- Students who have violated the attendance policy (10 or more days absent) will follow the Attendance Policy.

Attendance Policy and Interventions

All students will adhere to the MVCSC secondary attendance policy. The total number of absences include both Excused and Unexcused absences.

Offense	# of Absences	Attendance Policy with Interventions
	Day 7	Warning Letter with Notification of Policy
1st Offense	Day 10 - 12	Letter #2 and Before/After School Detention and Phone Call Home
2nd Offense	Day 13 - 15	Letter #3 and Attendance Contract and Saturday School
3rd Offense	Day 16 - 18	Letter #4 and ISS / Saturday School / MVHS Parking Revoked and Possible Home Visit
4th Offense	Day 19	Referral to Probation

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 - MVHS and MVMS

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 grading period 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 (MVMS)

Students not present in the classroom when the tardy bell rings will be counted tardy.

1st Tardy - Teacher Warning

2nd Tardy - Teacher Warning

3rd Tardy - Teacher Before/After School Detention

4th Tardy - Teacher Before/After School Detention

5 or more Tardies - Referral to Office (Detention, Saturday School, ISS)

Tardy to Class (MVHS)

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

Activity Participation

MVHS - A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions including employment unless the student is in attendance by 9:05 a.m. (30 minutes after the start of the school day). 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.

MVMS - Students are expected to make school attendance their first priority. Students must be in attendance at school by 11:00 a.m. and attend all afternoon classes to be eligible for extracurricular activities that day. Exceptions to this would be a prearranged absence or a school related function. A medical appointment or family emergency during the afternoon will also be exempted if the student attends school prior to the contest.

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.

Attendance - Hancock County Attendance Protocol

One of the cornerstones of a successful middle school education is the development of regular school attendance patterns. The State of Indiana recognizes attendance as an indicator for successful schools and has made attendance a part of the Four Star School Status. Mt. Vernon Middle School has received this award 5 times during the past decade. An averaged daily attendance rate of 97% meets one of the criteria for Four Star Status. This means that all students should miss less than 5 ½ days of school. In addition to this status, regular school attendance is a key element for students to mature intellectually and socially. If a student is going to be absent from school for the day, a phone call must be received by the attendance secretary before 9:15 a.m. each day. Failure to contact the attendance secretary will result in the child receiving an unexcused absence. In addition, the attendance secretary will contact parents/guardians about the child's absence. A parent phone call within three days of the absence will excuse the absence. Students who have been absent due to illness should not return to school until they are "fever free" for 24 hours without the use of fever reducing medications such as Tylenol.

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.

Absence Homework Policy

Daily absence homework assignments are available to students via online resources. 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. 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.)

No pre-arranged excused absence for a family trip will be granted during the last five (5) days of any nine weeks grading period, during state mandated testing, when a student has accumulated ten (10) absences or more during the school year, or when the requested number of days exceeds that number. A student may accumulate no more than 3 days of pre-arranged excused absences during a school year. Any days in excess of this will be considered unexcused absences. The student must be accompanied on the trip by a parent, guardian, or grandparent.

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

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

Reasons for an Excused Absence

According to School Board policy, the valid reasons for school absences are illness of the student, a death in the family, court appointments, required church observances, quarantines, and exclusion from school because of exposure to contagious diseases, certain emergencies as interpreted by the principal, pre-arranged absences for a family trip (see above paragraph), Military connected families (e.g. absences related to deployment and return). Students will be counted present when acting as a page in the legislature or when attending activities under the sponsorship of the school.

Students who have accumulated 10 absences will be monitored by an administrator, who will review the student's attendance pattern and contact the parents or guardians as needed. Students, who in previous years demonstrated attendance inconsistencies, will be monitored after 5 absences. Should there be questionable absences; a problem with make-up work, attitude, or effort, the student may have certain restrictions or conditions placed on him or her. Doctor's notes verifying illness, parent conferences, detention, Saturday school, and the notification of legal authorities, are examples of restrictions, which may be used.

State Fair Attendance Policy

Mt. Vernon students who are formally participating in sanctioned activities for the State Fair (competing, exhibiting, etc.), will be given an excused absence when such is requested at least one week ahead of time through the building principal/designee.

Take Your Daughter and/or Son to Work Day

If a parent or guardian wishes to take a child to work with them on a designated “Take Your Daughter and/or Son to Work Day,” the parent or guardian should apply for a prearranged absence as described above.

Tardiness to School

Students who are late to school in the morning or to their first class during the day will be counted tardy. When a student receives his/her third tardy in a nine-week period, he/she will be assigned a detention. Continued tardiness may result in Saturday School, In-School or Out-of-School Suspension, or recommendation for due process for expulsion. Students who arrive late due to morning medical appointments will not be assigned a detention for their appointment as long as documentation of the appointment is provided.

Tardiness to Class

Students not present in the classroom when the tardy bell rings will be counted tardy. A student will receive a detention for every third tardy to class he/she receives. Teachers may have tardy policies that are stricter. If those policies have been given to the students and are on file in the main office, they will apply. Students are permitted 5 minutes passing time between each class.

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 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.

Sports Offered at Mt. Vernon Middle School

Fall Season

Cheerleading (7-8)
Boys Cross Country (6-8)*
Girls Cross Country (6-8)*
Boys Football (7-8)
Girls Volleyball (7-8)
Boys Soccer (6-8)
Girls Soccer (6-8)
Coed Tennis (7-8)

Winter Season

Boys A & B Basketball (6-8)*
Girls A & B Basketball (6-8)*
Cheerleading (6-8)*
Boys Swimming (6-8)*
Girls Swimming (6-8)*
Wrestling (6-8)*

Spring Season

Boys Baseball (7-8)
Boys Golf (6-8)*
Girls Golf (6-8)*
Girls Softball (7-8)
Boys Track & Field (6-8)*
Girls Track & Field (6-8)*
Boys Tennis
Girls Tennis

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Academic Eligibility: Mt. Vernon Middle School has established the following policy for academic eligibility:

1. Academic eligibility will be checked at the end of each academic quarter.
2. A student who receives two or more failing grades on their quarterly report card will be ineligible from any athletic competition for the entire next quarter.

1st Quarter Academic Eligibility will be determined by the previous 4th Quarter report card for 7th and 8th grade student athletes. The athlete will become eligible at the end of the next academic quarter if there are not two or more failing grades on their quarterly report card. The MVMS Athletic Department reserves the right, at any time, to conduct grade checks on student athletes to determine the academic eligibility for an athletic competition or multiple athletic competitions.

Mt. Vernon Middle School has established the following policy for academic eligibility:

1. Academic eligibility will be checked at the end of each nine-weeks and at progress report time.
2. A student who receives two failing grades will be ineligible from any athletic participation. The athlete will become eligible at the end of the next grade check period (either progress report or end of the quarter) if he/she raises the grade to a passing level.

Students should manage their time in order to attend all practices, competitions, and other school functions to achieve high marks in their courses at Mt. Vernon Middle School. If a student athlete fails in managing their time wisely, they should not be involved in athletics. Academics must always be a higher priority than athletics.

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