

MVHS Handbook Changes 2020-2021

Table of Contents Pages 2-5

- We have made significant changes to the layout and arrangement of our handbook in an effort to make the handbook more user-friendly. We have also added a table of contents.

School Schedule Page 6

- Updated our schedule to reflect the early release on Wednesdays.

Library Page 7

- Language was changed from three “print resources” to “books” in the sentence:
 - 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.
- Library hours were changed from 7:45-3:40 to 8:00 to 4:00.
 - Open from 8:00-4:00, students may use the library throughout the day with a pass from a teacher.

Lost and Found Page 7

- Added “purses, wallets, or electronic devices” to the sentence:
 - An area is provided in the main office for the placing of found articles of jewelry, purses, wallets, or electronic devices.

Student ID Cards Page 8

- Students are expected to use their student ID cards to receive lunch and/or breakfast. For the safety and health of student 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 Person and Possession Page 8

- Removed language related to Board Policy 5771 since that policy is no longer posted and changed IC 20-8.1-5.1-8 to IC 20-33-8-14 since it has been updated.

School Closings Page 8

Updated the information to:

- 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.

- Removed the sentence: More information on work permits may be obtained by visiting the web site at www.teenworker.org.
- Added sentence: More information on work permits may be obtained by visiting the website at <https://www.in.gov/dol/2398.htm>.

Food Services Page 9-10

- Added “breakfast” to the sentence:
 - 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**.
- Changed the word lunchtime to mealtime in the sentence:
 - Different dining arrangements may be made for their **mealtime**.
- Changed the word media center to library in the sentences: 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.
- Added “Breakfast” the sentence:
 - “Mt. Vernon participates in the National School **Breakfast** and Lunch Programs.”
- Added the following sentence in regard to applications for meal assistance:
 - A new application must be submitted every year.

Attendance Page 10-15

MVHS and MVMS worked together to create an updated secondary attendance policy that aligns with Indiana Compulsory Attendance laws and county probation attendance initiatives.

• Attendance Information Page 10

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 Page 10

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 three days of the absence or it will be unexcused. An illness of

three days or longer will require doctor verification for the entire absence to be excused. Students who have been absent due to illness should not return to school until they are “fever free” for 24 hours without the use of 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 Page 11**

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 Page 11**

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 Page 11**

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 Excused Absence Policy Page 12**

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 Visitation and Higher Education Days Page 12**

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.

- **Absences Page 12-13**

All students absent from school will be classified as follows:

All absences, including excused absences count towards the total number of days absent. Students may receive consequences for an excessive number of excused absences (See chronic absenteeism below). Excused absences include, but are not limited to the following:

Excused Absence Page 12

- 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 Page 12

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 Page 13

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 Page 13**

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 absences in one school year.

- **Habitual Truancy and Chronic Absenteeism Guidelines and Procedures Page 14**

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 Page 14**

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 Page 14**

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 Page 14**

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 Page 15**

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 Page 15**

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.

- **eLearning Attendance Policy Page 15**

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 Page 15**

Removed language about a grade reduction:

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.

- **Attendance Council Page 15**

The attendance Council, members of the certified MVHS staff, has the authority to make recommendations for corrective/disciplinary actions, based on student attendance, to the Mt. Vernon High School Administration. The Attendance Council will communicate with students, parents, and administration.

Take Your Daughter to Work Day

- Eliminated section on Take your Daughter/Son to Work Day

Students wanting to job shadow may use Higher Education Days and/or a pre-arranged absence day.

Anti Harassment and Non-Discrimination (formerly Policy Notification Statement) Page 15

- Added the following:

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 [A100 Anti-Harassment and Non-Discrimination](#)

Use of Seclusion and Restraint Page 15-16

- Updated the policy to align with the corporation's G400 Seclusion and Restraint with Students policy.

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 Page 16

- Updated the policy to align with the corporation's G250 Pest Control and 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.

Asbestos Policy

- Removed policy to align with corporation policies.

Bullying Page 18

- Updated information pertaining to bullying and the reporting of bullying and included a link to the high school anonymous reporting form.

Mt. Vernon High School 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.

Graduation Requirements Page 20

- Removed detailed information about graduation requirements, including requirements for each diploma type, so information can be updated easily. New language:

Detailed information about the topics listed below can be found on the 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)

Showing of Affection Page 30

- Updated language to read:

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.

Wireless Communication Device (WCD) Page 34-35

- Changed wording in two places about students retrieving a confiscated WCD to:

Students who violate this policy will have their WCD confiscated by school personnel and such device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until the **end of the school day and the consequence has been assigned**.

And

Students may not receive their WCD back until the **end of the school day and the consequence has been assigned**.

Sequence of Disciplinary Actions Page 38

- Changed the number of Out of Class Suspension days from up to 5 days to up to 3 days.
- Updated the section on the accumulation of disciplinary actions by eliminated the old language listing the number of offenses students could accumulate per quarter and added the language:

Students with multiple disciplinary infractions within a quarter may receive alternate consequences (e.g. Saturday School may be assigned in lieu of 2 detentions). Repeated offenses may result in a more severe consequence. (e.g. repeated violation of the tardy policy may result in a Saturday School instead of detention).

Detention Page 39

- Due to early release on Wednesdays, the wording about detention being held after school on Wednesday was changed to:

Detention is usually held once a week after school from 3:45 p.m. until 5:20 p.m.

Expulsion Page 39-40

- Updated the following sentences:

An expulsion is usually for the remainder of the **semester**.

Corporal Punishment

- Removed statement:

Corporal punishment may be administered in accordance with local administrative procedures and Indiana Law.

Mt. Vernon High School Athletic Policy Page 40

- Removed the following:

Athletic handbooks may be obtained in the Athletic Office during normal school hours.

- Added the following:

The Athletic Handbook is available at www.maraudersathletics.com or at this link [Mt. Vernon High School Athletic Handbook](#).

Interscholastic Athletics Page 40

- Updated the information about cheerleading tryouts:

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

- Updated to indicate that the athletic handbook is available digitally instead of being passed out to each student and the criteria for a varsity letter is included in the handbook:

The athletic handbook is available digitally at marauderatheltics.com and defines the criteria to be met for each sport.

Extracurricular and Co-Curricular Activities Page 40

- Eliminated the list of clubs and inserted a sentence about visiting the MVHS website for a complete and updated list:

For a complete list of Mt. Vernon High School clubs and activities, visit the MVHS website at [Clubs & Activities](#).

- Added the following information:

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](#).

Random Drug and Alcohol Testing Page 42-53

- Removed the phrasing** “under the age of 18” throughout the Random Drug and Alcohol Testing section when referencing notification of students who test positive for nicotine since Indiana State Law has changed the legal age to use and purchase nicotine products to age 21.

Financial Responsibility Page 46

- Omitted the following to align with the rest of the policy and policy changes made last year:

A request on appeal for a second saliva specimen test is the financial responsibility of the student or the student’s parent/guardian.

- Updated Extra-Curricular Organizations: Page 47**

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	

- Updated the first paragraph to read:

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.

2020-2021 Course Handbook Policy Additions

The following policies will be added to the previously Board Approved Course Handbook, which will be linked to the Student Handbook:

Schedule Request Policy - Students must carefully consider all course requests prior to meeting with their school counselor to plan for the upcoming school year. Students must complete a course request sheet signed by both the student and parent.

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.

Schedule changes after June 1 will be administratively granted under the following circumstances:

- Administrative error in scheduling (i.e. original student requests were not entered correctly)
- Need to balance class sizes
- Student failed a second semester class or summer school class in a required subject
- Dropping a scheduled ACP or AP course must include the appropriate drop form with all required signature approvals. The form must be completely approved before the 8th class day.
- Special education considerations
- Documented physical or mental condition requires a modification in the schedule
- Student is academically misplaced in the course (has not completed prerequisites, new enrollee misplaced)
- Administrative discretion

Students may not change their schedules due to instructor preference or the order of classes. (Approval of all schedule change requests is subject to consideration involving maximum and minimum class size.)

Year-long and semester classes are included in this policy.

Students enrolled in dual credit courses in which college credit may be granted, must research and consider the application of credit at other universities carefully prior to scheduling. Changes in college entrance status will not be considered in granting schedule change requests.

Online Course Policy - Students must complete online courses by a deadline set by the school counselor. Online summer school courses must be completed by the first student day of the upcoming school year.

Testing Accommodations

- **State and District Testing (ISTEP, NWEA)** - MVHS follows IEP, 504, and ILP accommodations.
- **Federal Testing (SAT, AP, PSAT, and ACAT)** - Accommodation requests must be made separately through the College Board (SAT, AP, PSAT) and ACT even if a student has an IEP, 504, and ILP. Requests should be made a minimum of twelve weeks prior to the test date. Contact the school counselor who will direct parents and students to the school's Services for Students with Disabilities Coordinator. The College Board and ACT approve and/or deny requests, not MVHS.

Transferring Credits from Other Institutions

Credits for High School Courses Taken Prior to High School - Students are strongly encouraged to take high school courses at the high school level. Incoming freshmen who took a high school course for high school credit at the middle school/junior high level must do the following for the course to be taken into consideration for MVHS credit:

- Grades and credits for the course must be included on the student's high school transcript (or verification from previous district's high school that credit would have been given) and will be factored into the student's cumulative GPA and class rank. Verification of transcribed grades will be required.
- Only fully completed courses will be considered.
- Students will be required to accept or decline all credits for a course prior to the start of the freshman year.
- Grades will be transferred based on the previous school's grading scale and letter grade, not converted to the MVHS grading scale.
- Accepted courses must be IDOE approved.

Transfer Credit Policy

- Grades will be transferred based on the previous school's grading scale and letter grade, not converted to the MVHS grading scale.
- Grades and credits for the course must be included on the student's high school transcript and will be factored into the student's cumulative GPA and class rank. Verification of transcribed grades will be required.