

Mt. Vernon High School

2026-2027 Student Handbook

approved by the MVCSC Board of School Trustees on **TBD**

Welcome

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

The rules, procedures, policies, and code of conduct included in this handbook are in addition to the school corporation's broad, discretionary authority to maintain safety, order, and discipline on school property and within the school corporation's jurisdiction. These rules support, but do not limit, the school corporation's authority as provided by Indiana law.

Mt. Vernon High School Philosophy Statement

It is the primary purpose of Mt. Vernon High School to meet the educational needs of tomorrow's citizens, as each one prepares to assume a responsible role in our society. To succeed, the school must work together with the community to encourage scholastic/technological achievement, promote responsible behavior, foster self-respect, respect for others, and promote awareness of contemporary issues, while reinforcing the student's physical, emotional, and spiritual growth.

Mt. Vernon High School Mission Statement

Mt. Vernon High School provides a safe educational environment, which promotes maximum academic achievement through independent and critical thinking, good citizenship and healthy living, and the ability to participate effectively in a culturally diverse society, the development of aesthetic appreciation, and the development of skills necessary for independent, lifelong learning.

School Song

*Hail, Hail to Mt. Vernon High
Hail to the Gold and White
We will be loyal to you
Through our battles tried and true
Fight! Fight! Fight
Fighting Marauders are we
On to victory!
We are proud to sing
All the praises of
Our Mt. Vernon High*

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Policy Disclaimer

This handbook is intended to provide a summary of expectations, procedures, and guidelines for students and families. It does not replace official Mt. Vernon Community School Corporation Board Policies or Administrative Guidelines. Staff should always reference Board Policies and Administrative Guidelines to ensure proper implementation and oversight.

Student Services and General Information

Daily Schedule & Calendar

The daily bell schedule can be accessed at: [Daily Bell Schedule](#). School: [calendar is here](#).

School Colors

At the beginning of each school day, the school colors, Pledge of Allegiance, and a moment of silence will be observed. Students are asked to stop all activities and stand quietly during this period.

Announcements

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

Hall Passes

Students are not permitted in the halls during class time unless an instructor accompanies them, or they have a pass from an authorized staff member. Faculty and staff have been instructed to ask students for passes. Students without passes will be subject to detention.

Library

The library provides fiction and non-fiction materials as well as access to electronic databases to help students with assignments for classes and for recreational reading. The librarian is available to assist students with finding a book, research, paper writing, and speech preparation. Students may have three books checked out at a time, and those resources can be renewed if they are not on hold for another student. Books circulate for three weeks. Magazines are available for overnight checkout. Open from 8:00-4:00, students may use the library throughout the day with a pass from a teacher. Students do not need a pass before or after school to use the library; for SRT, they should obtain a pass from the library assistant and SRT teacher. Students wishing to come to the library for lunch may do so, but may not bring food/drink and must stay the entire lunch period. Please see the school website for further

information. Overdue emails are sent each Monday. Books overdue for more than 60 days will be considered lost at which time an email will be sent to your parent/guardian notifying them of the overdue book. Please see the school website for further information.

Lockers

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

Lost and Found

An area is provided in the main office for the placing of found articles of jewelry, purses, wallets, or electronic devices. An area by the custodian's office will be designated for all other found items. Articles not claimed at the end of each semester will be removed. Lost articles of value should be reported to the main office.

Restrooms

Restroom facilities are available before and after classes, during the break between classes, and at lunchtime. Students absolutely needing to use the restrooms during classes must have a permission pass from the instructor. Only the restrooms north of the cafeteria are available at lunchtime. Students are expected to keep the restrooms clean. Students should not go to a general restroom if they are sick; instead, they should go to the health room restroom. Students should not remain in the restroom during class time.

School Closings

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

School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school.

Student ID Cards

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

Student Search and Seizure

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

Alcohol and Drug Counseling

Recognizing that alcohol and drug usage is present with various students and that many students want to break their ties to alcohol and drug dependence, Mt. Vernon Community Schools will assist students who voluntarily seek help.

School Trips

FIELD TRIPS

Field trips are an extension of Mt. Vernon Community School Corporation's educational program and are designed to enhance student learning. Participation in field trips is a privilege.

Permission & Communication

A signed parent/guardian permission form is required for all field trips. Families will be notified in advance of trip details. Emergency contact and medical forms must be on file prior to participation.

Transportation

Students and chaperones are required to travel to and from field trip destinations using Corporation-approved transportation per MVCSC Field Trip Guidelines. Due to safety and liability considerations, alternative transportation is not permitted unless pre-approved by administration. Transportation for these events will be fully funded by those participating. With prior principal approval, some chaperones may be approved to drive separately, as long as at least two chaperones ride each bus.

Student Expectations

Students are expected to follow all school rules, and all directions from staff and chaperones. Students must remain with assigned groups, participate in scheduled activities, and demonstrate appropriate behavior at all times. Failure to meet expectations may result in disciplinary action and/or removal from the trip.

Supervision & Chaperones

All trips will include approved staff and/or chaperones. Chaperones must complete required background checks and volunteer forms. Chaperones are expected to actively supervise students and follow all Corporation policies as directed by school staff. (Staff Reference: C-500R and D-325E)

Procedures & Safety

Field trips must follow approved itineraries, transportation plans, and supervision procedures. Students and chaperones will be informed of expectations prior to the trip, and staff will maintain accountability for all students throughout the trip.

Policy Reference

This section is a summary of expectations. All field trips must comply with Mt. Vernon Community School Corporation Board Policies and Administrative Guidelines, including Policy C500 (School Trips and Activities), Policy C525 (Medical Needs), Policy C325 (Student Supervision and Welfare), Policy D325 (Background checks) and Corporation Field Trip Guidelines.

Permission Slip

Our field trip permission slip can be found here: [Permission Slip](#)

FOR OVERNIGHT STAYS IN HOTELS OR DORMITORIES:

1. All school rules apply while on this trip. The school personnel and official chaperones are the decision makers, and their directives must be followed.
2. No students of the opposite sex are allowed in students' rooms at any time.
3. Set a definite curfew in which students are to be in their rooms for the evening.
4. School staff should check with the hotel management to see if a log is available each morning, which tells what room door was opened. Many hotels have this service available due to electronic entry systems.
5. If no electronic record is available, the trip coordinator should provide for an overnight supervision watch done by either hired security from the hotel or by chaperones for the group.
6. Make sure students "leave no evidence" that they were present in the facility. When gathering in a public area like a lobby for departure, students must police the area to make sure belongings and trash are not left.
7. Develop and communicate a procedure for distributing and collecting room keys. Students may not switch room assignments.
8. Remind students that there are guests trying to sleep in the hotel and that they should refrain from loud talking and door slamming while passing through hallways.
9. If the trip schedule allows students to leave the facility for recreation, shopping etc., students must go in groups of three or more. NO STUDENT SHOULD EVER LEAVE THE FACILITY ALONE. Chaperones must establish a definite return time to the hotel or a "check-in" time while out sightseeing. Each small group should have a specific chaperone designated to monitor them. Students should wear tags with their names printed on the front at all times. On the back of the tags, the hotel name, the hotel address, and the hotel phone number should appear.
10. One person should keep medical treatment release forms, and all chaperones should know the location of these. Prior to leaving school, a staff member should have the school nurse review the medical forms to identify students with allergies or health issues.

Thank you again for our help and we hope you enjoy this activity with our students as they participate in a meaningful educational experience.

Teacher/Coach/Chaperone Responsibilities & Understandings

- a. Teacher/Coach are responsible for having Chaperones fill out a Limited Background check through the Human Resources department two weeks prior to the trip.
- b. Teachers, coaches and chaperones are responsible for the conduct of all students while on the bus and at the event.
- c. Travel is permitted only to the places and areas designated on the Trip Permission and Acknowledgement of Responsibility Form.
- d. All trips will have a pre-designated path of travel (route) that will be established before the trip begins. Drivers cannot deviate from that predetermined route unless authorized by the transportation department, Superintendent or a Superintendent designee.
- e. Lead teacher/coach will inform all other adult chaperones to spread out while on the bus to monitor student's behavior.
- f. Lunch/dinner stops must be preauthorized before the trip begins and stated on the trip request form of the actual location of the stop.
- g. All field trips and trip drops must have the appropriate number of teachers/coaches /chaperones on the bus for each school or sport team.
- h. Buses cannot and will not be utilized as a changing room.
- i. Everyone must exit the bus on arrival at all destinations.
- j. No one is allowed to return to the bus without teacher/coach permission and accompanied by a teacher/coach/chaperone.
- k. Lead teacher/coach is responsible for ensuring all passengers are aboard the bus before departure.
- l. Lead teacher/coach will make a head count before departure of a trip, before departure at any stop during trip and upon return of a trip.
- m. Since the doors to the bus do not lock, the driver, Transportation Department and the school corporation are not responsible for any items left on the bus. Upon returning to school, all personal items should be removed from the bus.
- n. Lead sponsor shall check the cleanliness and condition of the bus upon completion of the trip.

Chaperones will need to fill out and/or abide by MVCSC documents to attend trips, including:

- a. [C525-E2 Release and Authorization for Adult Volunteers](#)
- b. [Limited Background Check Google Form](#)
- c. [C500 School Trips and Privately Sponsored Activities Involving School Corporation Employees and Students](#)

Student Insurance for School Owned Property

In Skyward, families will be assigned an annual insurance premium for technology devices and, if applicable, musical instruments. This premium covers the repair or replacement cost, up to the full value, for accidental damage to district-issued technology devices (e.g. laptops, tablets) and musical instruments.

We want to ensure that you are informed about the options available regarding insurance coverage for district-issued technology and musical instruments. Families have the choice to opt-out of insurance coverage by simply not paying the insurance premium(s) via Skyward before September 1st.

If you opt-out by not paying the insurance premium, please be aware that you will be financially responsible for the full repair or replacement cost of any district-issued technology or musical instruction damaged accidentally or otherwise. Repair/replacement costs can amount to several hundred dollars depending on the device/instrument.

Food Services

The school cafeteria is maintained as a vital part of the health and wellness program of the school. To encourage good nutrition, a well-balanced meal is offered at a reasonable price. All foods sold to students during the school day intended for consumption on campus must meet the USDA School Nutrition Standards and Smart Snack regulations. Students may choose between the plate lunch and ala carte items. Per federal lunch guidelines, students are not allowed to order outside food during lunch.

Parents/guardians are expected to check their student's account balance regularly via Skyward Family Access. **Parents/guardians are expected to maintain a positive balance in their student's account, failure to do so may result in other actions.** Payments can be made with cash/check in person, by mail, or electronically. Students will not be allowed to charge ala carte items or extras to negative accounts, even with cash in hand. To view the full charge policy please visit MVCSC's website. Students should use their student ID in the cafeteria line to process the transaction. **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.**

While each student is in the cafeteria or going through the lunch lines, s/he is expected to act respectfully to all food service staff and leave a clean table after finishing breakfast/lunch. Parents will be contacted for those students throwing food or who are unable to observe these simple dining regulations. Different dining arrangements may be made for their mealtime.

Food and drinks may be permitted in a learning environment at the discretion of the teacher/staff member. Food and drinks are not permitted at any time in computer labs or at computer stations. Violations of this policy may result in disciplinary action being taken.

During lunch periods, students are not to roam the halls; instead, they must remain in the cafeteria. No one may go to the parking lot without prior administrative approval. No student is allowed to leave MVHS for lunch. Students are not permitted guests to dine with them during the lunch period. Students will not be permitted to go to the library from lunch. Those wishing to use the library must report at the beginning of the lunch period and remain until the end. Breakfast is also served daily, including when the school has a two hour delay. Theft from the cafeteria will not be tolerated. Students who steal from the lunch line will be subject to school discipline and may be prosecuted for theft.

Mt. Vernon participates in the National School Breakfast and Lunch Programs. Families who qualify for meal assistance must submit an application. Applications are available online on Skyward Family

Access. A new application must be submitted every year.

Health Services

For information regarding our Corporation's student health services, visit our [Health Services Handbook](#) on the school website. By agreeing to the student handbook, students and parents/guardians also agree to the policies listed in the Health Services Handbook.

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

Food Related Activities, Snacks, and Special Occasions

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

Attendance

HANCOCK COUNTY ATTENDANCE PROTOCOL

All Hancock County schools—Greenfield Central Community School Corporation, Eastern Hancock Community School Corporation, New Palestine Community Schools, and Mt. Vernon Community School Corporation—have adopted a unified attendance protocol. These procedures have been approved by the Hancock County Prosecutor's Office and the Hancock County Probation Office to ensure consistency and compliance across all school corporations.

The purpose of these attendance measures is to support regular student attendance and to prevent students from reaching the following thresholds:

- **Habitual Truancy:** Ten (10) or more unexcused absences in a school year
- **Chronic Absenteeism:** Missing ten percent (10%) or more of the school year for any reason (approximately eighteen [18] total days)

Reporting an Absence

For every student absence, a parent or guardian must notify the school within 24 hours of the absence.

At Mt. Vernon High School, absences may be reported using one of the following methods:

- Call the front office/attendance office at: (317) 485-3131 ext 1762 or option 1
- Email the front office/attendance office at: Julia.lowe@MVCSC.k12.in.us

- Respond directly to the ParentSquare notification sent via the app, email, or phone call

Failure to notify the school within 24 hours may result in the absence being recorded as unexcused.

Discretionary Absences

Under the Hancock County Attendance Protocols, students are permitted seven (7) discretionary absences per school year. Although a student is provided with seven (7) discretionary absences, all efforts should be made to avoid absences during state testing, before and after breaks, and/or during finals.

A discretionary absence is an absence that:

- Does not require documentation or administrative approval, and
- Is reported to the school by a parent or guardian within 24 hours

Once all seven discretionary absences have been used, any additional absences without required documentation or approval will be considered unexcused, unless the absence qualifies as excused or exempt under the guidelines below.

Excused Absences

An absence may be considered excused if:

- The school is notified within 24 hours, and
- Appropriate documentation is provided

Excused absences include, but are not limited to:

- Personal illness
- Illness in the immediate family
- Quarantine of the home
- Observance of a religious holiday
- Emergency or set of circumstances
- Any other good cause acceptable to the Superintendent or designee, or as permitted by law

Submitting Documentation for Excused Absences

Documentation must be submitted within 24 hours of the absence and may be provided by:

- Delivering documentation to the school's front office
 - Emailing documentation to: Julia.lowe@MVCSC.k12.in.us
 - Faxing documentation to: 317-485-2721
-

Exempt Absences

Under Indiana law, schools are required to excuse absences for students under the following circumstances:

- Serving as a page or honoree of the Indiana General Assembly (IC 20-33-2-14)
- Serving on a precinct election board or assisting a political candidate or party on the day of an election (IC 20-33-2-15)
- Being subpoenaed to testify in court (IC 20-33-2-16)
- Serving with the National Guard for at least fifteen (15) days during the school year (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to five (5) days (IC 20-33-2-17.2)
- Participating in an approved educationally related, non-classroom activity (IC 20-33-2-17.5)
- Exhibiting or participating (or having a household member exhibit or participate) in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

Exempt absences may still require documentation, as determined by the school.

Unexcused Absences

Any absence that does not meet the criteria for discretionary, excused, or exempt status will be recorded as unexcused. Any absence where a parent or guardian has not contacted the school within 24 hours will be recorded as unexcused.

Once a student has used all seven discretionary absences, any additional absences without appropriate documentation (such as a doctor's note, administrative approval, or an exempt absence) will be considered unexcused.

Attendance Notifications and Interventions

To keep families informed of attendance concerns, schools will issue attendance letters at the following milestones:

- Discretionary Absence Letter: Sent after all seven (7) discretionary absences have been used
- Attendance Letter #1: Sent after five (5) unexcused absences
- Attendance Letter #2: Sent after eight (8) unexcused absences
- Attendance Letter #3: Sent after ten (10) unexcused absences

Upon issuance of Attendance Letter #3:

- The school will contact the Department of Child Services (DCS), and
- The school will file a Round Table Attendance Conference referral with the Hancock County Prosecutor's Office and Probation Office

Participation in the Round Table Attendance Conference is mandatory.

Attendance Contract

After eight (8) unexcused absences, a parent or guardian will be required to attend an attendance meeting with a school administrator or designee. During this meeting:

- The student's attendance record will be reviewed
- An attendance contract will be developed and signed by the parent or guardian

- Expectations for future attendance will be clearly outlined

The school will contact the parent or guardian to schedule this meeting.

Monitoring Attendance Records

Parents, guardians, and students are encouraged to regularly monitor attendance records through the school corporation's student information system.

At Mt. Vernon High School, this system is PowerSchool.

For assistance with account access or setup, please contact the school office.

Additional Attendance Information

- Attendance is calculated based on the full academic school year
- Attendance records transfer between Hancock County schools if a student enrolls in another county school
- Excessive absences or tardies may impact eligibility for out-of-district transfer enrollment

If you have questions regarding attendance policies or documentation requirements, please contact the Mt. Vernon High School front office.

Tardiness

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

Tardy to School

Students who are tardy to their first class during the school day will be counted as tardy. If a student arrives 30 minutes or more after the start of the school day without an excusable reason, an unexcused absence for the period will be recorded and a consequence will be assigned. Students who accumulate three tardies to block 1 during a semester will earn a detention. Continued tardiness during the semester may result in additional consequences: Saturday School, In-School Suspension, Out of School Suspension, and/or Loss of Driving Privileges.

Tardy to Class

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

Activity Participation

A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions, including employment, unless the student attends at least half of the school day, unless the absence is exempt by state statute. If a student is serving an Out-of-School

Suspension or an In-School Suspension for a full day, they are not eligible to participate or attend any activity or practice. If the suspension falls on a Friday, the student is ineligible for the entire weekend.

eLearning Attendance Policy

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

Skip Days

There are no authorized skip days at Mt. Vernon High School. Any senior or other student that violates this rule will be considered truant and receive disciplinary action. On a day where information or the absence pattern indicates an unauthorized skip day, a doctor's statement may be requested.

****Please note that the policies of Mt. Vernon High School and the Mt. Vernon Community School Corporation are subject to change due to the requirements dictated by the State of Indiana and/or the Indiana Department of Education**

School and Corporation Policies and Information

Anti-Harassment and Non-Discrimination Policy

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

Use of Seclusion and Restraint with Students

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

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

Pesticide Policy

The School Board is committed to providing all persons in its school community with a safe environment, including minimizing the exposure to harmful pests and pesticides. Pest control practices

will involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential exposure to students and staff. For more information, see the corporation's [G250 Pest Control and Pesticide policy](#).

Family Educational Rights to privacy

Parents and students have rights under FERPA regarding the educational records of the student.

These rights include:

- The right to inspect and review the student's educational record.
- The right to prevent disclosure of the student's educational record, subject to several exceptions.
- The right to request that a school correct records, which are believed to be inaccurate or misleading.
- The right to file a complaint with FERPA officials if any of the above rights are violated.

Directory Information Notice

The Family Educational Rights and Privacy Act ("FERPA") ensures that personally identifiable information contained in student education records is kept confidential. However, FERPA allows school districts to designate certain non-sensitive information as "Directory Information," which may be disclosed for appropriate purposes at the discretion of the school corporation, unless a parent/guardian or eligible student (18 years of age or older) opts out.

MVCSC designates the following as Directory Information: student name, address, telephone number, email address (including school-assigned email accounts, for limited educational purposes), photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, type of diploma awarded, and awards received, including honor roll and scholarships.

Use of Directory Information

MVCSC does not provide student lists or Directory Information to organizations for profit-making, commercial, or political purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options. The Superintendent may authorize limited disclosure of Directory Information to a for-profit or commercial entity for a specific educational activity or project, provided that advance notice is given to affected parents/guardians and an opportunity to opt out is offered prior to participation.

Directory Information may be used for a variety of school-related purposes, including but not limited to: yearbooks; student newspapers; student-run media; classroom communication, printed programs for extracurricular activities; news releases; district and school websites; social media; videos; podcasts; and other district or education foundation uses. This information may also be shared with media and broadcasting organizations, which may include their digital platforms. In addition, Directory Information may be shared with community partners to support and promote our district.

School-assigned email addresses are designated as Directory Information solely for the purpose of facilitating student access to approved educational platforms, applications, and services. These email addresses will not be disclosed beyond this limited educational use. Directory Information may also be disclosed, as permitted by law, to institutions of higher education and to military recruiters unless a parent/guardian or eligible student submits a written request to withhold such information. Directory Information regarding former students may be disclosed unless a prior request to withhold such information has been submitted.

Parent/Guardian & Student Rights

Parents/guardians or eligible students (18 years of age or older) have the right to request that MVCSC not disclose any

or all Directory Information. Requests must be submitted in writing to the student's teacher or administrator within ten (10) days of receipt of this notice. If a request to opt out is submitted, MVCSC will not release Directory Information for the remainder of the school year.

Please carefully consider this decision. Directory Information is commonly used for recognizing student achievements, participation in school activities, inclusion in yearbooks and programs, and sharing positive news about students and schools. If you choose to opt out, the student's name, image, and related information will not appear in these contexts. If you have any questions or wish to submit a request regarding Directory Information, please contact your child's teacher, school administrators, or the MVCSC Community Relations Department.

Parent Participation Policy

A parent (including a guardian/custodian) of a dependent student shall be required to participate in any disciplinary action authorized under Indiana Code, IC 20-8.1-5.1, as well as the student discipline handbook of this Corporation, at the discretion of and upon proper notice by a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising, after school study time, reviewing homework, and ensuring regular attendance and attendance after school, if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in the following manner:

Written or telephone contact by school official(s) in advance of the meeting, conference, or hearing, followed by a letter of confirmation.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children, and the child may be considered to be a "child in need of services" in accordance with IC 31-6-4-2(a)7. The parent, guardian, or custodian may also be referred to the Hancock County Probation Department or the Hancock County Prosecuting Attorney's Office.

Visitors

Individual conferences with teachers, counselors, or administrators concerning any problem or questions are encouraged in compliance with Board policy H100. It is required that prior contact be made to schedule an appointment with all persons concerned. Teachers may have messages left for them by using email or their voicemail, which can be accessed by calling the main office. The education of today's youth is a cooperative venture between the home and the school: please do not hesitate to let us know if you have a concern or suggestion. **For various reasons, we cannot permit friends and guests to visit or spend the day with Mt. Vernon students. Anyone visiting the school is required to sign in through our visitor management system in the main office and receive clearance before proceeding into the building.**

Emergency Preparedness and Crisis Intervention

In compliance with 511 IAC 6.1-2-2.5, MVCSC has developed and implemented Comprehensive Safety and Crisis Intervention Plans at the district level and for each individual school. Mt. Vernon High School has established procedures for dealing with a wide range of crises and emergency events. Routine drills and practice sessions will be conducted periodically to ensure our preparedness. Drills and practice sessions are intended to teach students proper behavior and appropriate responses in

emergency situations. Students are expected to listen closely to adults and follow their directions quickly during all emergency drills.

Emergency Alert System

Mt. Vernon Schools have an automated communication system in place. In the case of an emergency or other situation warranting parent notification, the emergency alert system will automatically call the number(s) that the parent(s)/guardian(s) have listed on their student's registration card. Therefore, it is critically important that the parent(s)/guardian(s) have listed on their student's registration card. Therefore, it is critically important that the parent(s)/guardian(s) provide the school with the correct telephone numbers for notification.

Bullying

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

Academics and Counseling

Counseling Center

Guidance and counseling services are available for every student in the school. These services include scheduling, post-secondary planning, standardized testing, career information, study aids, help with home, school, social concerns, or any issue the student would like to discuss. Students wishing to see their counselor should click the [Request To See Counselor](#) link on the [MVHS Counseling Department](#) webpage and submit their requests.

Skyward Family Access

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

Grading System

Students will be graded at Mt. Vernon High School on a percentage basis. The table to convert these percentages to letter grades and our 4.0 scale is as follows:

Letter Grade	Percent 4-Point Scale
A+	100 4.0
A	95-99 4.0
A-	90-94 3.7
B+	87-89 3.3

B	83-86 3.0
B-	80-82 2.7
C+	77-79 2.3
C	73-76 2.0
C-	70-72 1.7
D+	67-69 1.3
D	63-66 1.0
D-	60-62 0.7

F	59 and below 0.0
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Grades will be available online through Skyward to students and parents by the end of the day on Friday the week school resumes after the end of the semester.

Graduation Requirements

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

Detailed information about the topics below can be found on the [MVHS Counseling Department](#) webpage and by selecting the appropriate handbook:

[26-27 Course Handbook for Cohorts 2027 - 2028](#)

[26-27 Course Handbook for Cohorts 2029 and Beyond.](#)

Credits and GPA

Credit for a course is earned by completing the course with a grade of 60% or higher. The final course grade will become a part of the student's permanent academic record. The grade point average is computed at the end of each semester and is cumulative throughout a student's high school career. Semester grades are based on the semester (85%) and the final exam (15%). Class rank (Cohorts 2027 & 2028) is determined by the grade point average and, therefore, may change at the end of each semester.

WEIGHTED GRADES

The Mt. Vernon Community Schools' Board of Trustees believes in recognizing the greater academic effort put forth by students who select to take more academically challenging courses. Approved courses within

the MV curriculum will be eligible for a weighted grade status, including Advanced Placement, Dual Credit, Honors, and 3rd-year World Language courses. Students can apply for approval to take dual credit courses from approved post-secondary institutions. Those approved courses will be eligible for a weighted grade status.

Students only receive weighted credit if they take the corresponding AP exam and/or sign up for the dual course enrollment through the corresponding post-secondary institution.

The weighted grades are used to determine grade point average and class rank.

Coursework makes up 85% of a student's overall semesterly course grade. The final exam is 15% of the student's final course grade. Weights fall into the following levels, depending on the course taken and grade earned:

- **Level 1** (+.50) All MV Honors and 3rd-Level World Language courses with a C or higher will be increased by .5 GPA points.
- **Level 2** (+1.0) All qualifying Advanced Placement and Dual Credit Courses with a C or higher will be increased by 1.0 GPA points.

Letter Grade	Standard 4.0 Scale	Level 1: +0.5 Level 2: +1.0
A+	4.00	4.50 5.00
A	4.00	4.50 5.00
A-	3.70	4.20 4.70
B+	3.30	3.80 4.30
B	3.00	3.50 4.00
B-	2.70	3.20 3.70
C+	2.30	2.80 3.30
C	2.00	2.50 3.00
C-	1.70	Not Weighted Not Weighted Not
D+	1.30	Weighted Not Weighted
D	1.00	Not Weighted Not Weighted Not
D-	.700	Weighted Not Weighted

Final Examinations

At the end of each semester, final examinations will be given in all subjects. Exams are weighted 15%

of the semester grade unless other calculations are approved by the administration and clearly stated in course expectation sheets.

SCHEDULE CHANGE POLICY *

Students should plan for no schedule changes. Course requests must be submitted during the scheduling window to allow for planning and staffing. Changes are not permitted, but consideration will be given to extenuating circumstances such as adjusting for a failed course, dropping courses due to lack of demand, and accommodating an injury, extended illness, or other emergency (see below).

Schedule changes after the first ten days of the school year, must be requested 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 health 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.

OVERNIGHT TRIPS & TRAVEL EXPECTATIONS

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.) 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.

Repeating a Course

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

Courses Failed

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

Early Graduation

Students are encouraged to complete four full years of high school. However, it is possible to meet graduation requirements in less than four years. Students who wish to be an early graduate must fill out an Early Grad application when choosing classes for the junior or senior year. Applications will not be accepted after May of sophomore year (junior grad) OR May of junior year (mid-year grad). To graduate in less than four years, a student must have earned the required credits and met all three requirements of the Graduation Pathways. Students who wish to be a mid-year graduate must complete all required courses within the 1st semester; 2 semester courses are not eligible to be used for mid-year graduation status, with the exception of English 12. Students must complete one credit of English 12 during the summer entering their senior year.

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

Student Withdrawal

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

Tutoring

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

Response to Intervention

MVCSC is committed to providing high quality instruction to all students; therefore, we utilize a general education initiative called Response to Intervention. RtI represents a systematic method for evaluating the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions.

RtI is a framework that is to be used for every student in a school, from the low achieving to the high performing students, and everyone in between. This implies that high achieving students may be "at risk" by not reaching their full potential in a particular area. Thus, "at risk" is not a terminology that is used solely with students who are considered to be low performers; rather it is a term that may be applicable to any student. The IDOE (2009) defines all learners to include: low incidence students, high ability students, minority students, English language learners, children of

poverty, students who may be disproportionately placed in special education, as well as those students who do not hold unique characteristics and perform at grade level in the regular classroom.

Transportation and Driving

Driving Regulations

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

A complete list of driving and parking lot rules and regulations will be given to each student who applies for permission to drive to school. Both students and parents are expected to read these rules and regulations if students wish to apply for permission to drive. Mt. Vernon High School and Mt. Vernon Community School Corporation are not responsible for any damage to a vehicle being driven on school corporation property nor for any theft or vandalism of personal property that may occur on school corporation property.

Before students will be allowed to drive, they must complete the [“Drive on School Grounds” application](#) kept on file in the office and complete the online form to participate in the Random Drug and Alcohol Testing program. All vehicles must be registered and a parking tag for the current school year must be displayed properly. There will be no refunds made if students violate driving regulations and lose their driving privileges.

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

Bureau of Motor Vehicle Reporting

The Board of School Trustees of the Mt. Vernon Community School Corporation shall comply with IC 20-8.1-3-17.2, including all revisions and updates thereto, which prohibits the Bureau of Motor Vehicles (BMV) from issuing a driver’s license or learner’s permit to any student covered by the law who: (1) has been expelled or excluded from school resulting from truancy patterns only; (2) has at least three suspensions during the school year resulting from truancy patterns only; or (3) is classified as a habitual truant which shall mean for purposes of this section the occurrence of 1 or 2 above. Also, the BMV is required to invalidate a driver’s license or learner’s permit for the same reason.

In addition, the Board recognizes the provisions of IC 20-8.1-3-17.2, including all revisions and updates thereto including, but not limited to, provisions related to:

1. Preventing students from dropping out of school to avoid driving sanctions;
2. Length of license invalidation; and
3. Judicial review/appeal

Vehicle Idling Policy

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

General Transportation Information

No one will be permitted on a bus during normal daily bus routes other than students, authorized school personnel, and law enforcement. Bus drivers are directed not to open their door to anyone else while the bus is on its route. Parents/guardians must call their student's school and request to talk to a bus driver, or they may call the driver at the number the bus driver has provided to them.

Students are expected to be at their designated boarding stations at least 5 minutes before the bus is scheduled to arrive. Bus drivers will strive to keep a consistent day to day schedule. However, snow or other circumstances beyond the driver's control, may affect pick up times. Drivers cannot be expected to wait or blow their horns for students.

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

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

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

Bus Conduct Rules

Safety in the transportation of our students is a paramount concern. Consequently, strict adherence to rules and procedures is expected from students about our buses at all times. A school bus is an educational setting, and the grounds for suspension and expulsion listed on page 32 of this handbook apply to discipline situations on or around buses, at bus stops, as well as in our schools' classrooms. Students may be suspended or expelled from school as a consequence of their behavior about a bus or at a bus stop. In addition, Indiana Code provides that upon recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any pupil whose behavior warrants.

The following sequence of events may be expected for students who commit minor infractions of rules and acceptable standards of behavior while aboard a bus:

First offense – Driver-student conference

Second Offense – Parent notification by phone or postcard

Third Offense – Referral to school administration. Referral may result in a warning

and/or suspension of bus riding privileges.

Fourth Offense – Suspension of bus riding privileges for 1-3 days.

Fifth Offense – Suspension of bus riding privileges for a minimum of 3 days.

Sixth Offense – Suspension of bus riding privileges for 30 days or remainder of the current semester, whichever is longer.

Minor offenses of the student discipline aboard buses include:

1. Failing to be seated properly while bus is in motion.
2. Using loud, boisterous, or profane language.
3. Using hands, feet, or body in an objectionable or aggressive manner.
4. Possessing nuisance materials and objects, such as water guns, toys, pets, balls, aerosol containers, etc. (students may carry such objects and materials to and from school with the driver's permission, provided the driver's instructions for doing so are followed closely.)
5. Opening windows without permission.
6. Other violations of the school discipline code and rules of conduct, or the laws of the State of Indiana.
7. Eating or drinking on the bus without the driver's permission.

The following sequence of events may be expected for students who commit major infractions of rules and acceptable standards of behavior.

First Offense – Suspension of riding bus privileges for a minimum of one day. At the discretion of the school administrator, the period of suspension may be longer.

Second Offense – Suspension of riding bus privileges for a minimum of 3 days. At the discretion of the school administrator, the period of suspension may be longer.

Third Offense - Suspension of riding bus privileges for a minimum of 5 days. At the discretion of the school administrator, the period of suspension may be longer.

Major offenses of the student discipline aboard buses include:

1. Standing in the aisles of the bus while it is in motion.
2. Moving about the bus in any fashion that endangers themselves and/or other students.
3. Placing any object or part of the body out of the window on a bus.
4. Opening emergency exits without reasonable cause and/or bus.
5. Failing to follow the directions of the driver.
6. Vandalizing, defacing, or in any way harming the school bus or its equipment.
7. Using excessively loud, boisterous, or profane language.
8. Other violations of the school discipline code and rules of conduct, or the laws of the State of Indiana.

Technology

Student Education Technology Acceptable Use and Safety

Network Access

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The Corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those resources evaluated prior to use. However, students may be able to move beyond those resources to others not previewed by staff. Safety filters are in place to prevent access to sites deemed inappropriate; however, students may have the opportunity to move to sites that are deemed safe, yet inappropriate for classroom activities.

Students utilizing Corporation provided Internet access must first have the permission of and must be supervised by Mt. Vernon Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of Corporation provided Internet access is to facilitate communications in support of research education. To remain eligible as users, student use must be in support of and consistent with the educational objectives of the Mt. Vernon Community Schools. Access is a privilege, not a right. Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The intent of this agreement is to ensure that all students will comply with all Network

and

Internet acceptable use policies approved by the Corporation.

In exchange for the use of the Network resources, including all corporation systems, either at school or away from school, the student understands and agrees to the following: 1. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to: 1) altering system software, 2) placing unauthorized information, computer viruses, or harmful programs on or through the computer, and/or network. Mt. Vernon Community School Corporation reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary action.

1. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to: 1) altering system software 2) using websites or programs that bypass security features, such as proxy sites, 3) placing unauthorized information, computer viruses, or harmful programs on or through the

computer, and/or network. Mt. Vernon Community School Corporation reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary action.

2. The Corporation reserves all rights to any material stored in files and will remove any material which the Corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their Corporation-approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.
3. All information, services, and features on Corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.
4. The Corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account, password, and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
5. Any issue of the account will result in suspension of the account privileges and/or other disciplinary action determined by the Mt. Vernon Community School Corporation. Misuse shall include, but is not limited to:
 - a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
 - b. Disrupting the operation of the Network, Internet, or any other computer system through abuse or vandalizing, damaging, or disabling the hardware or software;
 - c. Malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - d. Interfering with others use of the network or accessing the materials, information, or files of another without their prior approval;
 - e. Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Responding to unsolicited online contact is strictly prohibited for student safety.
 - f. Unauthorized installation, down-sizing, copying, or use of licensed or copyrighted software or plagiarizing material;
 - g. Misrepresenting others on the network or allowing anyone else to use an account other than the account holder;
 - h. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
 - i. Violating any local, state, or federal statute.
6. Corporation and network resources are to be used exclusively for the support of the academic program, not for entertainment.
7. Students bringing data files into the Network agree to check the file with a virus-detection program before opening the file for use. 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.
8. The student may only log on and use the Network under the immediate supervision of a staff

member and only with the student's authorized user name and password.

Violation of Corporation policy and rules will result in appropriate suspension of computer access to be determined by the Mt. Vernon Community School Corporation staff. Additional disciplinary action will be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. When or where applicable, law enforcement agencies may be involved.

Mt. Vernon Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Network/Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of services. The Corporation will not be responsible for the accuracy, nature, or quality of information.

Mt. Vernon Community School Corporation will make all reasonable attempts to prevent inappropriate access to a student's personal information through the Internet. The Corporation's intent is to make Internet access available for educational goals and objectives. However, students may find ways to access other materials as well. Even though the Corporation institutes technical methods or systems to regulate students' Internet access, these methods cannot guarantee compliance with the Corporation's acceptable use policy. Mt. Vernon Community School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. The Corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. Therefore, Mt. Vernon Community School Corporation will provide parents and guardians the option of requesting for their minor children alternative activities not requiring Internet usage.

Google Access

Mt Vernon Community Schools manages student accounts for Google Workspace for Education. Students, using their Google Workspace for Education accounts, have access to and use the following "Core Services" provided by Google on their Chromebooks (you can find descriptions at https://workspace.google.com/terms/user_features.html):

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Gmail (age-specific - See below)

Furthermore, we grant students access to additional third-party services through their Google Workspace for Education accounts. Our school administrators enable this access and authorize the sharing of data as requested by these third-party services. When a user uses the Sign in with Google feature to access third-party apps, the app always requests access to basic Google sign-in info, which is required for allowing sign-in with Google. Google sign-info consists of the **user's name, email address**, if anything at all. As an example, we may allow students to log in using their Google accounts to

educational platforms such as Xtramath.com, Code.org, Typing.com, or similar 3rd-party educational platforms. These platforms are evaluated by teaching staff and then requested to be allowed.

For more comprehensive information about Google Workspace for Education, please visit [Google's Guardian's Guide to Privacy & Security](#).

Email

In addition, as determined by age appropriateness, students will be provided with a school email account for educational purposes and use. This account will be a part of the Google Apps system which provides Mt. Vernon Schools the ability to manage the student's Google accounts. The accounts will have the Mt. Vernon domain (mvcsc.k12.in.us) for identification purposes. The Google Apps system will be used by students within the direction and coordination of their classroom teacher.

The following provisions apply to all student Users of the Email system:

- Users may not use the Email system for any illegal activity, including but not limited to, violation of copyright laws, "spam" or attempts to impair any system of the School District or others. ● Personal information about the user, including, but not limited to, student's name, addresses, and phone numbers shall not be transmitted outside the district network, without written permission from the student and his/her parents. Information about persons other than the user shall not be transmitted under any circumstances.
- Email may not be used for private or commercial offerings or products or services for sale, or to solicit products or services.
- Users of the Email system shall not use Email in any way that would be considered damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, harassing, illegal, or contrary to school policy.
- Users shall not attempt to read, delete, copy, or modify the Email of any other user. ● Users shall not deliberately interfere with the ability of other users to send/receive Email. ● Users shall not use the Email system in a way that is contradictory with directions of teachers, other staff, and generally accepted network protocol.
- Users shall report illegal or unauthorized use of the Email or on-line systems to the supervising teacher or the authorized Technology Department personnel.
- Users shall not respond to unsolicited Email messages from any source without the permission of their supervising teacher.
- Users shall not receive or respond to Email or on-line information that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content. If any such material is received it shall be reported immediately to the supervising teacher or authorized Technology personnel.

Corporation Issued Devices

The policies and information within this document apply to all Corporation issued devices, this

includes Chromebooks, iPads, or other devices issued by Mt. Vernon Schools and used by students including any other device considered by the Administration to fall under these guidelines. Teachers may set additional requirements for Corporation issued devices.

Receiving the Corporation Issued Device:

Corporation issued devices will be distributed each fall during the first part of school. These devices will be assigned to students and tracked via the Corporation asset management system. The device will be supplied with a durable case. These cases are not to be removed, replaced, or defaced in any manner. Removal or loss of a Corporation issued device case may incur a charge and disciplinary action.

Returning the Corporation Issued Device:

The Corporation issued device and charger may possibly be collected at the end of each school year. If a student is enrolled in summer school with the Corporation, the student will be supplied a device for use during the summer school session. Students will retain the originally assigned device and charger during the school year while enrolled at MVCSC. Any student who transfers out of MVCSC will be required to return the device and charger within 30 days of withdrawal. If a device and/or charger are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency after due notice.

Device While At Home:

All students are required to take their device home each night throughout the school year for charging. **DEVICES MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION.** Students need to charge their device each evening and bring them ready for use daily. The battery will last throughout the day. Devices at home will continue to have content filtering as they do in the classroom. Parents may leverage the Qustodio parent app to monitor or restrict access.

Device Identification:

The Corporation issued device will be labeled in the manner specified by the school. Devices can be identified in the following ways.

- Record of service tag number and student name label
- Individual's account username or device name

Under no circumstances are students to modify, remove, or destroy service tag labels. Parents/Students will be charged for full replacement cost of a device if the service tag is modified, removed, or destroyed.

Device Accidental Damage

As the Corporation replaces aging Mt. Vernon issued devices in accordance with the Technology Department's device refresh cycle starting the 2023-2024 school year; Take Home **Chromebooks** (Grades 2-12) will have an accidental protection plan automatically. To opt in to the protection plan parents and guardians can add this fee in eFunds. The opt-in window will be available July 15th - August 31st, 2026.

If opting out of the premium, parents/guardians will assume full cost responsibility of any and all repairs to a device if damaged accidentally or otherwise. Repair or replacement cost will be determined by the corporation repair company.

Device Refresh Cycle (subject to change)

2023-2024: Grades 5,6,7 and 8

2024-2025: Grades 9, 10, 11, and 12

2025-2026: Grades 2, 3 and 4

2026-2027: Grades K and 1 (non-takehome)

Under this accidental device protection plan, the device is protected against accidental damage or loss due to an act of nature not exceeding **two** times per school year. This protection plan does not cover loss of the student device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The Corporation will assess the device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Repeated or excessive damage to a device may result in forfeiture of the protection plan and parents/guardians will be charged accordingly for the damages incurred.

In cases of theft, the Corporation will require that a police report be submitted. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Corporation issued devices should not be disassembled or any attempt to repair by anyone other than school authorized vendors. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse regardless of Device Protection Plan.**

Devices Undergoing Repair:

The Corporation acknowledges that accidental damage may occur through the use of the device. In the case of accidental damage or hardware failure, the Corporation will supply a loaner device, if needed, while the device is out for repair. The loaner will be labeled specifically to note it is a temporary loaner.

The Corporation has contracted Secured Tech Solutions as our authorized device repair company.

A

parent/guardian will be charged for device damage that is a result of misuse or abusive handling in accordance with Secured Tech Solutions parts and labor fees if applicable.

Device Care

Students are not to apply stickers or markings of any kind to the Corporation issued device or case. Cases should never be removed or replaced nor should anything be placed between the case and the device. Students should take care not to use the device in any manner that may damage it including; co-location with water or other liquids and placement of the device in any manner that it can be stepped on or kicked. Care must be taken when carrying the device to different locations as the device should always be closed. Violation of these may result in disciplinary action and or charges for the device.

Social Network/Digital Platforms

Mt. Vernon Community School Corporation (MVCSC) acknowledges that students are not restricted from using any on-line social network sites or digital platforms such as Facebook, Twitter, and other similar sites while away from school and off school grounds, provided said use is not related to any school activity or event. MVCSC students using social network sites and digital platforms should understand that they are responsible for any and all content they make public via on-line social networks or digital platforms, and all such material is expected to comply with state, local, and federal laws, rules, regulations, and procedures. All such activities that are deemed detrimental to MVCSC students, teachers, administrators, and their families may be subject to disciplinary action by MVCSC within such laws, rules, regulations and procedures. MVCSC will prosecute to the fullest extent permitted by law.

MVCSC further acknowledges a student's right to free expression within the confines of the law. In recognition of a student's rights to freely express themselves, MVCSC suggests students conform to the following guidelines in using social networking sites and other digital platforms. Students must learn to assume responsibility for their actions as well as accept the consequences of said actions.

- Students are expected to conform to reasonable standards of socially-acceptable behavior at all times;
- Students shall not infringe upon the rights of others through personal attacks, use of derogatory or demeaning language or threats;
- Students shall respect the person, property, and rights of others in accordance with school policy and the law;
- Students should not use obscenities, defamatory statements, disruptive tactics, nor advocate violations of the law, rules, regulations, school policies, or procedures.
- In no event should a student's actions or expression of opinions substantially impact the educational process of MVCSC or its students.

Special Note: MVCSC students and parents should know that anything posted online enters the public record. Law enforcement agencies, future employers, and college admissions personnel, among others, have used social networking sites as a means

of gathering information.

Use of Artificial Intelligence (AI)

Security and Privacy Standards

- Students must not input personal, sensitive, or identifiable information into AI or other digital tools unless authorized by school-approved platforms.
- Unauthorized access to or tampering with school technology systems or AI platforms is strictly prohibited.
- All technology use must comply with FERPA, CIPA, and other applicable data privacy laws.

Prohibited AI-Related Misuses

- **Plagiarism and Cheating:** Students may not submit AI-generated content as their own without proper citation and teacher approval.
- **Impersonation and Harassment:** Using AI to create false identities, alter media, or intimidate others is forbidden.
- **Unverified Output Use:** Students must critically evaluate AI outputs before using them and are encouraged to work under teacher guidance when using AI for assignments.

Responsible AI Use Guidelines

- AI tools may only be used with teacher permission and for clearly defined educational purposes.
- Assignments involving AI must include student-generated components such as original arguments, reflections, or data interpretations.
- Teachers will communicate expectations regarding AI use, including when and how it may be integrated into schoolwork.

Academic Integrity and Enforcement

- Violations involving AI will be treated as academic dishonesty under the school's discipline code.
- All AI-generated work must be cited where applicable, and failure to do so may result in consequences per the academic integrity policy.
- The school retains the right to monitor and review AI tool usage to ensure compliance.

General Technology Misuse

- Students may not use any technology (including AI) to:
 - Bypass school security or filters.
 - Access or distribute inappropriate content.
 - Disrupt educational activities or violate the rights of others.
 - Engage in cyberbullying or harassment.

Additional guidelines regarding the use of AI may be determined by departments and/or teachers.

Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statute. • It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photography, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Student Expectations and Code of Conduct

Cheating

Cheating is not acceptable behavior regardless of the form it takes. Students guilty of cheating on a test or homework assignment will be given a zero for the test or assignment. Plagiarism on a report or term paper will be treated in the same manner. All cheating incidents are reported to parents. Violations may result in disciplinary action including, but not limited to, the student being withdrawn from the class and a grade of “0” assigned. For specific details regarding a particular class, refer to the policy of the department.

Telephone, Cell Phone, and Headphone Use

Telephones are placed in the school offices for school business only. Students are not to make or receive calls over the office telephones from 8:35 until 3:30. Important messages for students in class will be received and delivered, but only in case of emergency will students be called to the telephone. Important messages for students should be received by 3:00 p.m. to guarantee delivery.

In accordance with Indiana law, the use and possession of personal electronic devices by students is restricted during the school day.

“Personal electronic devices” include, but are not limited to, cell phones, smartwatches, Meta glasses, earbuds, tablets, and any device capable of communication, internet access, or recording.

From the beginning of the school day until dismissal (“bell-to-bell”):

- Students **may not use or access** personal electronic devices at any time, including during passing periods, lunch, and study halls.
- Devices must be **powered off and stored in a designated location**
- Devices must remain **inaccessible to the student throughout the entire school day.**

The school may authorize limited exceptions for:

- Documented medical needs
- Individualized Education Programs (IEPs) or Section 504 plans
- School-approved instructional use on **school-provided devices**

Disciplinary consequences for cell-phone violations will be progressive and will begin with an after-school detention. Repeated violations may result in a more severe consequence, including Saturday school, in-school suspension, out-of-school suspension and/or expulsion from school.

Use of Tobacco

Student use of tobacco violates several sound principles that Mt. Vernon supports. First, it is against school and corporation policies. Second, smoking in school buildings violates state and local fire ordinances. Third, use of tobacco is contrary to health and safety practices taught in the classroom.

Students caught using and/or in possession of tobacco products will be subject to out-to-school suspension, enrollment in a vape educational or diversion program, and/or a possible fine. Repeated violations will result in expulsion. This policy applies to students who are caught on school property before, during, or after school, and at school sponsored activities on or off school property.

Breath-Test Instruments

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

Showing of Affection

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

Student Dress and Appearance

Mt. Vernon High School students are expected to dress in clean, neat clothes to, during, and from school, which will not detract from the learning experience. Students are expected to adhere to health and safety standards in their mode of dress. No student, while at school or at any school function, whether or not on school premises, shall dress or appear in such fashions as to substantially interfere

with a teacher's ability to conduct a class or activity or disrupt or detract from the learning experience, or draw undue attention from other students, or the faculty, or disrupt normal routine.

Failure to dress appropriately may result in a discipline being received. Absences resulting from dress code violations are unexcused. If there is doubt about the appropriateness of a garment, it should not be worn.

The following are examples of clothing or items that are inappropriate for the school environment:

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

The above noted applies at school, on school grounds, and at school functions, on or off school grounds. Repeated acts of inappropriate clothing at school will require a parent to bring properly fitting clothing to school, the student being given detention, Saturday School, in-school suspension, or a recommendation for out of school suspension.

STUDENT EXPECTATIONS

Student/Teacher Expectation Plan (STEP)

Step Program

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

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

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

STEP 1 = Student conference with teacher(s).

- Warning given by teacher.
- Teacher(s) contact parents via phone (preferred) or email.

STEP 2 = Student conference with the life coach.

- Life coach contacts parents.

STEP 3 = The student is assigned 1 after-school detention by the teacher.

- Teacher(s) contact parents via phone call.

STEP 4 = Administrator assigns disciplinary consequence.

- The student may be assigned consequences including, but not limited to after school detention, Saturday School, In-School Suspension, or Out-of-School Suspension.
- Administration contacts parents.

STEP 5 = Administrator assigns disciplinary consequence.

- Administration contacts parents.

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

*Major student offenses will result in automatic office referral and disciplinary action. All offenses are on pages 34-43 of the *2023-2024 MVHS Student Handbook*.

MVHS Discipline Guidelines

Examples of Possible Referrals to Office

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

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

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

Student Code of Conduct

A. Student Misconduct and/or Substantial Disobedience

The grounds for suspension or expulsion listed below apply when a student is on school grounds immediately before, during and immediately after school hours, and any other time when the school is being used by a school group. The grounds also apply if a student is off grounds at a student activity, function, or event, or during summer school.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to, the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued function of any school or education function or any meeting assembly on school property. e.

- Intentionally making noise or acting in any manner as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
 3. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
 4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
 5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless whether there is a present ability to commit the act.
 6. Failing to report the actions or plans of another to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 7. Possessing inappropriate or pornographic pictures and/or video images in magazines, photos, cellular telephones or any other electronic device.
 8. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
 9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. This includes “look-alike” weapons or toys resembling weapons.
 10. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, non-prescribed prescription drug(s) or intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. The MVCSC Board of Trustees further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.
 11. Possessing, using, transmitting, or being affected by tobacco products, electronic cigarettes, vapor pens, or any similar devices, including any products or substances used for these devices.
 12. Furthermore, the intentional misuse of an over-the-counter medication is prohibited. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
 13. MVHS does not condone or promote the use of supplements to aid the body in weight gain, weight loss, gain of muscle mass, or endurance. Therefore, students are not permitted to possess such supplements on school grounds.
 14. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, THC (at any level), alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 15. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA) and/or THC (at any level), stimulants of any kind, or any other similar products.
 16. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.

17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under the supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Violating any rules that are reasonably necessary in carrying out school purposes or educational function, including, but not limited to:
 - a. Engaging in sexual behavior on school property
 - b. Engaging in sexual harassment of a student or staff member. Sexual harassment includes all unwelcome advances, requests for sexual favors, and verbal or physical contact of a sexual nature;
 - c. Disobedience of administrative authority;
 - d. Willful absence or tardiness of students
 - e. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. Failing to completely and truthfully respond to questions from a staff member regarding school related matters including potential violations of student conduct rules or state or federal law.
 - g. Possessing or using a laser pointer or similar device.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores.
23. Taking or displaying pictures, digital or otherwise, without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Other forms of harassment include that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.
25. Engaging in pranks that could result in harm to another person.
26. Bullying by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts of gestures, including verbal or written communication transmitted, and/or physical acts committed or any other similar behavior is prohibited. This includes cyber-bullying. This rule also applies when the student(s) are using property or equipment provided by the school.
27. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
28. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
29. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's building.
30. An administrator may assign different punishments to individual students who are involved in

- an incident if he/she can determine a difference in each student's
 - a. level and nature of involvement;
 - b. cooperation and honesty; and
 - c. prior disciplinary record.
- 31. Taking photos/videos with an electronic device for any reason other than a staff-approved academic purpose and/or distributing pictures/videos by any means including social media.

B. Possessing a Firearm

1. No student shall possess, handle, or transmit any firearm on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. Any weapon which will or is designated to or may readily be converted to expel a projectile by the action of an explosive.
 - b. The frame or receiver of any weapon is described above.
 - c. Any firearm muffler or firearm silencer.
 - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device. Possessing the ingredients to formulate a bomb is strictly prohibited.
 - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - f. Any combination of parts either designated or intended for use in converting any device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - g. An antique firearm.
 - h. A rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. Possessing a Deadly Weapon

1. No student shall possess, handle, or transmit any deadly weapon on school property. 2. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8: a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could be ordinarily be used or is intended to be used is readily capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Possible Disciplinary Consequences for the Violations of Student Code of Conduct

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

Students will have a disciplinary file maintained in the administrative offices. The assistant principals will work together to maintain a consistent level of disciplinary actions with students. The administration may follow a general guideline for disciplinary action (please see STEP Program details on pg. 32-33) reserving the right to determine the level of disciplinary action based on the student's infraction(s). Repeated offenses may result in a more severe consequence, including suspension and/or expulsion from school. Students who are suspended (in-school or out-of-school) are excluded from participating in or attending all school activities on the day(s) that the suspension occurs.

For further clarification of student conduct refer to School Board policies on students located in section 5000 of the Bylaws and Policies of the School Board.

Definitions of Disciplinary Consequences

Detention

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

Detention is usually held once a week after school. Students assigned to detention must abide by the rules of the detention supervisor. Some rules include:

- Students who are late to detention can be assigned another detention.
- Students who are disruptive or otherwise unable to abide by the detention rules may be assigned another detention, Saturday School, or suspension.
- Failure by a student to serve a detention will result in the following:
 - First offense: Saturday School,
 - Second offense: 1 day of Out of School Suspension,
 - Third Offense: 2 days of Out of School Suspension.

- A fourth offense may result in an expulsion from school.

In-School Suspension

If a student is assigned to In-School Suspension (ISS), he is isolated from the rest of the student and teachers and is required to complete written assignments from each of his teachers. A school aide supervises ISS. If students violate the rules of ISS, he may be suspended from school for up to ten days and/or expelled.

Students assigned to ISS are not allowed to participate in any sport or extra-curricular activities on the days they are assigned. All work done in ISS may be turned in for a grade.

Saturday School

The Saturday School program is offered by the school to keep a student in school and to provide study assistance and personal guidance. A staff member supervises Saturday School. Saturday School meets at Mt. Vernon High School from 8:00 a.m. until 11:00 a.m. It should be clearly understood that students face additional consequences if they violate any Saturday School rules.

Out of School Suspension

Out of School Suspension is used where a student is guilty of a major violation of school rules or where a student is guilty of repeated violation of school rules. Out-of-School Suspension is served at the Life Center and/or at home. Full credit for the assignments completed at the Life Center will be given when completed and turned in according to the teachers' instructions. Students who receive two suspensions in an academic year may have their driver's license revoked for 120 days by the Bureau of Motor Vehicles.

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

Expulsion

Expulsion is the removal of a student from school for a period exceeding ten days. An expulsion is usually for the remainder of the semester but can carry over up to a calendar year. An expulsion would result in the loss of all credits for that period of time (See section below titled "Due Process"). Students who are expelled from school will have their driver's licenses revoked for 180 days by the Bureau of Motor Vehicles.

Due Process

All students attending Mt. Vernon High School shall be afforded the right to due process regarding suspension, expulsions, exclusions as outlined in the Indiana Code 20-33-8-19 (Burns 28-5303 and 38-5390). Such a right entitles the student and his parents to a hearing as outlined by the statute in the case of an expulsion or exclusion, which is a period of time exceeding ten days.

A suspension shall be denying the student the right to attend school for a period of time up to ten days. The Board of School Trustees of the Mt. Vernon Community School Corporation in conjunction with Indiana Code have adopted and listed those reasons, which could result in the suspension, expulsion, or exclusion of a student from school.

Student Activities

Athletics

Mt. Vernon High School Athletic Policy

For information regarding athletics at Mt. Vernon High School please refer to the Student Athletic Handbook. Athletes and parents are responsible for knowing the rules and regulations for participation in athletics at Mt. Vernon High School. The Athletic Handbook is available at www.maraudersathletics.com or at this link [MVHS Athletic Handbook](#).

Interscholastic Athletics

Mt. Vernon High School provides a total of nineteen interscholastic varsity sports. Fall sports include cross country (co-ed), football, girls golf, boys and girls soccer, boys tennis, and volleyball. Winter sports include boys and girls basketball, boys and girls swimming, and wrestling. Spring sports include: baseball, boys golf, softball, girls tennis, boys and girls track. In addition to these interscholastic sports, Mt. Vernon has two spirit-leading squads, varsity and reserve. Cheerleading holds a spring tryout for the fall and winter seasons.

The criteria to earn a varsity letter for each interscholastic athletic team will be developed by the head coach approved by the athletic director and principal. The athletic handbook is available digitally at www.maraudersathletics.com and defines the criteria to be met for each sport.

Extracurricular Activities and Co-Curricular Activities

Because a variety of co-curricular activities are available at Mt. Vernon, each student is advised to give serious consideration to becoming part of a club or organization. Past experience would indicate that the student who does so often improves academically, adjusts better socially, and enjoys school more than the student who chooses against becoming a part of a club or organization. Participation in extracurricular and co-curricular activities such as athletics, performing arts, and clubs are strongly encouraged. There will be days when practice, preparation, and actual competition or performances will be long and exhausting. For this reason, we encourage parents to ensure their children eat nutritious meals and get plenty of sleep. Parents should also monitor their students for signs of fatigue and are advised to consider limiting the student's non-school activities on days when the students spend a great deal of time in extra-curricular and/or other school activities.

At the beginning of the school year, an activity calendar is established on a monthly basis, designating the meeting days for all of the clubs and organizations at Mt. Vernon. All activities and sales campaigns by these clubs must be cleared through the main office and placed on the master calendar. A few clubs and organizations have certain requirements, which limit membership. However, most of them are open to all students who express an interest in the activity. Students are encouraged to listen for announcements concerning organizational meetings at the beginning of the year for these various clubs. Club meetings are held during SRT, when possible, and/or before or after school.

The Student Council is composed of an elected student body president, vice president, secretary, and treasurer plus the class president, vice president, and four representatives from each high school class. Students are encouraged to discuss suggestions and concerns, which they might have, with those students who represent the class.

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

Students not in attendance for ENTIRE day of an activity will not be permitted to participate in or attend the activity on that day. This policy does not include activities on non-school days. An “activity” is defined as any practice, performance, game, meeting, and the like, for any approved organization, including all teams, groups, and clubs. School-approved field trips are not considered absences from school for the purposes of this policy. Exceptions for planned appointments and other emergencies shall only be granted on an individual basis by the principal, assistant principal, or athletic director. It is important for all students to understand that all school rules and regulations apply while attending extra-curricular and co-curricular activities at Mt. Vernon and other locations. This includes after school hours as well as during school hours.

MVHS Dances

All MVHS dances, including prom, are privileges scheduled only for MVHS students. Out of class guests (for class-specific dances) and out of school guests (for all dances) shall request permission to attend the dance by completing a “Request to Attend” form and seeking approval from their home-school administration. Approval is not automatic, and each request will be examined on an individual basis. Middle school students are strictly prohibited from attending any dance at MVHS.

National Honor Society

The selection process for admission to the National Honor Society is as follows: 1. Junior and senior students’ academic records are reviewed to determine scholastic eligibility, which is a 3.7 cumulative grade point average or higher, verified by the high school counselor and registrar’s office.

2. Those academically eligible may complete the leadership and service application form, which encompasses leadership, service, and character, as well as academics.
3. The entire faculty is asked to comment and recommend (or not) for membership, those students whom they personally know.
4. The faculty council, consisting of five members excluding the advisor, reviews one by one the service and leadership application forms, faculty recommendation list, and votes on each applicant as to the qualifications on each of the areas of service, leadership, and character. A majority vote determines that student’s selection.
5. When selected, members are required to attend all monthly meetings, maintain a 3.7 or higher cumulative grade point average, participate in all service projects, and demonstrate leadership and character.

Random Drug Testing

Random Drug and Alcohol Testing

The Mt. Vernon Community School Corporation Board of Trustees believes that maintaining an environment that is safe, free from illegal substances use/abuse, and conducive to learning is an important goal for the district and the community. Local and regional data includes that young people in Hancock County are using/abusing illegal and prescription drugs and alcohol. Any drug/alcohol abuse in

the school setting presents a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include impaired judgment, diminished capacity, deterioration of organs, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability. Because of these factors, the Board of School Trustees recognizes its responsibility to address drug and alcohol problems in the schools. The School Board believes that the parent(s)/guardian(s) and the school must work together to educate and support students in an attempt to prevent the illegal use of drugs and alcohol. The Board believes that the parents/guardians want to know when their children are using drugs or alcohol.

As used in this policy, the terms “substance use/abuse,” “drug or alcohol use,” “drug or alcohol problem,” or similar phrases include, without limitation, the following:

- Use of any drug, intoxicant, controlled substance, or other substances made unlawful by law or regulation;
- Use of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug, not strictly in accordance with the direction of a licensed physician;
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters the mood, behaviors, motor skills, or mental functions (except the use of a substance strictly in accordance with the direction of a licensed physician).

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term “alcohol” means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind or function altering effects upon the human body or that impairs one’s ability to safely perform one’s work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

The Student Drug and Alcohol Testing Policy and program in the Mt. Vernon Community School Corporation for students in grades 9-12 is established for the following purposes: ● To ensure the safety and security of our schools;

- To discourage and eliminate use of drugs and alcohol at school, at school-related events and activities, and to and from school and during non-school times;
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse and to provide related health and safety information;
- To identify students who have drug and/or alcohol problems;
- To assist students and parents in seeking assessment, and treatment (if necessary) when a student has a drug and/or alcohol problem.
- To allow for effective transition of students back into school activities after treatment;
- To protect the physical and mental health of students.

Random Drug and Alcohol Testing Program Continued

The Board of School Trustees of the Mt. Vernon Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. Drug and alcohol use in the

school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability.

The extra-curricular and athletic activity programs of Mt. Vernon CSC are an integral part of the school system and the community. The recognized value of extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extracurricular programs of the school, but it believes the opportunity for such participation is not an absolute right. This participation is a privilege offered to students who meet both the scholastic and the Athletic Department conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of illegal drugs, alcohol, and tobacco products if selected, in accordance with the testing program.

The program will be applied to all high school students (9-12), male and female, who participate in extracurricular activities and athletics. It also includes any student who wishes to obtain a parking permit to drive and park on Mt. Vernon CSC property.

A verified "positive" test result shall be considered a violation of this Random Student Drug and Alcohol Testing program.

This program will not affect the policies, practices, or rights of the School Corporation in dealing with drug and/or alcohol possession on use where reasonable suspicion is obtained by means other than random sampling for the extra-curricular activities provided herein. Mt. Vernon CSC also reserves the right to request from the parent/guardian permission to test any student who exhibits negative behavior or indications of drug and/or alcohol usage.

Purpose

The random drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The purpose of this program is to prevent a student from participating in extracurricular activities, athletics and/or driving, while the student has drug residue in the student's body, and to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation. No first time offender shall be expelled or suspended from school as a result of any verified "positive" test conducted by the school under this Random Student Drug and Alcohol Testing program.

Scope

Participation in Mt. Vernon Community School Corporation extracurricular activities is a privilege. This policy applies to all Mt. Vernon CSC students in grades 9-12, regardless of age, who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes, as a condition to obtain a parking permit, any student, who wishes to drive on school grounds and park on Mt. Vernon CSC property. Student drivers

will not be subject to action for a "positive" test for nicotine. However, parents of student drivers

under the age of 18 will be notified of a “positive” test for nicotine.

Consent Form

It is mandatory that each student, who participates in extracurricular activities and/or obtains a parking permit to drive on school grounds, sign and return the [consent form](#) prior to participation in any said activity. Failure to comply will result in non-participation. Drivers who park on Mt. Vernon CSC grounds without a form on file are subject to immediate towing. Students who park on school grounds without a signed consent form must turn in a signed consent form and submit to a drug test at the student’s or parent’s expense which must come back free of drugs and alcohol before parking on school grounds again.

Each extracurricular participant shall be provided with a consent form which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Mt. Vernon CSC. Any student with the written consent of his/her parent, who voluntarily withdraws consent for random drug and alcohol testing, will be subject to a minimum 42-calendar day non participation period.

Procedures

A laboratory certified under the auspices of Clinical Laboratory Improvement Act (CLIA) will set up the testing environment, guarantee samples, and give us the procedures and paperwork for a proper chain of custody.

A saliva specimen will be taken on site and will involve supervision by the certified MVCSC staff. The principal, principal’s designee, assistant principal, or athletic director will go to the class or extra-curricular activity and escort the student to be tested to the testing site. The test result will remain confidential. Only the superintendent or his designee, principal, principal’s designee, assistant principal, and/or athletic director, along with the student and his/her parents, will know the results.

Students will be tested randomly as they are drawn periodically from the pool of those agreeing to be tested. The testing may occur on a different day, Monday through Saturday. This will keep students conscious of the possibility of being tested at any time during the year. A target of monthly testing dates will be conducted yearly for students in grades 9-12. Students will be selected randomly through a lottery.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Each student will remain under school supervision until the student has produced an adequate specimen. If the student refuses to produce a specimen, the student will be taken to the office and told the student is no longer eligible for any of the activities/privileges referred to earlier. In addition, parents will be called and informed if the student has refused to provide a specimen in the testing procedure.

Under any circumstance when the student has been involuntarily exposed to illegal substances the parent and student must report this in writing to the principal or his designee prior to any random drug

testing. Reports of such nature after any test will not be accepted, and the result of said test and subsequent action shall prevail in accordance with the drug testing policy.

Chain of Custody

1. The principal, principal's designee, assistant principal, and/or athletic director will be responsible for escorting the student to the test site. The student should bring all materials to the site and will not be allowed to go to a locker before going to the testing area. An athlete may be tested after school, perhaps during the time the student may have practice.
2. The student will be asked to stick out his or her tongue. The observer will check to make sure the student's mouth is empty. The student will be given a collection device. The student will be instructed to open the collection device and remove the tube and the sealed collection stick with pad.
3. The student will be instructed to position the collection device over or under the tongue and close his or her mouth. The student should attempt to saturate the pad by spitting on it. 4. While collecting the sample, the student and the observer are to complete Sections 1, 2, 3, and 4 on the chain of custody form.
5. The collection device should remain in the mouth until the volume indicator on the handle turns completely blue. After the tip turns blue, the student will be instructed to open his or her mouth and remove the collection device.
6. The observer will remove the red cap from the end of the test tube and insert the saturated collection device into the tube pad first, then place the cap over the top of the collection device handle and push downward until the cap snaps into place.
7. The observer will place the signed and dated seal from the chain of custody form in the tube by placing the black square over the center of the red cap and pressing the seal down the sides of the tube.
8. The observer will fold the top white page of the completed chain of custody form into quarters and place along with the sealed tube into the specimen bag. The observer will seal the specimen bag by pulling the white tape and place the seal between the stripes on the bag.
9. The observer will place the specimen bag into the shipping package and send the specimen to the laboratory for testing.
10. Any sample that tests positive will be sent to an additional lab for confirmation of the test.

Test Result Reporting Procedures

In this program, the Mt. Vernon CSC administration will be notified by the testing lab of a student testing "positive," and the administrator will notify the parent(s)/guardian(s) and the student (in person). The meeting will be held in the administrator's school building/office.

The administrator will provide the parent(s)/guardian(s) with the names of agencies that can be of help to the student. The administrator will notify the student and the parent(s)/guardian(s) of any disciplinary action based on the policies/procedures as outlined in the Athletic Code Handbook, school handouts, or the guidelines established in this program. A "positive" test result in this random drug testing policy will not subject the student to discipline other than as it relates to extracurricular activities and school driving privileges.

Positive Test Results

In the event a student tests positive, the student, along with the parent(s)/guardian(s) will meet with the school administrator. During this meeting, the positive testing will be reported to the student and

the parent(s)/guardian(s). They will also be told that the student is restricted from driving to and from the school and from participation in the extracurricular activities listed in this policy. The severity of the penalty will be in accordance with the appropriate extracurricular code.

Financial Responsibility

1. Under this policy, Mt. Vernon CSC will pay for all random drug tests. (Once a student has a verified “positive” test result, any future “follow-up” drug test that must be conducted will be paid for by the student and his/her parent/guardian.)
2. Counseling and school approved subsequent treatment programs by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Definition of ECA Pool: The ECA pool consists of any student who is in a school sponsored activity that is not considered co-curricular by definition. A co-curricular activity is any activity that involves student participation outside regular school class time, is related to a class and is required in order for an enrolled student to receive a grade or credit. A positive test result cannot affect any grade in any way.

Extra-Curricular Activities and Athletic Teams

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

Team managers, Trainers and Statisticians for these programs are also required to participate in the random drug testing program.

Extra-Curricular Organizations

AfriCAN	Dance Team	Leadership Connect	Science Olympiad
Asia Club	D.A.R.E Representatives	Marauder Mentors	Science Super Bowl
ASL Club	Drama/Musical	Marauder Mob	Social Studies Academic Team
Band (when not co-curricular)	Empowering Marauder Mentoring	Marauder Mysteries	Spanish Club
Battle of the Books	English Academic Team	Math Club	Spell Bowl Team
Best Buddies	FCCLA	Math Super Bowl	Student Government

Black Student Union	FCA	Military Club	Tabletop Club
Book Club	FFA	NASA Youth Council	Tech Crew
Bowling Club	Fine Arts Academic Team	National Art Honor Society	Tech Force
Bring Change to Mind	French Club	National Technical Honor Society	Trap Club
Champions Together	Girls Who Code	National Honor Society	Voice
Choir (when not co-curricular)	Green Team	Newspaper (when not co-curricular)	Yearbook (when not co-curricular)
Color Guard (when not co-curricular)	Interdisciplinary Team	Quiz Bowl	

Any additional MVHS Extra-Curricular Club or Activity not named above.

All additional athletic teams, clubs, organizations, and organized activities in existence or that may be initiated will also be included in this policy.

Exclusion Time from Date of Notification

The length of exclusion from extra-curricular activities and student driving privileges will be determined in accordance with the Athletic Code handbook and/or school handbooks. If no exclusion period from extra-curricular activities and student driving privileges is defined, the exclusion is as follows:

Tampering Cheating or tampering with a specimen will result in the student being ineligible for all activities listed in the policy for the remainder of the school year. If the cheating or tampering occurs after May 1, the student will remain ineligible for the first semester of the following school year.

1st Offense Tobacco – 42 Calendar Days
Alcohol – 42 Calendar Days
Drugs – 84 Calendar Days

During the period of suspension, the student is excluded from attending all extra-curricular activities. Re-testing may take place periodically throughout the school year.

Student drivers will not be subject to action for a “positive” test for nicotine. However,

parents of student drivers will be notified of a “positive” test for nicotine.

Rehabilitation Clause: On the first offense, the student may regain eligibility to participate after 21 days for tobacco products, 21 days for alcohol, and 42 days for drugs, if the student: 1. presents documentation of an assessment by a qualified medical provided;

2. presents documentation of participation in a recognized multi-session treatment/assistance program;
3. completes community service hours at Mt. Vernon High School as assigned by the principal or his designee; and
4. has a follow-up “negative test”

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

During the time period of suspension, the student is excluded from attending all extra-curricular activities. Re-testing may take place periodically throughout the school year.

Student drivers will not be subject to action for a “positive” test for nicotine. However, parents of student drivers will be notified of a “positive” test for nicotine.

Rehabilitation Clause: On the second offense, the student may regain eligibility to participate after 45 days for tobacco products, 45 days for alcohol, and 182 days for drugs, if the student: 1. presents documentation of an assessment by a qualified medical provided; 2. presents documentation of participation in a recognized multi-session

- treatment/assistance program;
3. completes community service hours at Mt. Vernon High School as assigned by the principal or his designee; and
4. has a follow-up “negative test”

3rd offense Exclusion for the balance of attendance at Mt. Vernon CSC

Student drivers will not be subject to action for a “positive” test for nicotine. However, parents of student drivers will be notified of a “positive” test for nicotine.

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

Awareness and Assistance Program

The Mt. Vernon Community Board of School Trustees believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the district as well as the community. Drug and alcohol abuse in the school presents a threat to the safety and health of students, faculty and staff, and jeopardizes the efficiency and quality of

our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability. The Board believes that the parent(s)/guardian(s) and the school must work together to educate and support students in an attempt to prevent the illegal use of drugs and alcohol.

As used in this policy, the term “substance use/abuse,” “drug or alcohol use or abuse,” “drug or alcohol problem” or similar phrases include, without limitation, the following:

- Use of any drug, intoxicant, controlled substance or other substances made unlawful by law or regulation;
- Use of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician;
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters the mood, behaviors, motor skills or mental functions (except the use of a substance strictly in accordance with the direction of a licensed physician).

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term “drug” means any substance that has known mind or function altering effects upon the human body or that impairs one’s ability to safely perform one’s work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

The student Drug and Alcohol Testing Policy and program in the Mt. Vernon Community School Corporation for students in grades 9-12 is established for the following purposes:

- To ensure the safety and security of our schools;
- To discourage and eliminate use of drugs and alcohol at school, at school-related events and activities, and to and from school and during non-school times;
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse and to provide related health and safety information;
- To identify students who have drug and/or alcohol problems;
- To assist students and parents in seeking assessment, and treatment (if necessary) when a student has a drug and/or alcohol problem.
- To allow for effective transition of students back into school activities after treatment;
- To protect the physical and mental health of students.

Voluntary Drug Testing Circumstances

A Mt. Vernon student in grades 9-12, or the parent/guardian of the student, may volunteer the student to submit to a drug and alcohol test in the following circumstances:

1. The student violates any district policy and/or school rule that results in the student being suspended from school for three (3) or more days.

The result of this drug test would be reported directly to the parent/guardian, and would not be reported to the school. This information would be for awareness purposes only.

Required Drug Testing Circumstances

A Mt. Vernon student in grades 9-12 will be required to submit a drug and alcohol test in accordance with rules and regulations to be developed by the Superintendent in the following circumstances: 2. The student violates the district policy and/or the school rules pertaining to use and to possession of tobacco.

3. The student violates the district policy and/or the school rules pertaining to use and possession of drugs and/or alcohol.
4. If an administrator, observing or receiving information from a teacher or other staff member, has reasonable suspicion that a student might be under the influence of or using drugs and/or alcohol.

As used in this policy, “reasonable suspicion” includes observation of the negative behaviors and actions set out below as indicators of a problem; specific observations concerning the appearance, behavior, body odors or speech of a student; information received by the principal or the principal’s designed from teachers, parents, students, employees, or detection devices; an accident involving a motor vehicle (cars, motorcycles, motor bikes, etc.) before, during, or after school hours on school property. Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and other indicators of their problem. These indicators can include, but are not limited to, the following: Mood Swings

- Aggressive (including fighting) or lethargic behavior
- Smoking
- Risk-taking behavior
- Paranoia
- Falling grades
- Bragging or talking to other students about drug and/or alcohol use
- Psychosis
- Loss of interest in school and in favorite activities
- Drastic change in dress, grades, or attendance
- Poor grooming
- Truancy, excessive tardiness and/or excessive absence
- Isolation from friends and family members
- Depression and/or entire withdrawal

The purpose of testing students, under the above required circumstances, is to provide parents with information that will enable them to seek professional help for their children. The results of the drug and alcohol test will be provided to the principal or principal’s designee who will share the results with the parent/guardian. If the results are positive* (see explanation below), the principal or principal’s designee will proceed as follows:

1. First Positive Test – The test results of the test will be provided to both the parent/guardian and the principal or principal’s designee. IF the parent/guardian wants

to re-test administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal, or principal's designee, will work with the parent/guardian to provide guidance in seeking assessment and treatment.

2. Second Positive Test – The test results of the test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a retest administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal or principal's designee will work with the parent/guardian to provide guidance in seeking assessment and treatment as an alternative to a recommendation for expulsion. Students testing positive will be placed on probation and assigned by the principal or principal's designee to community service hours at Mt. Vernon High School. Failure to participate in any recognized program for assistance and treatment will result in a recommendation for expulsion.
3. Third and Subsequent Positive Tests(s) – When any student tests positive more than two times (not including a prior retest that was paid by the parent/guardian), the student will be suspended and the school will initiate a request for the student's expulsion. The cost for this positive test shall be the responsibility of the parent/guardian. The results of this positive test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the sample, the full cost of the re-test shall be borne by the parent/guardian.

*In the Awareness and Assistance Program, a positive test for nicotine will be reported to the parent/guardian, but it will not be subject to due process action.

A student's refusal to submit to a required drug and alcohol test will be considered an admission of a violation of district policy or school rules pertaining to the use and possession of drugs or alcohol. This violation of school rules will be dealt with according to the district's policy on student suspension and expulsion.

Confidentiality

Under this drug testing program, an administrator of Mt. Vernon CSC who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than when a court order specifically requires the test results be divulged or the parent or guardian of the student has provided written consent to the release of the test results, for a student less than 18 years of age, or if the student consents to the release of the test results, in the situation where the student is over 18 years of age.

Implementation

The Mt. Vernon Board of Trustees directs the Superintendent to develop administrative guidelines, including the staff development of personnel and the use of educational materials for students and parent(s)/guardian(s) to fully implement all aspects of this policy.

Acknowledgement of Juvenile Court Proceeding Waiver

Student participation in clubs, activities, sports, and extra-curricular activities is a privilege. Students participating in clubs, activities, sports, and extracurricular events outside of the school day are expected to represent Mt. Vernon High School in a dignified manner. Negative behavior

by students involved in events outside of the school day reflects poorly on Mt. Vernon High School and the rest of its student body. In order to discourage negative behavior by students participating in events outside of the school day and to be able to consistently and fairly hold all students participating in these events accountable for their actions, the students and their parents must sign an acknowledgement of juvenile court proceeding waiver prior to the first public event that takes place outside of the school day. This waiver will authorize representatives of the Mt. Vernon Community School Corporation to obtain any and all information in the possession of any juvenile probation officer with respect to acts of delinquency alleging:

1. the commission of an act which would be considered an offense if committed by an adult (criminal act), or
2. a violation of law regarding minors and alcoholic beverages

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

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

Athletes who have a violation of the Athletic Code will be disciplined according to the consequences spelled out in the Athletic Code. Students in all other activities will be disciplined as follows:

1. Felonies, Misdemeanors, Vandalism, Theft and Other Criminal Acts
Maximum Penalty – Exclusion from events for 365 days (one calendar year) from the day that the violation is determined. The penalty is to be determined by the administration. Any student arrested or detained as a juvenile on such a charge may be suspended from any participation pending investigation of the incident.
2. Alcohol, Tobacco, and Drugs

First Violation

The student shall be excluded from all out of school activities for 365 days (one calendar year) from the day that the violation is confirmed as fact.

Rehabilitation – The student may reduce the penalty to 50% of his/her contest season. The program must be approved by the high school administration and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his or her parents or guardians. The student will serve the remainder of the entire 365-day suspension if the administration is notified that the student has violated any of the stated conditions of the substance abuse program.

**Students may not serve suspension in an activity he/she does not regularly participate in.*

Community Service – The total penalty will be reduced to 25% of an athlete's contest season if: 1) the student completes 50 hours of community service and 2) the student submits to a substance abuse program as described above. The community service must be approved by the administration. **Students may not serve suspension in an activity he/she does not regularly participate in.*

Multiple Violations

Second Violation within 365 Days:

The student will be suspended from all event participation for 365 days (one calendar year) from the day that the second violation is confirmed as fact.

Third Violation within 365 Days:

The student will be suspended from all participation in events outside the school day for the remainder of his or her high school career.

Appeals Process

Anyone wishing to request an appeal should notify the high school principal in writing within seven calendar days of the student's notification of the suspension. The right of appeal is forfeited if not requested within this seven-day limit.

If an appeal is requested, the principal will conduct a hearing with the student, the student's parents, and the administrator who implemented the disciplinary action. The purpose of the appeal hearing is to inquire into the student's violation and to allow the student and parents/guardians to present evidence on the student's behalf. The principal shall make a final determination in regards to whether procedure was properly followed in regards to the violation.

Reinstatement

Any student who has received a career suspension may apply for reinstatement after serving a suspension of 365 days (one calendar year). If requested, the administration will conduct a hearing to determine whether the student should be reinstated and allowed to participate in events at Mt. Vernon High School. The principal may reinstate the students with no restrictions or conditions, reinstate the student with certain specified conditions that must be met prior to being allowed to participate and/or while the student is participating, or reject the application for reinstatement. The process has no legal implications or requirements.

****Please note that the policies of Mt. Vernon High School and the Mt. Vernon Community School Corporation are subject to change due to the requirements dictated by the State of Indiana and/or the Indiana Department of Education**

