

# **Mt. Vernon Community School Corporation**

**2026 - 2027**

## **Elementary School Student Handbook**



1806 W. State Road 234  
Fortville, IN 46040

<https://www.mvcsc.k12.in.us/>

## **Vision Statement**

Mt. Vernon Community School Corporation is where parents choose to send their children, students are successful, highly qualified personnel desire to work, and the community is proud to support. We are committed to serving a diverse population in a safe, secure, and challenging learning environment where students are engaged in rigorous, relevant and technologically-enhanced curriculum. Student success is nurtured through diverse instructional methods enabled by partnerships fostered between students, parents, school, and community. A strategic and fiscally responsible approach ensures a sustainable, highly effective learning experience inside and outside the classroom. We respect the uniqueness of each student as we engage, educate, and empower them to seize their futures as responsible members of society.

## **Mission Statement**

Mt. Vernon Community School Corporation will Engage, Educate and Empower Today's students to seize tomorrow's opportunities.

MV=E3

## **Lifelong Guidelines**

Be Truthful, Do Your Personal Best, No Put Downs,  
Be Trustworthy, Be an Active Listener Integrity, Perseverance, Flexibility, Organization,  
Sense of Humor, Effort, Common Sense, Problem-solving, Responsibility, Patience,  
Friendship, Curiosity, Cooperation, Caring, Courage, Pride and Resourcefulness

Dear Parents,

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

In accordance with Indiana Law HEA P.L. 16-1990 IC 20-8.1-5-3 we are asking you to take a few minutes to read our MVCSC Elementary Student Handbook. (Handbooks are also located at <https://www.mvcsc.k12.in.us/>.) It is important that you complete this form and return it to school with your child. We appreciate your help with this.

Sincerely,

Elementary School Administration

#### Statement of Parent/Legal Guardian

This is to acknowledge that I have read the elementary school student handbook for the 2026 - 2027 school year.

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(Signature of Parent/Guardian)

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(Date)

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(Name of Student)

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(Grade/Teacher's Name)

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## SCHOOL INFORMATION

This handbook contains information for elementary school students and parents. In this handbook are answers to many questions students and parents ask. Also, many items of information which will help students and parents develop a better understanding of the operation of the school are included in this handbook.

Our schools are just as good as our students and families help make them. The benefits of public education are available to all students, but to acquire these benefits the individual must accept responsibilities. It is our hope that each of you learns to accept your responsibilities to your community, to your family, to your classmates, to your school, and most of all, to yourself.

<b>Fortville Elementary</b> 	<b>McCordsville Elementary</b> 	<b>Mt. Comfort Elementary</b> 
Principal: Vince Edwards Assistant Principal: Andrea Gale Secretary: Beth Thomas Treasurer: Diane Wetzold School Colors: Black & Gold School Nickname: Vikings School Phone: 317-485-3180 School Fax: 317-485-3185	Principal: Stephanie Miller Assistant Principal: Brady Edwards Secretary: Vikki Foggin Treasurer: Jenny Campbell School Colors: Black & Gold School Nickname: Pirates School Phone: 317-336-7760 School Fax: 317-336-7765	Principal: Donnie Turner Assistant Principal: Garrie Woods Secretary: Dianna McCarty Treasurer: Teresa McGown-Russell School Colors: Black & Gold School Nickname: Buccaneers School Phone: 317-894-7667 School Fax: 317-894-7702

## School Hours

Office hours are 7:00 a.m. - 3:00 p.m., Monday through Friday.

Classrooms are closed from 2:05p.m. - 7:10a.m.

### School Start and End Times

School	Start of School Day	End of School Day	Length Of School Day	Teacher Work Days
FES/MES/MCE	7:35 AM	2:05 PM	6h 30m	7:10 AM – 2:40 PM
MVIS	8:35 AM	3:30 PM	6h 55m	8:15 AM – 3:45 PM
MVMS	8:35 AM	3:45 PM	7h	8:25 AM – 3:55 PM
MVHS	8:35 AM	3:30 PM	6h 55m	8:15 AM – 3:45Pm

### Early Release Schedule (Wednesdays)

School	Start of School Day	End of School Day	Length Of School Day	Teacher Work Days
FES/MES/MCE	7:35 AM	1:20 PM	5h 45m	7:10 AM – 2:40 PM
MVIS	8:35 AM	2:45 PM	6h 10m	8:15 AM – 3:45 PM
MVMS	8:45 AM	3:00 PM	6h 15m	8:25 AM – 3:55 PM
MVHS	8:35 AM	2:45 PM	6h 10m	8:15 AM – 3:45Pm

Students will be released early on Wednesdays. The school day will be shortened by 45 minutes and bus routes will depart 45 minutes earlier. Dismissal will begin at 1:25 with buses departing at approximately 1:30. Below are other details regarding early release:

- The first and last Wednesday of the year will be regular release (no Early Release Wednesday)
- 2-Hour Delays on a Wednesday would have a regular release (no Early Release Wednesday) on that day.
- After-School care through the YMCA will be offered at all elementary schools and our middle school.
- We will host after-school study tables for middle and high school students participating in athletics or other regular after-school activities. No other students will be allowed to stay in the buildings.
- Buses will run their regular routes only 45 minutes earlier on Early Release Wednesdays.

## ADMISSION

Pupils entering school for the first time must present proof of residency, immunization records and birth certificate. **If a child is in 4<sup>th</sup> grade they must also show evidence of passing the IREAD 3 State test.** Parents are asked to fill out an enrollment card. Please notify the school office when there is a change of address or phone number in the enrollment card information.

To enter kindergarten, a child must be **five (5) years of age on/or before August 1**. Parents must present a certificate of birth, immunization records, and proof of residency. Immunization records must be up to date according to state guidelines.

MVCSC accepts transfer students during a specific window of time. Please contact the school or district office for more information.

## **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 MVCSC, absences may be reported using one of the following methods:

- Call your school's front office/attendance office.
- Email your school's front office/attendance office.
- 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

The Mt. Vernon School Corporation stresses that regular attendance in school is considered vital for the growth and progress of each child. In accordance with Board Policy valid reasons for excused school absences are as follows:

- A. Service as a page for or as an honoree of the general assembly
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. Subpoena to appear in court as a witness in a judicial proceeding
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- F. "educationally related non-classroom activity" as defined in I.C. 20-33-2-17.5
- G. Illness verified by a note from a physician
- H. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- I. Death in the immediate family or of a relative
- J. Observation or celebration of a bona fide religious holiday
- K. Maternity
- L. Military connected families' absences related to deployment and return
- M. Exhibiting or participating in the State Fair
- N. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

**Note:** Quarantine, Exclusion because of exposure to contagious disease, & certain emergencies as interpreted by the principal will also be considered. All other cases of absence will be considered unexcused.

## MEDICAL APPOINTMENTS

Medical appointments are considered valid reasons for children to be absent from school provided that only the time needed for such an appointment is used; school attendance should be expected before and after the appointment, depending on the appointment time. A note from the parent or guardian shall serve as sufficient notice, providing the time and date of the appointment are stated. Parents should come to the school office to have the child called from the classroom when picking him/her up for an appointment.

**When your child returns to school, please present the office with a note from the provider verifying the appointment. The excuse must be presented within three (3) school days of the absence.** The student has **one (1)** day per each day missed to make up work after he or she returns to school. Students who have been absent due to illness should not return to school until they are “fever free” for 24 hours without the use of fever-reducing medication such as Tylenol.

Students must be in attendance at school the day of an activity in order to participate in that day’s activities or evening school-sponsored events.

### **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 the school’s front office.
- Faxing documentation to:
  - Fortville Elementary: (317)485-3185
  - Mt. Comfort Elementary: (317)894-7702
  - McCordsville Elementary: (317)336-7765

### **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 NOTIFICATION AND LETTERS**

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.

Your child's school will send notification of an unexcused absence via Parentsquare each day at 9:00 AM. This may come as an in app notification, an email, and/or a phone call.

## **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 Community Schools this system is Skyward.

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 your school's front office.

## **TARDY INFORMATION**

### **School Start Times and Being Tardy:**

Absenteeism and tardiness both play a vital role in the success of a student. Being in class for the entire duration of a lesson allows for maximum exposure to the learning process. Being on time also limits interruptions to the learning environment. MVCSC tracks tardies and reports those tardies as defined below:

The Mt. Vernon Community Schools elementary schools, the school day starts at 7:35. Our school requires students to be in the classroom and/or in the main office by the time the bell rings. Otherwise, the student may be counted as tardy to begin the school day.

**Recorded tardy:** A student will be marked tardy if entering the school after **7:35 AM**.

**Recorded absence (Half day A.M.):** A student shall be recorded absent in the A.M. if they arrive after **11:00 AM**. This will not be counted as tardy.

**Recorded absence (Half day P.M.):** A student shall be recorded absent in the P.M. if leaving school prior to **2:05 PM**. This will not be counted as tardy.

A student who acquires at least **8** of tardies may face disciplinary action and/or a parent may be required to attend an attendance contract meeting. (Please see above information regarding attendance contracts)



## UNDERSTANDING ABSENCES

**DUE TO LEGISLATION EFFECTIVE JULY, 2024, MVCSC IS REQUIRED TO MODIFY OUR ABSENCE POLICIES TO THE FOLLOWING:**

<p><b>EXCUSED</b> </p> <p>(with documentation)</p>	<p><b>PARENT/GUARDIAN VERIFIED</b> </p> <p>(no Excused documentation from green list)</p>	<p><b>UNEXCUSED ABSENCE</b> </p> <p>(no notification or excused documentation from green list)</p>
<p><b>Parent/Guardian Notifies School</b></p> <p><b>Excused Absence Examples:</b></p> <ul style="list-style-type: none"> <li>• Illness verified with a physician's statement</li> <li>• Page for General Assembly</li> <li>• Election Day Worker</li> <li>• Court Witness</li> <li>• IN National Guard Active Duty</li> <li>• Civil Air Patrol</li> <li>• Educationally related non-classroom activity as defined in I.C.20-33-2-17.5</li> <li>• Professional appointments (medical, dental, legal) Student must return immediately with authorized statement.</li> <li>• Death in family</li> <li>• Observation of bona fide religious holiday</li> <li>• Maternity</li> <li>• Military connected families' absences related to deployment/return</li> <li>• Exhibiting/participating in Indiana State Fair</li> <li>• School sends child home sick (if due to fever, the following day will also be excused)</li> <li>• Other good cause must be approved by Supt. or designee.</li> </ul>	<p>A Parent/Guardian Verified absence is defined as a their choice to keep their child home for the child's best interest. Up to 10 days are allowed with notification to the school. These could trigger an attendance plan. Examples can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Child is ill/not well for one or two days, but does not need to go to the doctor yet. (Three consecutive days requires an excused doctor's note.)</li> </ul>	<p>An Unexcused Absence is defined as any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension is not to be considered an unexcused absence. Examples could include:</p> <ul style="list-style-type: none"> <li>• Any non-verified absence (parent/guardian does not notify school and child is absent).</li> <li>• The 11th absence (not included in the excused list) and beyond are considered unexcused absences.</li> </ul>
<p><b>USAGE</b> </p> <p>These excused days do not count towards the 10 parent/guardian verified days</p>	<p><b>USAGE</b></p> <p>MVCSC recognizes parents/guardians may use some/many of their 10 days for their child's absences at their discretion. Parents/guardians need to notify the school.</p>	<p><b>USAGE</b> </p> <p>Students should have zero Unexcused &amp; Unverified Absences</p>
<p><b>REPERCUSSIONS</b></p> <p>None but all absences are monitored</p>	<p><b>REPERCUSSIONS</b></p> <p>A student can have up to 10 Parent/Guardian Verified absences without penalty.</p> <p>Friendly reminder notification letters are sent to parents/guardians after using 5, 8 &amp; 10 Parent/Guardian Verified days.</p>	<p><b>REPERCUSSIONS</b></p> <p>All absences are monitored and disciplinary action may result. Excessive absences will result in MVCSC contacting the Dept. of Child Services and/or probation.</p>
<p><b>Per MVCSC Board Policy C 175 &amp; New Legislation IC 20-33-2-14 effective July, 2024</b></p>		
<p><b>For Kindergarten through Grade 6</b></p> <p>Per the legislation effective July, 2024, any combination of undocumented absences (which are absences in the gold &amp; red columns) that total 5 days in 10 consecutive weeks:</p> <ul style="list-style-type: none"> <li>• Parents/guardians will receive immediate written notice that their student has accumulated 5 absences without excused documentation in a 10 week period and a parent meeting will be requested within 5 days of the last absence.</li> <li>• A student Attendance Plan will be developed at the meeting.</li> </ul>		

Students, who in previous years demonstrated attendance inconsistencies, will be monitored per their attendance contract. Should there be questionable absences, a problem with make-up work, attitude, or effort, the student may have certain restrictions or conditions placed on him or her. Documentation requirements (medical notes, etc.), parent conferences, detention, Saturday school, and the notification of legal authorities, are examples of restrictions, which may be used.

## BUS INFORMATION

### 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 aboard our buses at all times. A school bus is an educational setting and the grounds for suspension and expulsion listed in this handbook apply to discipline situations aboard buses and at bus stops as they do in a school's classroom. Students may be suspended or expelled from school as a consequence of their behavior aboard a bus or at a bus stop. In addition, Indiana Code provides that upon the recommendation of the bus driver, school authorities may deny the privilege of riding a bus to any pupil whose deportment so warrants. All students are expected to abide by the following rules on the school bus:

- A. Each student shall be seated immediately upon entering the bus in the place designated by the driver.
- E. No students shall stand or move from place to place when the bus is in motion, and students cannot have arms, head, or any object out of the window on a bus.
- C. Indecent conduct and loud/boisterous/profane language shall not be tolerated.
- A. Students shall cannot tease, scuffle, trip, hold, hit or use their hands, feet or body in an objectionable manner.
- E. No windows or doors will be opened or closed except by permission of the bus driver.
- A. Water guns and other similar objects shall not be allowed on the buses.
- B. sTudents shall not enter or leave the bus while it is in motion; students should wait for a signal from the driver (usually the opening of the entry door) before leaving their seat to exit the bus.
- C. The student should be waiting at the boarding station when the school bus arrives.
- D. No student should eat, drink, chewing gum or have candy on the bus.
- E. No student should litter on the bus.
- F. Students should not bring toys (including balls) on the bus. If needed, they must remain in their bag.
- G. Students cannot use lighters, aerosol type containers, tobacco, or any other object or substance deemed undesirable on the school bus as related to student behavior in our corporation policies.
- H. Students cannot deface or destroy the school bus. If a student causes damage, the student will pay for damage in addition to receiving appropriate discipline.

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

**First Offense** = Driver-Student conference.

**Second Offense** = Parent notified by phone.

**Third Offense** = Referral to school administration. This could be a warning or bus suspension.

**Fourth Offense** = Suspension of bus riding privileges for 1 to 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 the remainder of the current semester, whichever is longer.

Minor offenses of student discipline aboard buses include, but are not limited to:

1. Failing to be seated properly while the 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 radios, toys, pets, balls, aerosol containers, etc. (students may carry such objects and materials to and from school with the driver's permission, provided that the driver's instructions for doing so are followed closely).
5. Opening of 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 children who commit **major** infractions of rules or standards of acceptable behavior while aboard a bus:

**First Offense: Suspension** of bus riding privileges for a minimum of 1 day. At the discretion of the school administrator, the period of suspension may be longer.

**Second Offense: Suspension** of bus riding 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 bus riding privileges for 30 days or the remainder of the current semester, whichever is longer.

## GENERAL TRANSPORTATION INFORMATION

If a child rides the wrong bus, the bus will return the child to the school at the end of the bus route for parent/guardian pickup.

Students are expected to be waiting at their designated boarding station when the bus arrives. Bus drivers will strive to keep a consistent day-to-day schedule; however, snow, or other circumstances beyond the driver's control, may affect pickup times. Drivers cannot be expected to wait or blow their horns for students.

Parents are encouraged to alert drivers if they know their child will not be attending school or riding the bus on a given day. If you have questions or concerns about bus transportation please call 317-482-4123.

No one will be permitted on a school 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.

## CAFETERIA

### LUNCH/BREAKFAST

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. Breakfast and lunch are offered daily at the Elementary Schools. Students may choose between the plate lunch and a cold lunch option.

The lunch menu for students is located on our website at: [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us). Please read ahead to understand the lunch choices.

Parents/guardians are expected to check their student's account balance regularly via Skyward Family Access. Payments can be made with cash/check in person, by mail, or electronically via e-Funds. Parents/guardians

can also set limits and restrictions to their students' accounts via Skyward Family Access. 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.

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 or a paper copy is available. **A new application must be submitted every year.**

Students should NOT bring carbonated beverages or drinks in glass bottles in their lunches.

## **LUNCHROOM EXPECTATIONS**

Children are expected to behave in the lunchroom to include all school expectations. Theft from the cafeteria lunch/breakfast line will not be tolerated. Students who steal from the lunch line will be subject to school discipline.

MVCSC participates in the National School Lunch Program. Students who qualify must submit an application to the school. Applications are available online on the MVCSC website.

## **e-Funds**

e-Funds is a payment service that allows families to pay online for items such as registration fees, lunch accounts, athletic fees, event tickets, uniforms, and donations at your convenience. With e-Funds, there is no need for cash or sending money with students. Pay online from anywhere, at any time, on any device via Visa, MasterCard, Discover, or electronic check. Participation in this service is voluntary; you may enroll at any time. Also, please note that you will be charged a convenience fee of \$1.50 per ACH payment and \$2.95 for each \$100 increment via Credit/Debit card. Transactions made through eFunds are available immediately. Please find more information on our website.

## **STUDENT ID BADGES**

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

## **VISITORS AT LUNCH**

At MVCSC Elementary Schools we encourage parents/families to visit our school. It is most helpful to have adults visit in the form of volunteering. Attending lunch with students is not allowed as we are limited on seating. Outside food from restaurants is not allowed.

# **CHARACTER EDUCATION PROGRAM**

MVCSC Elementary Schools are proud to provide character education. These types of programs' have strong ties to academic success and have proven to improve academic performance and decrease discipline referrals, suspensions, and expulsions over two to three year spans. Character education is practiced daily. Teachers conduct Second Steps and Nurture group lessons and activities to students in all grades KG - 4.

## CHILD CARE PROGRAM THROUGH YMCA

After school child care is available at school through the YMCA. The hours after school until 6:00 p.m. Program hours include 2 hour delays and early dismissals. **If emergency closings are called by the MVCSC superintendent, the YMCA will notify parents.** Special “schools out” holiday camps may be available. Registration information is available in the office.

## CLASS PLACEMENT

Classroom placement is the sole professional decision of the principal and classroom teachers based on the educational and emotional needs of each child.

## COMMUNICATING CONCERNS

It is very important that a parent who is concerned about an academic or behavior problem contact the school so that the problem can be resolved. **First, contact the teacher.** No problem can be solved without the combined efforts of the parent and the teacher. If a parent still has concerns, the next step would be to contact the school principal. If the issue is a Bus transportation concern you may call Transportation at 317-482-4123.

## CORPORATION NONDISCRIMINATION POLICY

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

Inquiries regarding compliance with Title IX, Section 504, and the Americans with disabilities Act, should be directed to the assistant superintendent of the Mt. Vernon Community School Corporation, 1806 W. St. Rd. 234, Fortville, Indiana 46040 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

## 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 may be 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.

### **Student Education Technology Acceptable Use & 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:
  - a. altering system software
  - b. using websites or programs that bypass security features, such as proxy sites
  - c. 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](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.

## **ARTIFICIAL INTELLIGENCE (AI)**

### **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.

### **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.

## **DESKS, CUBBIES, CLOSETS**

All desks, cubbies, and closets are the property of the Mt. Vernon Community School Corporation. The school reserves the right to search and inspect any desk, cubby, closet at any time (See policies as outlined in "Section 5771 – Students" in the Bylaws and Policies of the School Board). Students are not permitted to bring anything to school that may be considered dangerous or that may disrupt the educational process. Toy weapons of any kind (or replica) should not be brought to school.

## **DEVELOPMENTAL COUNSELING PROGRAM**

At MVCSC, we are not only interested in our students' academic development, but we are also concerned about their social and emotional growth. The school counseling program is an integral part of the whole education process. Our developmental school counseling program is structured to address the needs of students in a variety of ways. Activities of the school social worker include: (1) overseeing the delivery of or directly delivering classroom guidance lessons to teach state-recommended student competencies in the areas of organizational skills, self-concept, emotional awareness, social skills, life skills, career education, and drug abuse prevention awareness; (2) individual and group counseling for specific concerns (written parent

permission will be obtained for ongoing counseling); (3) consultation with teachers, parents, and others working with children; (4) chairing the Child Assistance Team (CAT) to develop interventions for students in need of academic or emotional support; and (5) coordination of other activities throughout the year to help make the school experience as happy and pleasant as possible.

**While the school counselor is a licensed professional, parents should be aware that the services of the school counselor should not be substituted for mental health therapy in situations where such services are needed.** The school social worker will be happy to provide families with information on appropriate service providers in the area. In addition, the school social worker encourages communication between the school and outside service providers and will serve as a liaison between the school and other agencies involved with the student in order to support the work of these outside agencies.

## DIRECTORY INFORMATION

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, school assigned email address (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 and 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.

## ELECTRONIC COMMUNICATION DEVICES CONTENT AND DISPLAY

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, smartglasses, 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**

\* If a student violates the expectations staff can take the device for the remainder of the day.

\* If there are continued violations, administration can take the device and have parents pick it up from the school.

**NOTE:** We ask that parents do not contact their student during the day through their phone, etc. Student communication should be facilitated through the office.

### Important 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 Statutes.
- 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 digitized 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 so 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 photograph, motion picture, digitized 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.

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- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching 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.

## **EMERGENCY PREPAREDNESS AND CRISIS INTERVENTION**

In compliance with Indiana Code 6.1-2-2.5, Mt. Vernon Community Schools have developed and implemented Comprehensive Safety and Crisis Intervention Plans at the district level and for each individual school. MVCSC Elementary Schools have established procedures for dealing with a wide range of crises and emergency events. Routine drills and practice sessions are intended to teach students proper behavior and appropriate responses in an emergency situation. Students are expected to listen closely to adults and to follow their directions quickly during all emergency drills.

## **EXTRACURRICULAR ACTIVITIES**

MVCSC Elementary Schools have many activities in which the students enjoy participating. These activities begin before school and last until past regular school hours. The following is a list of many of the activities that may be offered if funding is available: Robotics Club, Choir, Robotics News Club, Walking/Running Club, and Student/Leadership Council.

In order for these activities to be enjoyable for all, there are few guidelines, which need to be stated:

- Parents need to make arrangements for students to be transported to/ from activities in a timely manner.
- Since participation in these special activities is a privilege, the sponsoring adult may deny any student the privilege to participate if a problem occurs.

# **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.

## **Overnight Trips & Travel Expectations**

Students participating in school-sponsored overnight trips are expected to follow all school rules and directions from school staff and chaperones at all times. Students must remain with assigned groups, follow established supervision procedures, adhere to curfews and room assignments, and demonstrate appropriate behavior in all settings. All travel, lodging, and activities must follow pre-approved trip plans established by staff and approved by the school board. Students are expected to follow all safety protocols, including group travel requirements, check-in procedures, and accountability expectations. Respect for hotel guests, property, and public spaces is required. Participation in trips requires completion of all necessary forms and adherence to administrative guidelines established by the school corporation. School staff and chaperones are responsible for supervision, student conduct, and implementation of all trip procedures, including safety, transportation, and medical preparedness.



# MT. VERNON

COMMUNITY SCHOOL CORPORATION

## MT. VERNON COMMUNITY SCHOOL CORPORATION FIELD TRIP AND TRANSPORTATION PERMISSION FORM

I hereby give permission for my child to participate in the educational, athletic, or extra-curricular field trip described below. During such an event, if it shall be necessary for my child to receive medical treatment for any illness, injury, or emergency, I authorize the school, or any of its agents, employees, or volunteers, to secure reasonable medical treatment for my child and I hereby appoint such representative of Mt. Vernon Community School Corporation to consent for all medical and/or surgical treatment and/or medical procedures which may be required in the event of an emergency. I understand that if time permits, I will be consulted and advised of the situation, and this authorization is used only in the event of an emergency.

Date of event \_\_\_\_\_ Description of event \_\_\_\_\_

Estimated departure time from school \_\_\_\_\_ Estimated return time to school \_\_\_\_\_

Name of student \_\_\_\_\_

Parent phone # (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Print Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

In conjunction with the event described above, I am hereby providing the school with the following information regarding my child.

In case of emergency, and the parent cannot be located, please contact:

Name \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Student's allergies \_\_\_\_\_

Student's physical disabilities \_\_\_\_\_

Other information \_\_\_\_\_

**Information about prescription or other required medication, dosages, and times to be administered must be provided on the separate Medication Permission Form (C525-E1). The Field Trip Permission Form must be in the possession of the staff member in charge of the field trip in case of an emergency.**

**GENERAL RELEASE AND WAIVER OF LIABILITY** I, the parent/guardian of the student named below, understand the nature of the School Corporation Field Trip ("Field Trip") and am in accordance with the purposes and procedures governing the Field Trip. I hereby grant permission for my child or ward to participate in the Field Trip. In consideration for my minor child or ward being permitted to participate in the Field Trip:

**RELEASE OF ALL CLAIMS.** I hereby release, discharge, and covenant not to sue School Corporation, its administrators, teachers, directors, agents, officers, volunteers, and employees, other participants, other event organizers, and, if applicable, owners and lessors of premises on which the Field Trip takes place, (collectively as "Releases") from all present and future liabilities, debts, obligations, costs, expenses, damages, losses, charges, judgments, executions, liens, claims, demands, actions or causes of action of whatever nature or description, or any other claim in equity or at law (collectively, "Claims"), whether caused in whole or in part by the Releases or any other person or thing at the Field Trip while I or my child/ward is present, which I or my child or ward, family, estate, heirs, representatives, executors, administrators, successors or assigns (collectively, "Related Parties") may have, whether known or unknown, suspected, asserted or not asserted, arising out of participation by myself or my child/ward in the Field Trip, specifically if the Claims are caused by the negligence of the Releases. I further agree that if, despite this release and waiver of liability, I, or anyone on my behalf, makes a claim against any of these Releases, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS each of the Releases from any litigation expenses, attorney fees, loss, liability damage, or cost which any may incur as the result of such claim. I understand, acknowledge and accept that this Release and Waiver of Liability is intended to be binding on myself, anyone related to me, my personal representatives, heirs, and next of kin.

**RISKS ACCEPTED; MEDICAL TREATMENT.** I further understand, acknowledge and accept that participation in the Field Trip involves certain inherent risks, including, but not limited to, property damage, economic loss and serious bodily injury (including death), and I agree that my child or ward is voluntarily participating in the Field Trip with full knowledge of the risks involved and accept all risks of participation. I authorize representatives of School Corporation, and/or a party designated by representatives of School Corporation to provide necessary medical treatment to my child or ward, at my cost, should the need arise. School employees supervising the trip will first attempt to contact the parent/guardian regarding any decision to provide medical treatment but if the circumstances require an immediate decision then this treatment will be authorized by the School on behalf of the child or ward. I understand, acknowledge and accept that I must provide medical insurance for my child or ward.

I am of legal age and am freely signing this agreement on behalf of the Field Trip participant. I understand, acknowledge and accept that this Release and Waiver of Liability is intended to be as broad and inclusive as permitted by the laws of the state in which the Field Trip is taking place and agree that if any portion of this Release and Waiver is invalid, the remainder will continue in full legal force and effect.

Student's Name (printed) \_\_\_\_\_ Participant's Age \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Mt. Vernon Community School Corporation

Revised: [8/21/23]

## **RESPONSIBILITIES OF TRIP CHAPERONES**

The Mt Vernon Community School Corporation appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with Board policy, we wish to inform you of the policies and procedures that will govern this trip and with which you are expected to comply.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the Superintendent for ensuring that the purpose of the trip is achieved.
- B. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the Corporation's Code of Conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug-use, stealing, and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- D. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with the students. If you have free time away from the students, we trust your behavior will be such that it does not create problems for or embarrassment to the trip leader(s) or the Corporation. Please keep the trip leader informed of our whereabouts so s/he can contact you in case of emergency.
- E. Report any suspicious or illegal activity to local police authority and to the lead sponsor, coach and/or chaperone immediately.

### **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.

# **Mt. Vernon Community School Corporation**

## **RELEASE AND AUTHORIZATION FOR ADULT VOLUNTEERS**

I hereby volunteer to participate in the event described below. During such event, if it shall be necessary for me to receive medical treatment for any illness, injury, or emergency, I authorize the school, or any of its agents, employees, or volunteers to secure reasonable medical treatment for me and I hereby appoint such representative of the School Corporation to consent for all medical and/or surgical treatment and/or medical procedures which may be required in the event of an emergency. I understand that this authorization is used only in the event of an emergency.

Event date(s) \_\_\_\_\_ Description of event \_\_\_\_\_

Travel Destination(s) \_\_\_\_\_

Name of adult volunteer \_\_\_\_\_

Adult Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

In conjunction with the Event described above, I am hereby providing the school with the following information:

In case of emergency, please contact:

Name \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

**This Release and Authorization Form must be in the possession of the staff member in charge of the field trip in case of an emergency.**

## FOOD AND TREATS

Per County Board of Health regulations, homemade food items are not allowed to be brought to school for student consumption. This is due to the increasing risk of certain food poisonings and allergies. Treats for birthdays or other special occasions should not be brought to school. All food provided at planned class parties must follow the school's approved snack list [here](#).

### 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 <https://www.mvsc.k12.in.us/healthservices>. By agreeing to the student handbook, students and parents/guardians also agree to the policies listed in the Health Services Handbook. Outside food/treats for individual celebrations (ie. birthdays) won't be accepted during school hours.

## HOMEWORK

We feel it is extremely important that a child learn the responsibility of completing classroom assignments on time.

1. Assigned work is due the next school day at the beginning of that subject. (Unless stated otherwise by teacher.)
2. When a child is absent, excused or unexcused, one **(1) day** will be allowed for each day the child was absent to make up assigned work.
3. Students must ask for assignments prior to departing for pre-arranged absences. Work will need to be turned in on the day the student returns.

### HOMEWORK REQUEST PROCEDURES

If your child is ill and you wish to have homework sent home with a brother or sister, or a neighbor's child, you need to send a note with the sibling or phone the request **before 9:00 AM**. This allows the classroom teacher enough time to get all necessary books and papers together.

## MVCSC VEHICLE IDLING POLICY

Indiana Indoor Air Quality rule IAC 33-4-3 requires every school to limit all public and private vehicle emissions that might be brought into school buildings. Limiting emissions will improve the health of students and staff through reduced exposure to these emissions. Therefore our school has signs posted to denote that idling is prohibited around the school. Drivers of vehicles are to turn off the engine to their vehicle if it is to be stopped more than five (5) minutes around the school. Any complaint of non-compliance needs to be filed with the Superintendent's office. Non-compliance will be reviewed and action taken as necessary.

## LEAVING ITEMS AT SCHOOL

For your child's safety, and to teach responsibility, **children are not allowed to return to empty classrooms for forgotten items or school supplies after dismissal**. Children should remain on their bus once they have boarded. Also, parents are encouraged not to bring children back to school to obtain forgotten items.

## LOST AND FOUND

In order to avoid loss and confusion about clothing items children bring to school, please put the child's name on all personal belongings such as lunch boxes, coats, hats, boots, gloves, umbrella, and school supplies. For their safety and benefit please don't allow children to take expensive and valuable toys and items to school. All unclaimed items will be donated to a charitable organization of our choice at the end of each quarter.

## MEDIA CENTER

MVCSC Elementary School students have an opportunity to check out books from the media center during their regularly scheduled visits with their homeroom. The loan period is one week. A book may be renewed for one week at the discretion of the library staff according to need, subject matter, reading level, or book condition.

Students are not allowed to check out books that are returned during their class library period. This policy allows other classes the opportunity to borrow the more popular books and allows library staff to remove books from circulation for needed repairs.

Encyclopedias, dictionaries, and magazines may be checked out for classroom use, but must be returned to the media center by the end of the school day.

**Lost Books** - Any student who loses a library book will be expected to pay **the full replacement cost including shipping and processing**. Please be aware that if the lost book is found after payment is made, the money cannot be refunded. Any student who loses a book will be denied borrowing privileges until the book has been found or paid for.

**Damaged Books** - Charges for damaged books will be handled in the same manner as lost books. Any student who brings back a damaged book will not be allowed to check out another until the damaged book has been paid for.

Any student who loses or damages two books in one year or who habitually brings back soiled books will not be allowed to take library books home.

## PARENT/GUARDIAN VISITATION AND CONFERENCES

Parents are guests in our school, but they are also visitors. All visitors must report to the office and sign-in through LobbyGuard before walking around the building or to specific teachers' rooms. Please contact the teacher to arrange a conference or classroom visit. Visitors must wear badges indicating they have checked in through the office. This helps protect your child's safety and helps prevent any disruption to classroom education or teacher planning time. We encourage parent involvement at MVCSC Elementary school. It is important to a child's education that parents show an interest and speak with the teacher in person, by phone or e-mail. Parental visitation should not interfere with the educational program.

Visitation or conference times can be arranged by contacting the teacher during the hours of 7:30 AM - 3:00 PM or sending a note. Parent-Teacher conferences are scheduled in the fall. Dates and times will be announced.



# **PETS**

Pets are NOT allowed at school without the prior consent of an administrator.

## **PESTICIDE POLICY**

In accordance with 357 IAC 1-16 parents who wish to be notified prior to any pesticide application done in our school may contact the building principal in writing that they want to be notified. Parents wanting notification should include contact information such as phone numbers and/or email addresses. This is strictly voluntary and offered so that parents who wish to be notified will receive that at least 48 hours before any pesticide application.

## **PROCEDURES FOR STUDENTS**

In order to maintain a safe and orderly environment for children, we have established procedures for five areas of the school. We ask all students to follow these procedures:

### **RECESS PROCEDURES**

Walk to and from the recess area quietly. Play fairly and safely and follow the playground rules. Follow the directions of the adults in charge. Listen for the long whistle and line up and enter the building quickly.

### **LUNCHROOM PROCEDURES**

Stand quietly while waiting in line. Show respect to the lunch supervisors and each other. Use good manners. Talk in a soft voice without yelling. Raise your hand if you need help. After being dismissed from your table, wait quietly and line up.

### **RESTROOM PROCEDURES**

No playing, running or loud talking in the restroom. Show respect for others and for school property. Wash your hands and leave the restroom neat. Return quickly and quietly.

### **DRINKING FOUNTAIN PROCEDURES**

Please be patient and quiet while waiting in line. Show respect for others and for school property. Limit your time. Keep hands, feet and belongings to yourself..

### **HALLWAY PROCEDURES**

Always walk in the halls. Voices should be quiet. Walk on the right side of the hall. Keep your hands to yourself. Walk facing forward.

### **ASSEMBLY PROCEDURES**

Enter quietly. Walk up the stairs when sitting in the bleachers and walk down when leaving. Show respect to presenters at all times. Keep your hands and feet quiet.

### **ARRIVAL PROCEDURES**

Enter the school quietly. Walk in the halls. Keep your hands, feet, and belongings to yourself. Go straight to your classroom.

## **DISMISSAL PROCEDURES**

Students should have everything they need to take home packed in their backpack when possible. Students should wait quietly and listen carefully to the announcements, follow hallway procedures, and go straight to your bus or to your pick-up spot. Students should keep hands, feet, and belongings to themselves.

## **RECESS AND PLAYGROUND**

All children are expected to be on the playground during normal playground activities, such as recess. Children will not be sent to the playground during inclement weather. Fresh air and exercise are good for children when they are properly dressed. For safety, children should not wear loose fitting sandals (flip-flops) on the playground. Sandals must have a strap securing the heel. Following an illness, if an appropriate doctor's note is provided including the dates and the duration then a student may have an alternate recess location. This applies to each illness for the student.

### **Playground Rules:**

1. Obey adult supervisors at all times.
2. Share equipment.
3. Stay in the playground area.
4. Do not play running or tag games on any playground equipment.
5. Use only approved playground equipment. (Check with the adult on duty if you are unsure. No softballs or baseballs are allowed.)
6. Do not tackle, push, shove, or grab at recess. No tackle football.
7. Line up quickly and quietly when your whistle blows.
8. Remember to treat people as you would want to be treated.
9. Use common sense and play safely on all playground equipment.

## **RIGHTS CONCERNING STUDENT RECORDS**

Educational records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in School Board Policy E175, entitled Educational Records. Generally, for elementary students, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. Parents have a right to examine their student's educational records at reasonable times.
3. Before educational records are disclosed to a third party, the school requires a signed and dated written consent of the parent or guardian.
4. Certain persons may examine educational records without a parent's or guardian's consent. These include school officials who have a legitimate educational interest, officials of another school or School Corporation where the student seeks to enroll, officials of another school or school corporation or other educational agency in which the student is enrolled or receiving services. This school corporation forwards educational records to these agencies without prior notification to the parent or eligible student.

# USE OF SECLUSION AND RESTRAINT WITH STUDENTS

## Seclusion and restraint are to be used only:

- 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and
- 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

**“Physical restraint”** means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or a part of a student’s body or to restrict normal access to the student’s body. **The term does not include:**

1. briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation;
2. physical escort; or
3. physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one (1) area to another.

**“Seclusion”** means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student’s individualized education program, in which an adult is continuously present in the room with the student.

A student will not be subject to seclusion or restraint unless the student’s behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student’s parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## REPORT CARDS

Report cards will be on-line through Skyward after each nine (9)-week-grading period. Hard copies of report cards will be sent home each 9 weeks.

**Kindergarten and First Grade Performance Grading Scale** - Spelling, Reading, Language Arts, Math, Handwriting, Motor Development, Work Habits. **Please see student report card for specific standards.**

## CORPORATION GRADING SCALE - (Grade Scale for letter Grades 2-5)

<u>Letter Grade</u>	<u>Percent</u>
A+	100
A	95-99
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72

<b>Grading Scale for Grades 1-5</b> (Art, Music & Physical Education)	
S+	Above Satisfactory
S	Satisfactory
S-	Below Satisfactory
U	Unsatisfactory

<b>Grading Scale for Grades 1-3</b> <b>Social Studies and Science</b>	
S+	Above Satisfactory
S-	Below Satisfactory
S	Satisfactory

D+	67-69
D	63-66
D-	60-62
F	59 and below

<b>Grading Scale for Grade 4</b> <b>Social Studies and Science</b> Corporation Grading Scale Applied
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## HONOR ROLL

Honor Roll recognition is for grades 4 and 5. There are two separate achievements:

**“A” HONOR ROLL – All A’s**  
**“A/B” HONOR ROLL - All A’s and/or B’s**

The School Board Scholars Award will be given during the summer to all students who made the all A or A+ for all 4 nine weeks.

## RESPONSE TO INTERVENTION (RTI) MISSION STATEMENT

MVCSC is committed to providing high quality instruction to all students; therefore, we utilize a general education initiative called Response to Instruction. 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.

## SKYWARD FAMILY ACCESS

MVCSC has the Skyward Family Access online system. Skyward Family Access allows students’ families the ability to access important information about their student directly from a computer, anytime, anywhere. Parents and students can view grades, class schedules and attendance records. PIN numbers will not be given over the phone. Lost PIN slips can be requested by calling each school’s main office. PIN numbers will not be given over the phone. **PIN numbers do not change from year to year. It is very important to make sure that you update your skyward information should you have any changes to address, phone or living arrangements.**

## SERVING SPECIAL NEEDS

MVCSC offers a wide variety of programs to serve the special needs of many of our students. Each year extensive screening takes place to determine if students qualify for help in our Speech, Language, and Hearing Pathology, Multicategorical Resource Program (a pull-out program for

learning disabilities and emotional disabilities) and our program for the visually impaired. Please contact the principal if you have questions about special education programs at MVCSC Elementary Schools.

## **SPEECH-LANGUAGE PATHOLOGY PROGRAM**

Our school has a speech-language pathologist (SLP), who identifies and provides intervention services for students with speech and/or language impairments. The SLP works with students with difficulties in areas of articulation, voice, fluency/stuttering, language comprehension, and/or oral expression.

The speech-language pathologist also completes hearing screenings for all 1<sup>st</sup> and 4<sup>th</sup> graders, students new to our school district, and also any students referred by their teacher or parent. If you do not wish for your child's hearing to be screened, please provide a written statement to the school nurse.

## **STUDENT DRESS AND APPEARANCE**

MVCSC students are expected to dress in clean, neat clothes worn in a manner that will not distract from the learning experience. Students are expected to adhere to health and safety standards in their mode of dress. Clothing and appearance that calls undue attention to a student and serves to disrupt the educational function and process of the school is considered inappropriate. Hats, scarves, visors, or other hat-like "head wear" should not be worn in the building. Footwear should not be overlooked. It should be comfortable and such that is easy to walk and run in during recess and physical education classes. For safety reasons, students should not wear loose fitting sandals (flip-flops) or shoe skates, (Heelies).

Mt. Vernon Community Schools strives to teach students good morals, appropriate decision making, and the dangers of alcohol, drug and tobacco usage. To endorse or tolerate school dress, which promotes negative values, would be counterproductive to the school goals. The following is a list of guidelines for student dress:

- Clothing with objectionable, offensive, obscene, or indecent language or drawing should not be worn.
- Clothing which advertises or promotes alcohol, sex, violence, drugs, tobacco, or any other inappropriate message for school, should not be worn.
- Apparel which is found to degrade, discriminate, or disrespect any individual or group is prohibited.
- Clothing of abbreviated and/or revealing style should not be worn, i.e. bare midriff, sleeveless baggy T-shirts, biker's shorts, tank tops which are revealing.
- It is expected that students would weather appropriate clothing to school.
- Wearing a head covering (hat, do-rag, hood, etc.) is not permitted unless give special permission from the principal or has religious affiliation.
- Shorts should only be worn during warm weather. We feel it is reasonable that a child's shorts be at least as long or longer than his or her fingertips when standing up straight. Short-shorts or skirts are not allowed.

**Note:** Parents will be contacted and asked to bring appropriate clothing for those students who choose not to follow these guidelines. Students will not be allowed to remain at school if they cannot change into suitable clothing.

## **STUDENT CODE OF CONDUCT**

The student is responsible to the school for his/her actions from the time he/she leaves home in the morning until he/she returns home after school. Principals and teachers are expected to maintain discipline since they stand in place of the parents during the school day. Observance of the laws of good citizenship shall be

required of all MVCSC Elementary students. Classroom aides, lunch aides, and school bus drivers have the same authority as a classroom teacher.

The behavior and conduct of students attending the Mt. Vernon Community School Corporation shall reflect the standards of good citizenship, high morality, self-discipline, and responsibility for one's own actions, which should characterize all members of our democratic society. To this end, positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of School Trustees of the Mt. Vernon Community School Corporation has declared certain student misconduct as grounds for suspension or expulsion from school. Said misconduct shall include, but not be limited to the following acts:

**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 at any other time when the school is being used by a school group. The grounds also apply if a student is off school grounds at a school activity, function, or event. Also, while traveling to or from school or a school 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 functioning of any school or educational function, or any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so 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. For damage to school property, a fine may be assessed.
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 that 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.
6. Failing to report the actions or plans of another person 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, 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, including toy guns, knives, or similar objects.
8. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. 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.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. 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.

12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel;
  - f. possessing or using a laser pointer or similar device.
17. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
18. Possessing, using or transmitting on school grounds during school hours any tobacco products such as cigarettes, cigars, or chewing tobacco.
19. Bullying: No student shall bully another student on school grounds, immediately before, during or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.
19. 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.

## **B. BULLYING**

No student shall bully another student on school grounds, immediately before, during or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

Bullying is defined (IC 20-33-8-2) overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- 1) Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- 2) Has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) Has the effect of substantially interfering with the targeted student's academic performance; or
- 4) Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

An online reporting process is available for each MVCSC school on their individual website. Harassment and Bullying are taken very seriously at MVCSC. Investigations will be done to determine if an incident will be considered bullying and disciplinary actions will be taken by school personnel.

## **CONSEQUENCES FOR VERIFIED BULLYING INCIDENTS**

1<sup>ST</sup> Offense – Verbal Warning- Consequence & Parent notification

2<sup>nd</sup> Offense – Written Warning- Parent letter, Consequence (ex: detention, Saturday school, school suspension)

3<sup>rd</sup> Offense- Suspension- Parent contact

4<sup>th</sup> Offense- Suspension and possible recommendation for expulsion

**Note:** All incidents are thoroughly investigated by the administrative staff to determine if the incident is verified. As a reminder school staff cannot share any information regarding discipline of another child with anyone other than his/her parent or Guardian.

## **C. 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 designed to or may readily be converted to expel a projectile by the action of an explosive.
  - b. the frame or receiver of any weapon 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.
  - 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 designed or intended for use in converting any device into any destructive 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 a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. The penalty for possession of a firearm: Law enforcement will be notified. The student will receive 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.

## **D. 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, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could 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.

## **E. 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.

## **F. LEGAL SETTLEMENT**

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

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

Repeated violation of these rules could result in 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.

## **G. SEXUAL AND OTHER FORMS OF HARASSMENT**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes 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.

Incidents of suspected harassment should be reported to the child's teacher and/or the principal. Any student who has been found to have harassed a fellow student will be subject to discipline in accordance with law and the Code of Conduct.

**Note:** For further clarification of student conduct refer to policies included in section C: *Students* of the [Policies and Compliance page of the School Board website](#).

## **DUE PROCESS**

All students attending an MVCSC Elementary School shall be afforded the right to due process regarding suspension, expulsions, and exclusions as outlined in House Enrolled Act No. 1279 as enacted by the General Assembly in 1995. Such right entitles the student and his/her 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 (10) days. The Board of School Trustees of the Mt. Vernon Community School Corporation in conjunction with the Indiana Code have adopted and listed those reasons, which could result in the suspension, expulsion, or exclusion of a student from school.

## **PARENT PARTICIPATION IN STUDENT DISCIPLINE**

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervision of after-school-home-study time, reviewing homework, and ensuring regular school 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 a school official 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 or seriously 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 I.C.31-6-4-3(a)(7).

## **POSSIBLE DISCIPLINARY ACTIONS**

**DETENTION** - Detention is used for relatively minor violations of school rules. Detention is a before or after-school study period. Students are supervised during detention by a teacher or administrator. Students are required to bring materials to read or study. Parents are to provide transportation.

**SATURDAY SCHOOL** - The Saturday School program is offered by the school to keep students in school, and to provide study assistance and personal guidance. A staff member supervises Saturday School. Saturday School meets at the High School Media Center (Door 1) from 8:00 a.m. until 11:00 a.m. It should be clearly understood that students face immediate out-of-school suspension, for up to ten days, if they are guilty of any of the following:

1. Being tardy to Saturday School. The main entrance of the High School is locked promptly at 8:00am.
2. Failure to attend Saturday School.
3. Misconduct during Saturday School.
4. Failure to come to Saturday School fully prepared with books and supplies.
5. Failure to complete assignments during Saturday School.

**IN-SCHOOL SUSPENSION** – In-school suspension was created as an alternative to out-of-school suspension. If a student is assigned to in-school suspension, he or she is isolated from the rest of the students and is required to complete written assignments from each of his teachers. A school staff member supervises in-school suspension.

Students assigned to in-school suspension are not allowed to participate in any extracurricular activities on the days they are assigned. All work done in in-school suspension may be turned in for a grade.

**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.

**EXPULSION** - Expulsion is the removal of a student for more than 10 school days. (See section titled Due Process, page 41).

## **STUDENT FUNDRAISING**

Student fund raising by students in school, on school property, or at any school-sponsored event is permissible only when the profit there from is to be used for school purposes or for an activity connected with the schools. Fund raising by approved school organizations, whose funds are managed by the Corporation, may be permitted in school by the principal. Such fundraising off school grounds may be permitted by the superintendent.

Fundraising on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the superintendent. However, fundraising that disrupts the school program will not be permitted. Please contact the principal if you have any questions about student fundraising.

## **STUDENT WITHDRAWAL**

All students withdrawing from any MVCSC Elementary School are asked to notify the office several days before the last day of attendance and complete the withdrawal form. Books should be turned into the classroom teacher and the librarian. Depending on what time during the school year the student withdraws, a full or partial refund of book rental fees may be returned to the student.

## **STUDENT HEALTH SERVICES**

The health room is located in the main office complex. The school nurse or health room assistant will be in the health room every day. The school nurse or health room assistant will notify parent/guardian if it is determined that a student needs to go home.

For information regarding our Corporation's student health services, visit our **Health Services Handbook** at <https://www.mvcsc.k12.in.us/healthservices>. By agreeing to the student handbook, students and parent/guardians also agree to the policies listed in the Health Services Handbook.

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

**Students are not allowed to text or call a parent to let them know that they are sick or want to go home from school.** Students may be subject to disciplinary action for an electronic device violation.

A student needing to visit the health clinic must first obtain a pass and then report to the health room. The length of time a student is with the nurse may be monitored in order to minimize any loss of instruction time. At the time, he/she must either report back to the class or the health room assistant will call a parent/guardian to determine if the student needs to go home. If a student feels ill, he/she should not miss a class by going to the restroom and then notifying the office or teacher later. Instead, he/she must report to his/her teacher and then to the health clinic so the student will not be counted absent or tardy

## **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 <https://www.mvsc.k12.in.us/healthservices>. By agreeing to the student handbook, students and parents/guardians also agree to the policies listed in the Health Services Handbook. Outside food/treats for individual celebrations (ie. birthdays) won't be accepted during school hours.

## STUDENT PICK UP

If you come to school to pick up your child during the school day, you need to come into the school building to sign him/her out at the office. Once you've signed out your child, we will call for them and they will be sent to the office. Please exit the building through the front (main) doors.

If you are planning on picking up your child on a regular basis, you need to fill out a dismissal form and turn it into the office. You will need to sign up for a number and enter the school pick up area via the back entrance no earlier than 1:45.

## TELEPHONE

The telephones at MVCSC Elementary Schools are for official school business and emergencies. Parents may feel free to call the school; however, student use of the telephone is discouraged.

## TEXTBOOKS AND SCHOOL-ISSUED DEVICES

Students will be issued textbooks and school devices at no cost. However, if an item is lost or damaged, a replacement or repair fee may be assessed. For information regarding payment options, please contact your school's treasurer.

### Student Insurance for School Owned Property

In Skyward, families will be assigned an annual premium for a technology device 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. Repair/replacement costs can amount to several hundred dollars depending on the device/instrument. Failure to pay the premium means families will be financially responsible for the full repair or replacement cost of any district-issued technology or musical instrument damaged accidentally or otherwise.

## VISITOR POLICY

School safety is a top priority. In order to provide a SAFE environment for our staff and students we must closely monitor movement within our school each and every day. To maximize quality instruction to our students we must protect instructional time. The following key policies have been put in place to ensure the safety of your child as well as provide quality instruction to all students and provide effective communication opportunities' for our parents.

- All parents/visitors will buzz in and state their purpose..
- All parents/visitors **must** sign in using Raptor and wear a visitor's sticker provided by the front office.
- Parents will not be allowed to go to a teacher's room unless a meeting time has been previously scheduled with the teacher and it is during a non-instructional time.
- All teacher parent conferences will be scheduled for non-instructional times agreed upon by both parties. This allows for a quality meeting to address any questions that a parent has.

- All phone calls to a teacher will be sent to voicemail unless it is an emergency. Calls will be returned during non instructional time.

## VOLUNTEER ORGANIZATIONS

MVCSC elementaries are fortunate to have very active and supportive Parent-Teacher Organizations. The purpose of the P.T.O. is for parents, teachers, and the principals to work together for the benefit of our children. We encourage you to join the P.T.O. at your child's building and become involved in the organization. Various activities throughout the school year are the responsibility of the P.T.O. and your help is greatly needed. We invite you to become an active P.T.O member and/or to volunteer to help with a P.T.O. sponsored activities. You may call the school office for more information.

## WEATHER RELATED SCHOOL CLOSINGS/DELAYS OF SCHOOL

Sometimes the weather does not allow us to have school as planned. If you have a question about whether or not there will be school on a given day, please tune your radio to either **WIBC (1070AM)**, **WLHK (97.1 FM)**, **WNOU (93.1FM)** or **WZPL (99.5FM)** or **TV stations WISH WTHR, WXIN, WRTV or HCTV (CH.19)**. An attempt is made to have the notice of school closings on the radio or TV no later than 6:30 AM. Patrons seeking weather related school-closing information SHOULD NOT call the schools, radio stations or the sheriff's department. The volume of calls becomes unbelievable and emergency matters cannot be attended to because the lines are tied up. MVCSC utilizes eLearning days when possible.

### EARLY DISMISSAL (Due to Inclement Weather or Other Emergency)

Some plans should be made for your child's care in case school should have to be dismissed early. Although we hope the situation will not arise, please make arrangements with a neighbor or a friend, and **Make sure that your child knows where he/she is to go should an early dismissal be necessary when you will not be home. We cannot call parents to inform them that school is closing early. It is very important that you have made these arrangements in advance and have prepared your child.**

### EMERGENCY ALERT SYSTEM

MVCSC has an automated communication system in place. In case of emergency or other situation warranting parent notification, the emergency alert system will automatically call the main contact numbers listed for the primary student address listed in Skyward. **Therefore, it is critically important that parents update this information with the correct and current telephone number for the primary notification.** Emergency and school closing information can also be obtained from the MVCSC website at [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us)