



# **MSD OF MT. VERNON**

**STUDENT RIGHTS, EXPECTATIONS,**

**AND**

**RESPONSIBILITIES**

The information included in this booklet is extremely important to the students and parents within the MSD of Mt. Vernon. This is not an all-inclusive list, but a group of Board policies and student discipline rules that deals specifically with students and their rights, expectations, and responsibilities. All parents and students should examine these carefully and completely. Please see student handbooks available at each building for additional information. The school district reserves the authority not stated within this booklet when the authority is provided by law.

**MT. VERNON, INDIANA**

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## **TITLE I COMPLIANCE**

Hedges Central Elementary and West Elementary Schools provide Title I federally funded assistance to at-risk students. Parents whose children attend Title I schools have the right to request information regarding their child's teacher's credentials including 1) completion of state requirements for licensure and certification; 2) emergency or other provisional status; 3) educational status; and 4) paraprofessional qualifications in compliance with No Child Left Behind. If you have questions regarding any of the information above, please contact the principal of your child's school.

## **TITLE IX COMPLIANCE**

The M.S.D. of Mt. Vernon has taken appropriate steps to prohibit sex discrimination in educational programs and services for all students. The Assistant Superintendent-Instruction is the M.S.D. of Mt. Vernon coordinator of TITLE IX compliance. Questions regarding TITLE IX should be referred to him (838-4471) or any school principal in the M.S.D. of Mt. Vernon.

## **NONDISCRIMINATION OF HANDICAPPED**

The M.S.D. of Mt. Vernon has taken appropriate initial and continuing steps to comply with Section 504 of the Rehabilitation Act of 1973, which provides for nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from federal assistance.

The Assistant Superintendent-Instruction is the coordinator of Section 504 compliance for the school corporation. Questions and comments relating to nondiscrimination on the basis of handicap should be referred to him at 838-4471 or the Director of Special Services at 838-5516.

## **HOW TO RESOLVE PROBLEMS/CONCERNS**

If a student has a problem, or if a parent has a concern involving his or her child, the initial contact should be made with the student's teacher.

The second step, if the matter is not resolved, would be for the parent to contact the respective school principal; then if the matter still remains unresolved, contact the Assistant Superintendent-Instruction or the Superintendent of Schools. The Board of School Trustees shall serve as a court of last appeal.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational record within 45 days of the day the M.S.D. of Mt. Vernon receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the M.S.D. of Mt. Vernon to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the M.S.D. of Mt. Vernon decided not to amend the record as requested by the parent or eligible student, the M.S.D. of Mt. Vernon will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the M.S.D. of Mt. Vernon as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the M.S.D. of Mt. Vernon has contracted to perform a special task (such as an attorney,

auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the M.S.D. of Mt. Vernon discloses educational records without consent of officials of another school corporation in which a student seeks or intends to enroll. Educational records may also be provided to juvenile authorities upon request.

#### Juvenile Justice Agency

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the M.S.D. of Mt. Vernon to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave., S.W.  
Washington, D.C. 20202-4605

5. Directory Information – The law classifies certain student records information as “Directory Information: which may be released without prior parent consent, provided the parent does not direct an objection, in writing, to the respective principal within 15 days of the receipt of notice. Directory information may include student’s name, parent’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of student as a member of an athletic team, hair and eye color, date of attendance, degrees and awards received, photograph and/or videotape not used in disciplinary matters, student work displayed at the discretion of the teacher with no grade displayed, and the most recent previous educational agency or institution attended by the student.

Examples of directory information: honor rolls, citizenship ratings, student directory (name, address, and telephone number), National Honor Society, athletic programs, and items in school publications.

Each year, student directory information, including student name, address, and telephone number, will be provided to official recruiters if requested. Students may request in writing, prior to the end of their sophomore year, to have their information withheld from the list. If a written request is not received by the school, the student’s information must be provided.

A parent may use Form AO-506 to deny consent for release of all directory information. This form is available upon request from the building principal.

### **PLEDGE OF ALLEGIANCE**

Indiana schools are now required to have a United States flag displayed in each classroom and voluntary daily reciting of the pledge of allegiance. Any student who chooses or whose parent or legal guardian chooses for them not to participate should notify the student’s teacher or principal. School corporations are required to establish a daily moment of silence.

### **BULLYING**

Bullying is prohibited when a student is on school grounds immediately before or during school hours, immediately 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 school activity, function, or event; or using property or equipment provided by the school. Bullying is defined by the Act as “overt, repeated acts of gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by students or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” The student due process procedures will be enforced against the perpetrator and provisions from education, parental involvement, reporting, investigation, and intervention will be put into place.

### **DISCIPLINE**

We believe learning takes place in an environment that is safe, caring, positive, trusting, cooperative, pleasant, and challenging. It is the policy of the M.S.D. of Mt. Vernon to provide students with an environment that will enable them to focus upon learning as

their major goal. In order for the expected learning environment to exist, students must conduct themselves with self-control, exhibiting respect for the rights of fellow students, teachers, administrators, and other employees. Self-discipline is the controlling behavior. Self-discipline is best defined as the control exhibited in an individual's behavior, including action/reaction and physical/verbal so that the civil rights and dignity of others are protected. Parental involvement, guidance, and support are necessary aspects in the development of student self-discipline.

Behavior of any student that disrupts the learning environment of others or creates conditions, which jeopardize the safety of others, will cause discipline procedures to be initiated by teaching, and/or administrative personnel. Discipline procedures will be used throughout the corporation by school personnel in order to maintain the accepted educational learning environment as stated in the school district Mission Statement.

Because behaviors are a complex chain of events, there will be no specific criteria for the use of discipline procedures other than the preceding description of self-discipline. However, discipline procedures shall be administered fairly, with respect for the dignity of all persons involved and without anger, malice, or prejudice. When the initiation of discipline procedures becomes necessary, due consideration shall be given to individual and unique differences, exceptional circumstances, and sanctions imposed by others; and said discipline shall be remedial in content, and, when appropriate, shall be progressive if repeated behavioral problems have occurred.

Some instances of inappropriate behavior are more serious than other behavior and require different approaches and clearly defined actions. The discipline procedures which shall be utilized to improve self-discipline include but are not limited to:

- Out of school suspension (1-10 days)
- In school supervision
- Expulsion
- Exclusion (health reasons or general danger to well-being)
- Detention
- Corporal punishment
- Probation
- Removal from class for remainder of term
- Student/teacher conference
- Parent conference
- Work detail
- Loss of privilege to participate in school activities
- Changing seating assignment
- Confiscation of disruptive or banned items
- Contracts
- Denial of privilege
- Meaningful extra duty assignments
- Payment of damages or compensatory restitution
- Referral to special personnel (within and/or outside the normal school environment)
- Required apology
- Standing (as opposed to being seated)
- Other appropriate reasonable and legal measures

Supervision and control by school authorities over the conduct of a student by reasonable rules and regulations are not confined to school premises, but extend to the student during any time when the student is participating in a school activity or when the student is within the legal jurisdiction of the school.

Supervision and control are not limited in terms of student's building, classroom, or grounds. All school authorities have control over all students in all school settings. A staff member may use physical force against a student without advance notice to the principal when it is essential for self-defense, the protection of other persons than himself, the safeguarding of public school property, and/or the preservation of order.

### **THREATS**

Threats (verbal, non-verbal, or electronic) or intimidation may be reported to the local law enforcement authorities by the administrator who is made aware of the threat.

### **STUDENT RIGHTS, RESPONSIBILITIES, AND LIMITATIONS**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions.

1. **REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 19 listed under the grounds for Suspension and Expulsion in this policy.
4. **SCHOOL** officials may choose to notify the parent after the student is removed by the law enforcement officer if this becomes necessary.

### **VICTIM OF VIOLENT CRIMINAL OFFENSE**

Under the Indiana policy of Unsafe School Choice Option of the No Child Left Behind Act of 2001, a victim of a violent criminal offense is a student who is a victim of a violent crime as defined by IC 5-2-6.1-8, or an act of delinquency that would be a violent crime if committed by an adult, that occurs:

1. in or on the grounds of the public school that the student attends immediately before school hours, during school hours, or immediately after school hours;
2. off school grounds at an activity, function, or event sponsored by the school the student attends; or
3. while traveling to or from school or a school activity, function, or event on school-provided transportation.

A student who is a victim of a violent criminal offense, as defined by this policy, shall work with M.S.D. of Mt. Vernon School District to be placed in the safest environment possible. If any person wishes to have a copy of the total Indiana policy of Unsafe School Choice Option, please contact the M.S.D. of Mt. Vernon district office.

### **MT. VERNON JUNIOR HIGH SCHOOL DISCIPLINE INFORMATION**

*"STUDENTS HAVE THE RIGHT TO LEARN -- TEACHERS HAVE THE RIGHT TO TEACH."*

*You are responsible for your own actions.* An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the goal of all school personnel. Therefore, we believe that anyone who distracts or prevent others from reaching this goal is subject to discipline. Failure to obey the rules will lead to disciplinary action. All discipline is handled on an individual basis as the need arises. The degree of consequence administered will depend on the nature and or frequency of the misbehavior of the student. Examples of disciplinary actions include: verbal reprimands, teacher assigned consequences, parent contact, parent conferences, rearranging class schedules, team assigned consequences, time-out (isolation – in school or at home), detention (before school/after school), administrative assigned “work” consequences, curtailing participation in school activities, alternative educational placement, behavior contracts, external suspension, expulsion and referral to law enforcement agency.

Any student who is externally suspended or expelled from school is not allowed to participate in or attend any school activity. Additionally, that student is not to be on school property for any reason except when requested by a school administrator. The student may not ride any school bus during this period of suspension or expulsion. Students who have been externally suspended or internally suspended (AEP) may not attend any school dance which occurs during the time-period between the prior dance and the current dance.

### **GENERAL RULES AT MVJHS**

1. The following behavioral rules will be expected of students in all classes. Any additional ones for certain classes will be explained by the teachers.
  - Be in class and in your seat when the bell rings.
  - Take required materials (books, pencils, agenda books, etc.) to class.
2. Students are not to bring gum or candy to school.
3. All food and drink must be kept in the dining area during school hours.
4. Shoving, pushing, and horseplay are not allowed; such action can lead to fighting or injury; fighting will not be tolerated in school, on school grounds, or on the buses.
5. Verbal threats will be treated appropriately and may result in contact with the police and/or the county prosecutor.

6. Orderly hallway conduct is required. Running, pushing, and shoving are not acceptable.
7. Students are not allowed off the school grounds during the school day without permission.
8. Students out of their regularly scheduled place MUST have a pass signed by a faculty member.
9. Students shall not possess any tobacco product or paraphernalia on school property. Students shall not possess or sell any drugs/paraphernalia or alcohol.
10. Students should respect and take care of school property and the property of other persons.
11. Students may bring gym bags and book bags to school but are not permitted to carry them to class. Gym bags may be taken to PE classes.
12. Outer garments, such as coats and jackets, are not to be worn to class as the building is climate controlled. Caps/hats should not be worn in the building.
13. Gang-related apparel including insignias, hairnets, bandannas, monikers, colors, mottos, or other gang markings which may signify gang membership is considered inappropriate for school attire and is prohibited.
14. Radios, CD/cassette players, jam boxes, squirt guns, play guns, guns, knives, fireworks, whistles, laser lights, electronic games, pagers, cellular phones, skateboards, and other equipment not required by the school are not to be brought to school or extracurricular events. An exception, however, is that cellular phones may be brought to after school extracurricular events.
15. Truancy will not be tolerated. Missed time due to truancy will be made up.
16. Inappropriate displays of affection are not acceptable in the school environment.
17. Students shall comply with a staff member's directions and should not use inappropriate language toward a staff member. Insubordination will not be tolerated.
18. In order to use school facilities (i.e. gyms, computer labs, etc.), students must be supervised by a staff member.
19. Students are to adhere to the guidelines for personal dress and appearance. School dress and appearance should be in good taste for all MVJHS students. Students are expected to show attention to personal cleanliness and appropriateness of dress and appearance. Student dress/appearance shall be such that it is not lewd, vulgar, indecent, offensive or it does not constitute an interference with school purposes.

Examples of inappropriate and unacceptable dress include, but are not limited to the following:

- Outer garments, such as coats and jackets, are not to be worn to class, as the building is climate-controlled. Caps/hats should not be worn in the building.
- Gang-related apparel including insignias, hairnets, bandannas, monikers, colors, mottos, or other gang markings which may signify gang membership is considered inappropriate for school attire and is prohibited.
- Clothing and accessories must be safe (i.e. no wallet chains, no pocket chains, etc.).
- Sleeveless tops, tank tops, half shirts, tube tops, net tops, and spaghetti strap tops are not acceptable.
- Tops exposing a bare midriff or that are low cut are not acceptable.
- Extremely short shorts are not acceptable.
- Pajama pants and pajama tops are not acceptable.
- Apparel or accessories (such as buttons and jewelry) advertising or promoting alcohol, drugs, or tobacco products, or sexual innuendoes are not permitted.
- Any clothing which may expose undergarments is not allowed.
- Any clothing or accessories which suggest hatred or racial disruption are not permitted.
- Feet are to be covered with some form of safe footwear. Shoes with built-in rollers are not permitted.

Students not conforming to the above may be required to call parents and change clothes or to wear items provided by the school. Students who have questions about particular types or items of dress should talk to the counselor or principal.

It is impossible to cover all types of situations that may occur throughout the school year. Therefore, verbal announcements may be made concerning items not discussed in the Student Handbook. These announced items will also be posted in advisory. Students may be disciplined for announced items or situations even though they are not specifically covered in this handbook. Also, students may take home discipline notices during the year that need to be signed and returned to the school. Each student will receive an "M.S.D. of Mt. Vernon Students Rights, Expectations and Responsibilities" booklet, which will contain pertinent district policies including the discipline policy. The student and the parent(s)/guardian(s) should become familiar with the policies.



## **RIDING A SCHOOL BUS**

Riding a school bus is a privilege extended to you. Students are under the school's jurisdiction while riding on the bus. The bus drivers will distribute rules for students riding buses at the beginning of the school year. Students are not to load or unload at the high school stop; junior high students should load and unload only at the designated areas at the junior high school. If a student is suspended from school, the student is not permitted to ride a school bus to come into town.

The driver's primary concern of transporting students must be their safety. Any student behavior that may distract the driver and affect his/her skill in driving the bus will result in disciplinary action.

## **BEHAVIOR AT EXTRACURRICULAR ACTIVITIES**

Student behavior should be courteous and respectful. All students are encouraged to attend extracurricular activities and support the school's programs and activities. The following guidelines will allow everyone to be able to enjoy the activities:

- Students shall sit in the stands and watch the activity.
- Students are not permitted to leave the school grounds and then return to an activity once they have been admitted to the activity.
- Students may be asked not to attend such activities or not to be on school grounds if their poor behavior merits such action as determined by the administration.
- Transportation arrangements are to be made in advance, and students should be picked up immediately following the activity.
- Students are to follow the rules and regulations as provided in the student handbook along with this booklet entitled *MSD of Mt. Vernon Student Rights, Expectations, and Responsibilities*.
- A student cannot stay after school unsupervised until the activity begins. Students must be under the direct supervision of a teacher, sponsor, or coach.
- A student is to wear appropriate school clothes to the after school activities.
- Dance activities are only limited to MVJHS students.
- If a student is not in attendance during the day, the student may not attend extracurricular events after school without the permission of the principal.

## **BEHAVIOR RULES**

- Be caring.
- Be trustworthy.
- Be responsible.
- Be fair.
- Be respectful.
- Be the best you can each day!

## **MT. VERNON SENIOR HIGH SCHOOL DISCIPLINE INFORMATION**

### **SCHOOL REGULATIONS**

1. Students may not be in possession of tobacco or tobacco products on school property at any time. Students may not use tobacco or tobacco products in any school building, or at any school activity, on or off school property.
2. Fighting and/or horseplay in the building, on school grounds, or adjacent to the school are prohibited.
3. Hazing and initiation of fellow students are prohibited. No student shall conspire to or commit any act that injures, degrades, or disgraces any fellow student or person attending public school.

4. Public displays of affection, beyond holding hands, must be avoided in the building, on school grounds, or at school activities.
5. Students who do not attend Mt. Vernon High School are not permitted in the building.
6. Student visitors must have a visitor's pass before entering a classroom and they must be accompanied at all times by their student host or hostess. Under normal circumstances visitor passes will not be issued.
7. Students are to adhere to the "closed campus" policy from 8:05 a.m. to the close of the school day. Automobiles are to be parked, locked and not reentered until the end of the school day. Transportation to school assignments, such as SERV, Child-Care Coop, Peer Facilitation and Cadet Teaching, will be provided by school officials.
8. Posters are not to be displayed on walls without the initials of an administrator.

### **VIOLATORS OF SCHOOL REGULATIONS**

Violators of school rules and regulations will be subject to disciplinary action by proper school authorities.

### **PERSONAL APPEARANCE**

Dress and appearance in good taste is the guideline for all Mt. Vernon High School students. Students will not be permitted to dress in a manner that is lewd, vulgar, indecent, offensive or is disruptive to the educational process.

Examples of inappropriate and unacceptable dress include but are not limited to the following:

1. Sleeveless tops, tank tops, tube tops and spaghetti strap tops are not permitted.
2. Tops exposing a bare midriff or low cut.
3. Apparel or accessories advertising drugs, alcohol or tobacco products.
4. Apparel displaying vulgar or obscene language or content.
5. Any clothing which may expose undergarments.

### **DISCIPLINE**

1. Teachers have the responsibility to supervise and discipline students at school in a reasonable and just manner, much as the parent might at home.
2. School authorities have the right to suspend a student from school for a brief specified period as punishment for the violation of a reasonable school rule or regulation.
3. The Board of School Trustees and Superintendent may expel any pupil from school for a violation of a more serious nature.
4. Refer to Policy 308 (Discipline).
5. Written documentation, including language used in quotes, should accompany notification to the office of a disciplinary concern.

### **GENERAL CONDUCT**

1. Conduct conducive to a suitable school environment is expected on and near school premises and at school functions.
2. Persons in authority are to be respected and obeyed.
3. Respect for school, private and public property, and equipment will be expected.
4. School and community rules and regulations are to be obeyed.
5. A constant and sincere effort to learn is to be made.
6. Standards of work consistent with the student's individual ability will be expected.
7. Respect for oneself and others is expected at all times.
8. Hats of any type will not be permitted between the hours of 8:05 a.m. and 3:05 p.m.

9. Snacks and soft drinks must be consumed in the area in which they are purchased. Food and beverages are not permitted in the classrooms.

### **BEHAVIOR ON BUSES**

1. All school rules of conduct will apply to students riding buses.
2. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom.
3. Refusal to transport students will be decided in cooperation with school authorities and will be enforced by the school bus driver. Parents will be notified of such action by proper school authorities.

### **USE/POSSESSION OF TOBACCO**

Mt. Vernon High School is a smoke-free facility in accordance with federal law, which prohibits smoking in any building that a school corporation owns, leases, or utilizes to provide education to its students.

It is advisable for health reasons that students NOT use tobacco.

Students may not be in possession of tobacco or tobacco products AT ANY TIME on school property. This includes all school-related functions during school hours and after school hours.

Indiana state law prohibits any individual under the age of 18 to possess or use tobacco products. Students possessing or using tobacco products on school grounds will be reported to the Mt. Vernon Police and will receive a citation plus a significant monetary fine.

To violate these regulations may result in the following penalties:

- 1st Offense:*
- A. One day internal suspension plus notification to parents/guardians.
  - B. Review materials in Supervised Alternative Study (SAS) regarding the health risk of using tobacco.
  - C. Referral to guidance counselor for counseling regarding tobacco issues.

*2nd Offense:* Four days external suspension.

*3rd Offense:* Ten days external suspension with a request to the Superintendent of Schools for an expulsion from school.

PLEASE NOTE THAT OFFENSES ARE CUMULATIVE throughout a high school career. Students are NOT allowed three offenses each school year.

**Example:** A student who receives his/her first offense (see first offense penalties) in his/her freshman year, a second offense (see second offense penalties) in his/her sophomore year, who then has a third offense in his/her senior year would be facing a ten day external suspension with a request made to the Superintendent of Schools for his/her expulsion from school (see third offense penalties).

### **CONTROLLED SUBSTANCES**

**TOBACCO** - The use/possession of tobacco on school property, at any time, is prohibited.

**ALCOHOL** - The use, consumption, possession or evidence of being under the influence of alcohol on school premises, in the immediate vicinity of the school or at school functions is prohibited. To violate this regulation is against school rules and the laws of the State of Indiana. Suspension or expulsion as well as prosecution will be initiated by school personnel.

**NARCOTICS** - Knowingly possessing drugs or drug paraphernalia, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or intoxicant of any kind is against school rules and the laws of the State of Indiana.

### **OBSCENITIES AND VULGARITIES**

The use of vulgar, obscene, or indecent language or writing, pictures, acts, or signs will be considered violations of acceptable school behavior. Teachers are directed to confiscate any of the materials previously mentioned, note its owner and provide it to an administrator for filing in the student's disciplinary folder.

### **THEFT**

No student shall take or use without permission any property belonging to a fellow student or to the school.

## USE OF SCHOOL FACILITIES

Students shall not be in school buildings at times other than their regular school hours (7:30 a.m. to 3:15 p.m.) without special permission and proper supervision.

## HAZING

Hazing is prohibited on school grounds. Mt. Vernon High School does not approve of hazing on or off school property and will cooperate with the parents of hazed students if they wish to bring legal action against those who did the hazing. Anyone caught hazing another student on school property will be subject to suspension or expulsion.

## FIGHTING AND WEAPONS

1. Fighting or conspiracies to engage in fighting are prohibited.
2. Intimidation, hazing, or threats of inflicting bodily harm are prohibited.
3. Possession or use of dangerous or annoying instruments, including fireworks, firearms, explosives, water pistols, and knives is prohibited.

## FIGHTING POLICY

The penalty for being involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, shoving), may be placement in alternative supervised study, external suspension or a request for an expulsion from school. Provoking a fight is subject to punishment. Fights should be reported immediately to an administrator or teacher. Students should not take matters into their own hands, but should allow faculty member, staff member, or an administrator to handle the situation.

In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around so as to hinder school officials or refusing to leave the scene when asked to do so are all violations of school policy and disciplinary action may result. In more severe cases, prosecution may be an alternative.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report these incidents immediately to an administrator. In sum, FIGHTING WILL NOT BE TOLERATED ON THIS CAMPUS, ON THE SCHOOL BUS, OR AT ANY SCHOOL SANCTIONED EVENT.

**ATHLETIC PHILOSOPHY**

The Metropolitan School District of Mt. Vernon recognizes that the participation in athletics, both as a player and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student himself. In his/her play and conduct, the student athlete is representing all of these groups.

Athletics prepares one for the future by teaching self-discipline, positive thinking, self-sacrifice, teamwork, and cooperation. Students are motivated to win and excel, but the principles of good sportsmanship must prevail at all times in order to enhance the educational values of athletic competition. Such experiences contribute to the knowledge, skill and emotional patterns that he/she possesses, thereby making him/her a better person and citizen.

**STUDENT ATHLETE CONDUCT POLICY**

Every student athlete is expected to behave in a manner that brings credit to his/her school and squad. When an athlete's conduct in or out of school (1) reflects discredit upon the school or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school, he/she will be in violation of the rules. Violation of this rule may result in an athlete being ineligible for further participation.

**PARENT/PHYSICIAN/INSURANCE PERMISSION FORMS**

Each athlete is required to have on file in the athletic office a completed IHSAA pre-participation physical/insurance form. This form must be on file before the athlete participates in a practice or contest. This form, which must be signed by the athlete and parent/guardian, contains a summary of the Indiana High School Athletic Association rules.

**THEFT AND/OR VANDALISM**

Athletes found guilty of stealing or committing acts of vandalism will face disciplinary action based on the seriousness of the offense.

**PENALTY:**

- a. **First Offense:** Suspension from participating for 20% of the season.  
The 20% suspension from contests will be consecutive. If the 10% rule is to be satisfied, the athlete must successfully complete the season in which they sit out 20% of the contests. During the suspension, the coach may or may not allow the player to practice. If the offense occurs while an athlete is in season, it may be necessary for that athlete to sit out part of the in season sport plus part of the next sport in which they participate, in order to satisfy the 20% rule.
- b. **Second Offense:** Suspension from all athletic participation for a period of one calendar year effective the date of the second offense.
- c. **Third Offense:** Expulsion from all athletic participation for the remainder of the student's high school career.
- d. All allegations of rule violations will be brought to the attention of the athletic director and head coach. It is their responsibility to investigate all charges and to recommend any disciplinary action to be taken.

**TRAINING RULES**

- 1. The possession or use of tobacco or alcoholic beverages is not permitted in or out of season. This rule is in effect twelve (12) months of the year. Violations of this rule may result in the following disciplinary action.

**PENALTY:**

- a. **First Offense:** Suspension from participating for 20% of the season.  
The 20% suspension from contests will be consecutive. If the 10% rule is to be satisfied, the athlete must successfully complete the season in which they sit out 20% of the contests. During the suspension, the coach may or may not allow the player to practice. If the offense occurs while an athlete is in season, it may be necessary for that athlete to sit out part of the in season sport plus part of the next sport in which they participate, in order to satisfy the 20% rule.
- b. **Second Offense:** Suspension from all athletic participation for a period of one calendar year effective the date of the second offense.
- c. **Third Offense:** Expulsion from all athletic participation for the remainder of the student's high school career.

2. The possession of drug paraphernalia, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicant or any kind of any other controlled substance is not permitted in or out of season. This rule is in effect twelve (12) months of the year. Violations of this rule may result in the following disciplinary action.

**PENALTY:**

- a. **First Offense:** The minimum penalty will be suspension from participating in 30% of the contest season. The penalty may be increased up to a one-year suspension from athletic participation when the violation could be classified as a felony or resulted in a felony charge. The 30% suspension from contests will be consecutive. For the 30% rule to be satisfied, the athlete must successfully complete the season in which they sit out 30% of the contests. During the suspension, the coach may or may not allow the player to practice. If the offense occurs while an athlete is in season, it may be necessary for that athlete to sit out part of the in season sport plus part of the next sport in which they participate, in order to satisfy the 30% rule.
- b. **Second Offense:** Suspension from all athletic participation for a period of one calendar year effective the date of the second offense.
- c. **Third Offense:** Expulsion from all athletic participation for the remainder of the student's high school career.

**Note:** "Possession" is defined as one of the following:

- being convicted in a court of law on the charge of illegal possession of alcohol, tobacco or drugs
- having an alcoholic beverage, tobacco product, illegal drug or drug paraphernalia on your person
- having any substance in a vehicle the athlete is driving which would cause the athlete to be in violation of the law
- being any part of a purchase or exchange or an attempted purchase or exchange of alcohol, tobacco, illegal drugs or drug paraphernalia

**Note:** The athletic conduct policy is in effect from the first day the athlete attends a team practice or team meeting. All violations and penalties accumulate during the student's entire high school career.

**Note:** A first offense in Training Rule 1 or 2 above will automatically place the student in the second penalty level after another violation in the same or in a different category.

**Honesty Policy:** In the event that a student admits his/her violation of training rules 1 or 2, prior to an administrative investigation, a first offense suspension will be reduced by 5%. This results in a contest reduction of ½ game in football, 2 games in baseball & softball, 2 matches in volleyball & wrestling, and a 1 game reduction in all other varsity sports.

3. Squad members are to be home nightly, during the season, at a reasonable time to be determined by the head coach.
4. All allegations of rule violations will be brought to the attention of the athletic director and head coach. It is their responsibility to investigate all charges and to recommend any disciplinary action to be taken.

**SCHOOL/GAME/PRACTICE ATTENDANCE**

1. Every athlete is expected to attend all practice sessions of his/her sport unless excused in advance by the coach in charge or if he/she was absent from school because of illness.
2. An unexcused absence from practice or game may result in suspension or dismissal from the squad. The coach of the particular sport will make the determination as to the action to be taken.
3. Students who are absent from school and/or physically unable to participate and under a doctor's care must have a clearance from a physician holding an unlimited license to practice medicine.
4. Student athletes, when absent from school the entire day, are not permitted to practice or participate in a contest on the date except in the following situations:
  - a. school sponsored field trip
  - b. excused in advance to attend a funeral
  - c. excused in advance to be at the bedside of a seriously ill member of the immediate family
  - d. doctor, dentist, etc. appointment
  - e. excused in advance for appearance in court
  - f. approved by the principal (requests are to be submitted to athletic director)

**POLICY FOR ATHLETES QUITTING OR BEING DISMISSED DURING THE SEASON**

1. **Conditioning Season:**  
A player may change sports as long as he/she communicates with the coaches involved.

2. Official IHSA Preseason:

A player may change sports as long as he/she gets a written release from the head coach of the sport in which he/she is presently participating.

3. After the first official contest:

A player may not go to another sport and practice in any form until the **TEAM** he/she quit or was dismissed from has been eliminated from IHSA tournament play.

### **APPEAL PROCEDURE**

In the event that an athlete has been suspended or dismissed from the squad for a policy violation, he/she has the right of appeal as allowed by school board policy 608. Appeals should be in writing and include reasons for the appeal, any pertinent evidence or information relating to the circumstances causing the suspension and rational for reversing the decision. Appeals should start with the athletic director/coach and follow the normal administrative channels as described in board policy 608.

### **TRAVEL**

The athletic department provides transportation for high school athletes to away events.

High School squad members are to travel to and from away events in the transportation provided. Exceptions are as follows:

- a. The athlete's immediate family is continuing from the site of the contest to a destination farther from Mt. Vernon and desires their son/daughter to accompany them.
- b. The athlete desires to depart from the team bus, van, etc. at or near his/her home which is on the regular route back to Mt. Vernon.
- c. The athlete becomes ill or sustains an injury.

In sections 1 and 2, requests are to be made in writing to the athletic director at least 24 hours in advance.

### **MEALS**

When deemed feasible by the athletic director and coach, the athletic department will provide meals for athletes on trips.

### **LOCKS**

Locks for athletic lockers will be purchased through the athletic office. The cost of the lock will be \$4.00. The combinations for each lock will be kept on file in the athletic office.

### **CARE OF EQUIPMENT**

1. It is the intent of the athletic department to furnish equipment that is comfortable, well fitting and protective. If equipment is unsatisfactory, the player shall notify the coach.
2. It is the responsibility of the athlete to make restitution for lost or damaged equipment when it is determined that the athlete was negligent.

### **GAME UNIFORMS AND APPAREL**

1. School colors are a very unique part of our school history. School colors show loyalty, team spirit, school spirit and display Mt. Vernon pride in a way that no other colors can do.
2. Game apparel worn by players shall display our school colors, maroon and gray. Any athlete not displaying school colors during a game will be subject to disciplinary action. The discipline to be administered will be determined by the coach and the Athletic Director.
3. In situations where uniforms cannot be purchased in school colors, the athletic director will determine what color is to be substituted for the maroon and gray.

### **ELIGIBILITY**

The student athlete must meet the standards established by the Indiana High School Athletic Association and the M.S.D. of Mt. Vernon. To be academically eligible the student, if enrolled in (8) solid subjects, must pass (6) solid subjects. If the student is enrolled in (7) solid subjects or less, they must pass (5) solid subjects in order to be academically eligible. Semester grades take precedence over 9-week grades.

### **PARENT ACKNOWLEDGEMENT FORM**

Each athlete should have a form on file with the signature of his/her parent/guardian indicating that he/she has read and understands the student athlete conduct policy. This form will be kept on file by the school principal or designee.

Acceptance of athletic equipment signifies a willingness to observe all policies or regulations established by the athletic department and/or coach.

## **AWARDS**

Awards are based on athletic achievement, participation and mental attitude. Participation requirements are based on the following minimums:

BASEBALL (B)	Play in 50% of regular season innings. Pitchers – appear in 33% of games played.
BASKETBALL (B/G)	Play in 50% of regular season quarters.
CROSS COUNTRY (B/G)	Be one of our top seven finishers in 50% of regular season meets or be one of top seven on a conference champion team or advance to Regional.
FOOTBALL (B)	Play in 50% of the regular season quarters.
GOLF (B/G)	Participate in 50% of regular season matches. Participate on the team that is Conference Champion or advance to Regional.
SOFTBALL (G)	Play in 50% of regular season innings. Pitchers – appear in 33% of games played.
SOCCER (B/G)	Play in 50% of the regular season halves.
SWIMMING (B/G)	A swimmer or diver who places in top 12 in the sectional meet. A swimmer who swims an in-season time that would have qualified for a top 6 finish in the sectional. A diver who has a regular season score that would be equivalent to a top 6 finish in the sectional.
TENNIS (B/G)	Participate in 50% of the regular season matches.
TRACK (B/G)	Number one entry in 50% of the regular season meets. Earn an average of 3 points per meet exclusive of Invitational and Conference; score in Conference or Sectional meet.
VOLLEYBALL (G)	Participate in 50% of regular season games.
WRESTLING (B)	Participate in 50% of regular season matches; finish first or runner-up in Conference or Sectional.

B=Boys Sport G=Girls Sport

The athlete must complete the season as a team member. The season ends with the completion of the team's awards program. Consideration will be given in the event of an injury received in competition or practice.

Senior athletes who do not meet the required participation standard may be awarded a major letter provided he/she was a member of a team during both the junior and senior year and contributed to the success of the team.

The rules listed serve as a guide in the selection of athletes who qualify for a major award. The coaching staff may recommend an award to any athlete whom they feel deserving.

The head coach in each sport will recommend award winners to the Athletic Committee. The Athletic Committee will give final approval. The committee will consist of all head coaches, principal, and the athletic director.

### **GROUNDS FOR SUSPENSION OR EXPULSION (School Board Policies 305 and 308)**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or lewd, vulgar, indecent or offensive language, dress and/or behavior or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited:
  - (a) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - (b) blocking the entrance or exit 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 or 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 lawful meeting or assembly on school property;
  - (e) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.



4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a light laser on school property.
7. Knowingly possessing, handling, or transmitting a knife, gun, or any object that can reasonably be considered a weapon.
8. It is a violation of the disciplinary code of the M.S.D. of Mt. Vernon to:

(a) possess, provide to another person, or be under the influence of any substance which is or contains:

alcohol	marijuana	a stimulant	an intoxicant	a narcotic
a depressant	a hallucinogen	a steroid		

whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances.

- (1) on school grounds at any time or
- (2) at any school sponsored activity at any location including the school bus.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this rule.

Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule should contact the building principal before possessing, using, or providing the medication or substance.

(b) possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of:

alcohol	marijuana	stimulants	intoxicants	narcotics
depressants	hallucinogens	steroids		

or any item that is represented to be any of the foregoing items.

- (1) on school premises at any time or
- (2) at any school sponsored activity at any location including the school bus.

Examples of things which are not to be possessed or provided to another person are:

Pipes	Rolling papers	Clips
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(The lists given here are examples and not intended to be all-inclusive.)

9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. The possession of tobacco products on school property or at any school sponsored activity.
11. Failing 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 educational function.
12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Refusing to identify self, upon request, to proper school authorities in the school building, on the school grounds, or at school-sponsored events after such proper school authorities have identified themselves to the student.
14. Failing to attend school or class regularly and/or punctually.
15. Dressing or grooming oneself in a manner which presents a health or safety problem or causes disruption.
16. Attending, or attempting to attend, school when ill with a dangerous communicable disease which is transmissible through normal school contacts and which poses a substantial threat to the health or safety of the school community.

17. Engaging in any type of conduct which makes his immediate removal necessary to restore order or to protect persons or School Corporation property. This includes conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes.
18. Engaging in any conduct which is offensive to the accepted moral standards of the community. Such conduct includes, but is not necessarily limited to, possession or distribution of obscene materials and public displays of affections which involve close physical contact.
19. Knowingly 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 an educational function.
20. POSSESSION OF A FIREARM (AS DEFINED BY FEDERAL LAW)
  - a. No student shall possess, handle, or transmit any firearm or deadly weapon on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - The frame or receiver of any weapon described above.
    - Any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

35-47-1-5 Firearm – "Firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

35-41-1-8 Deadly weapon – "Deadly weapon" means the following:

- (1) A loaded or unloaded firearm.
- (2) A weapon, device, laser (as defined in IC 35-47-8-1), 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) An animal (as defined in IC 35-46-3-3) that is:
  - (a) readily capable of causing serious bodily injury; and
  - (b) used in the commission or attempted commission of a crime

The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year, with the return of the student occurring at the beginning of the first semester after the expiration of the one calendar year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above apply when a student is:

- (1) 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.
- (2) Off school grounds at a school activity, function or event or,
- (3) Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, 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.

## **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be made in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **LEGAL REFERENCE**

20 U.S.C. 8001  
20 U.S.C. 9002  
I.C. 20-8.1-5.1-1 et seq.

### **LOCKERS**

All lockers on the school premises are the property of the school district. These lockers are made available for use in storing school supplies and personal items necessary for use at school. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents (IC 20-8.1-5.1 Sec. 25).

### **LOCKER RULES**

In order to implement the school district's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Locks: The school district will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers: Lockers are to be used to store school supplies and personal items necessary for use at school. Students will be expected to keep their lockers in a clean and orderly manner.

3. Authority to Inspect: A principal (or designee) may, in accordance with the rules of the governing body, search a student's locker and locker's contents at any time. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - (a) at the request of the school principal; and
  - (b) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.
4. Disposal of Confiscated Contraband: All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including:
  - (a) return to the proper owner or place;
  - (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5.4;
  - (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
  - (d) destruction
5. Copy of Rules: A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker contents.

### **STUDENT ATTENDANCE**

This policy recognizes that regular attendance is the keystone of the instructional process because each and every day of school is important. Thus, if students are to fully realize the opportunities afforded through the educational programs and services of the school district, they must attend school regularly and be on time for classes.

The education of children is a complex process involving acquisition of academic facts and information, physical growth and development, social maturation, and emotional development. These functions of growth and development evolve over a period of time, but ongoing expansion, practice, evaluation, and reinforcement is necessary in order to assure full development. This can be accomplished only when students attend school regularly.

Frequent or unnecessary absence from class limits a student's opportunity for achievement by disrupting continuity of the instructional process, losing the benefit of interaction with teachers and classmates, and missing the opportunity for guided study. Losses from absence cannot be totally recovered even by extra instruction or make-up work.

The responsibility for assuring regular school attendance must be shared among the school, parents, and children. The school must provide programs and services which meet student needs and stimulate active student participation.

Parents must provide strong, effective guidance and discipline to assist their children to understand the importance of education and the relationship between success and regular attendance.

The student must accept the responsibility for determining his/her own destiny. Parents and schools can assist, but ultimately the student determines his/her own achievement and success.

Habits, which will carry over to mature adult behavior, are developed during the formative years of life. It is an accepted principle that regular and punctual school attendance is fundamental if students are to develop habits of self-discipline and responsibility.

It must be recognized that the benefits of regular and punctual attendance will be directly related to each student's academic success and record. The academic achievement, thus grades, may be directly affected by attendance.

The superintendent of schools is authorized to develop necessary rules and procedures to implement this policy.

Note: This policy does not affect official student attendance record keeping. Recording of student attendance for official records is governed by state compulsory attendance laws and procedures.

State law authorizes the following activities to count as attendance in school:

- (a) service as a page in the Indiana General Assembly
- (b) service as a precinct worker on election day
- (c) appearance in court by subpoena
- (d) active duty in the Indiana National Guard

## K-5 ATTENDANCE POLICY

### OPERATIONAL PROCEDURES

Student must attend school regularly and be on time for classes in order to gain the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

1. The parent/legal guardian is to notify the school by a telephone call or in person in advance of the absence. A written statement from the sponsoring official verifying participation is required upon return to school when a student serves as a Page in the General Assembly or serves as a precinct worker on election day.
2. In the event of extended or frequent absences because of illness, a doctor's statement may be required. After three (3) consecutive days of absences because of illness, a doctor's statement of treatment may be needed to explain any additional days that the student is absent.
3. After three (3) unexcused or unexplained absences, or after a pattern of absences, school personnel should contact the parents in an effort to assure proper attendance. At this point, a counseling session which includes the parents and student may be warranted.
4. If the student is judged to be truant from school or if the attendance problem persists, the District Attendance Officer should be notified.
5. The Attendance Office should make a minimum of three (3) contacts with the parents including at least two (2) home visits.
6. If the attendance problem persists, a letter from the Superintendent (or his designee) should be sent to the home via certified mail. This letter should inform the parents of possible legal proceedings if the student does not establish and maintain proper attendance.
7. If these steps prove ineffective in correcting the problem, the Attendance Officer should report the name of the student to juvenile court officials. A child under the age of eleven (11) should be considered to be absent as a result of educational neglect and the parents held responsible, subject to Circuit Court jurisdiction.
8. Conversations with parents and students should be documented and kept for future use of the Attendance Officer.
9. Truancy is defined as unexcused or unapproved absence from school or class period. Being at school but not attending class is considered as truancy.
10. All students enrolled in the Metropolitan School District of Mt. Vernon are subject to these rules and regulations regardless of age.
11. A student may not leave school any time during the normal school day without permission from his/her parent/guardian and the principal or his designee. The student is to "sign out" at the principal's office prior to leaving school.
12. Tardiness, late arrival at school or class, is to be handled by the classroom teacher. Excessive tardiness may be considered to be truancy and dealt with accordingly.
13. Excused or accepted absences shall include the following types:
  - a. Personal illness or injury.
  - b. Severe illness or death in the immediate family.
  - c. Medical, dental, optical appointments which cannot be scheduled outside of the school day. The school may require verification of appointments with a statement from the doctor.
  - d. Other unavoidable, unusual, or emergency conditions that will be determined by the principal either in advance of or on the day of the absence.
  - e. A student may be excused to participate in a religious service or observation with a written statement from his/her parent/guardian in advance of the absence stating the purpose, date, and length of absence.\*
  - f. Students may be absent to attend the funeral of a friend or relative. The parent/guardian must provide a written request in advance of or on the day of the funeral.\*
  - g. Students may not be considered absent while participating in any school sponsored activity or event.\*

\*The absence is excused or accepted only for the length of time of the appearance/appointment and reasonable travel time.

14. Unexcused or unacceptable absences shall include but are not necessarily limited to the following types.

Family vacation/trips  
Automobile trouble  
Oversleeping

Babysitting  
Missing the bus  
Personal business

Work

15. Since the nature of the educational process changes and the degree of responsibility of students for their own development increases as students progress through the grade levels, make up work when students are absent shall be handled as follows in the elementary grades:

- a. Each teacher will work with individual students to assist them as needed to acquire necessary skills for continuous academic development. Make up or extra work will be assigned as deemed appropriate by teachers.

## **MT. VERNON JUNIOR HIGH SCHOOL ATTENDANCE INFORMATION & OPERATIONAL PROCEDURES**

### **ATTENDANCE INFORMATION**

Students are expected by the state laws to be present at school every day unless they are properly excused. Irregularities in attendance may result in students missing portions of class information which cannot be recovered. Success at school, like success on any job, requires dependable and prompt attendance. Poor attendance reflects in student grades and is a consideration in retaining a student at the same level for a second year. Students who miss on a regular basis may be required to have a doctor's note for each absence. Regular attendance is the responsibility of the parent and student.

If a student is not in attendance during the day, the student may not attend extracurricular events after school without the permission of the principal.

### **LEAVING SCHOOL DURING THE DAY**

- Students who have doctor or dental appointments during a school day are expected to attend classes during those periods that they are not traveling to and from the appointment.
- When students have appointments, parents must call or send a note to the office stating the date, time, and place prior to the appointment. The student will be issued an "Excuse to Leave the School Grounds" pass.
- The issued pass should be presented to the teacher at the beginning of the class period in which a student will be excused. The student should report to the nurse's office and sign the checkout sheet after receiving permission to leave.
- The student should present a form signed by the dentist, doctor, etc., upon his return to school.
- Under no circumstances may a student leave the school without signing the checkout sheet. No student will be allowed to check himself out, walk home, or leave the school campus with a friend or relative without confirmed parental permission. Upon returning to school the same day, you must sign in.
- Mt. Vernon Jr. High has a closed campus policy. Once you arrive at school, you shall not leave the school grounds until dismissed at the end of the day.

### **MAKE-UP WORK**

All students are expected to complete all assignments missed due to an absence for any class. Make-up work is the responsibility of the student. Assignments and tests, which are completed by expected time limits, will receive full credit. Absences due to truancy and external suspension have the same expectation for the completion of class work as any other absence.

It is urged that a request for make-up work be made on the third consecutive day a student is absent by calling the Counseling Office before 9:00 a.m. Requests made after 9:00 a.m. cannot be processed until the following school day since the teachers prepare the requests during their preparation period; thus, requests should be limited to extended illnesses. The make-up work can be picked up in the Counseling Office before 3:30 p.m. Typically, a student who is absent on a day of a test will be expected to take the test upon returning to school. Again, students are encouraged to record daily assignments, long-term projects, upcoming tests, and other upcoming events in their student assignment book. Check with your team to see if assignments are posted on the internet.

### **PROCEDURES FOR ABSENCES**

If a student is absent from school, a telephone call from a parent or guardian is required. Every effort should be made to call **before 9:30 A.M.** The office will be open at 7:30 A.M. each day. The school telephone number is 833-2077; ask for the nurse. If we do not hear from home by 9:30 A.M., a call will be made to the home or place of employment to verify a student's absence. A note signed by the parent or legal guardian explaining the nature of the absence is required when the student returns to school if we are unable to make contact by phone on the day of absence.

If a student is absent from school the day of an extra-curricular activity, that student may **NOT** attend the activity. Special circumstances may be waived by the principal.

## **TARDIES**

Students have four minutes to pass from one class to another. Reporting on time with proper materials is important. Each teacher will record tardiness for each student on a daily basis. Teachers are authorized to deal with student tardiness on an individual basis including, but not limited to, requiring the student to attend make up sessions, assigning detention, and assigning written exercises. At such times as the teacher feels that the tardiness has become excessive, the student may be referred to the assistant principal's office for further disciplinary action.

If a student is late to school, he must report to the nurse to sign in and secure a pass to enter class. Habitual tardiness to school becomes a discipline matter and may be turned over to the M.S.D. Attendance Officer. Students will make-up excessive tardiness to school by sitting detention before or after school. A person who has several tardies does not qualify for perfect attendance.

## **TRUANCY**

Failing to report to assigned classes, or absences which occur without the knowledge or permission of a parent/guardian, are considered truancies. If you are truant from school or any portion thereof, you will be required to make-up an appropriate amount of time before school hours and after school hours. The student is expected to ask for all homework and other appropriate make-up.

Any student who is determined to be habitually truant as defined by policy, cannot be issued an Indiana Operators License or Beginner's Permit until the age of 18 years of age or until the prohibition is removed upon recommendation of the principal to the Board of Trustees. For more explanation, please refer to the specific section in this booklet that addresses Driver's License/Permit Restriction.

For more explanation, please refer to the *Student Rights, Expectations and Responsibilities Handbook*.

## **MT. VERNON HIGH SCHOOL ATTENDANCE POLICY**

### **OPERATIONAL PROCEDURES**

The attendance policy at Mt. Vernon High School is based on the premise that something important happens each day in each class of every school day. The faculty and staff believe that there is a direct relationship between good attendance and successful academic achievement. The attendance and study habits, both good and bad, which are formed during these high school years tend to carry over into the adult years once students graduate from MVHS. A successful attendance program takes the efforts of parents, students and school staff. The following policy has been developed to promote a high standard of good school attendance.

#### **7-DAY ABSENCE/ATTENDANCE POLICY**

1. A FOUR-DAY ATTENDANCE NOTICE will be issued to every student who reaches four absences in a class within a semester. The teacher will verbally notify the student who has reached 4 absences in that particular class, reinforce the importance of good attendance, and have the student sign the ATTENDANCE NOTICE. A copy of the report will be sent home by mail. A copy will be sent to the office for the student's file, and a copy will remain with the classroom teacher. The teacher will continue to notify the student of the number of absences accumulated after the four-day notice.
2. A SEVEN-DAY ATTENDANCE NOTICE will be issued to every student who reaches seven absences in a class. A semester absence of seven days from any class will place the student in a failing status. This report will be sent by mail to the parent. The student will remain in the class and will be given verbal notice of the failing status by the classroom teacher. If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the seven-day limit, the student may appeal to the teacher for credit. This appeal may be granted if the following conditions have been met:
  - a. The Appeal Form has been completed and returned to the teacher by the due date specified on the form.
  - b. Attendance **after** the seven-day limit has been satisfactory.
  - c. Appropriate doctor statements, if applicable, have been filed with the school attendance officer.
  - d. All class work has been satisfactorily completed.
  - e. All class objectives have been accomplished.
  - f. The student is academically passing the class.

#### **STUDENT APPEAL FOR CREDIT PROCEDURE**

1. Teachers will give verbal and written notice to all students who have reached seven absences in their class.
2. Teachers will issue a Student Appeal for Credit form to all students in their classes who have exceeded the attendance policy and have been placed in a failing status. Teachers will fill in the number of absences and the due date for the form to be returned at the time they give the form to the student.

NOTICE: Forms will be handed out and due dates set within the last 1½ to 2 weeks before the end of the semester. If the student exceeds the attendance limit after the deadline, the due date of the appeal for credit form will be extended for up to one week after the last absence.

3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form.
4. The student will return the form to his/her teacher prior to or on the due date for teacher consideration.
5. The attendance committee will review all Student Appeal for Credit forms.
6. Following a favorable review by the attendance committee of the appealing student's attendance, the decision to grant credit rests with the teacher. The teacher is the one who sets the class objectives and must be the one to determine if those objectives have been met. Students will not be notified concerning the determination of their appeal until after the final exam.
7. Students who lose their credit as a result of the appeal decision have a right to due process and may appeal to the attendance committee through the principal. Students must provide the attendance committee with reasons why credit should be granted. Reasons must be in writing.

#### **ADDITIONAL GUIDELINES**

An absence count will start only upon a student's first registered day in a class.

Absences that are due solely to hospitalization, long-term home illness, or absences which occur due to the necessity to see a medical doctor will not count against the seven-day limit if parents provide the school with a written doctor's excuse immediately upon the student's return to school (immediately shall be interpreted as within 24 hours).



Class absence, as a result of approved school activities, will not count within the seven-day limit. Examples of approved school activities would include field trips, approved senior college visitation days, and other such absences that are approved by school administration.

Class absence, as a result of internal or external suspension, **will not** count against the seven-day limit.

### **COLLEGE VISITATION DAYS**

Seniors who intend to enroll in a college, university, or technical school after graduation from Mt. Vernon High School may be granted two days for the purpose of visiting such campuses and speak to school personnel.

Visitations to local educational institutions located within a 25-mile radius of Mt. Vernon will be approved for only a ½ day absence (2 periods). Educational institutions that would be included in the 25-mile radius would include, but not be limited to, ITT, University of Southern Indiana, and the University of Evansville. College visits shall be completed prior to May 1.

### **PROCEDURE**

1. Prior to the absence, the student should meet with his/her Counselor and secure COLLEGE VISIT FORM.
2. Prior to the absence, the COLLEGE VISIT FORM needs to be completed and returned to the Counselor. This form is given to the Attendance Officer.
3. Upon the return to school from the visit, the student will present the attendance officer a verification of the visit written by an official of the visited institution. The verification of the visit should be written on letterhead stationary. Most colleges and universities do this as a matter of practice.

### **TRUANCY**

Failing to report to assigned classes or absences which occur without the knowledge or permission of a parent or guardian are considered truanancies. Truanancies are serious breaches of school policy and can result in expulsion from school for a semester or school year.

### **MAKE UP WORK**

All students are expected to complete all assignments missed due to an absence from any class. Assignments and tests which are completed by expected time limits will receive full credit. Absence/Truancy or External Suspension: Absences due to truancy and external suspension have the same expectations for the completion of class work as any other absence. Students will receive 50% credit for the completion of missed assignments when the absence is due to a truancy. Internal supervision and external suspension is 100% make up.

The following guidelines are set with the intention of encouraging students to make up work missed due to an absence in a timely manner:

1. After an absence, a student should contact all of his/her teachers to make arrangements for making up missed work. These arrangements should be made at or before the next meeting of the missed class.
2. Teachers and students are encouraged to make use of supervised study periods for completion of make-up work.
3. Students are encouraged to contact teachers before school to request make-up assignments.
4. Students are to be allowed one day for make-up for each day missed.

Examples:

A student is absent Tuesday (Maroon). He/she should make arrangements for make-up work on or before Thursday (Maroon) and have it completed by the following Monday.

A student is absent Tuesday (Maroon) and Thursday (Maroon). He/she should make arrangements for make up work on or before the following Monday (Maroon) and have it completed by Friday (Maroon).

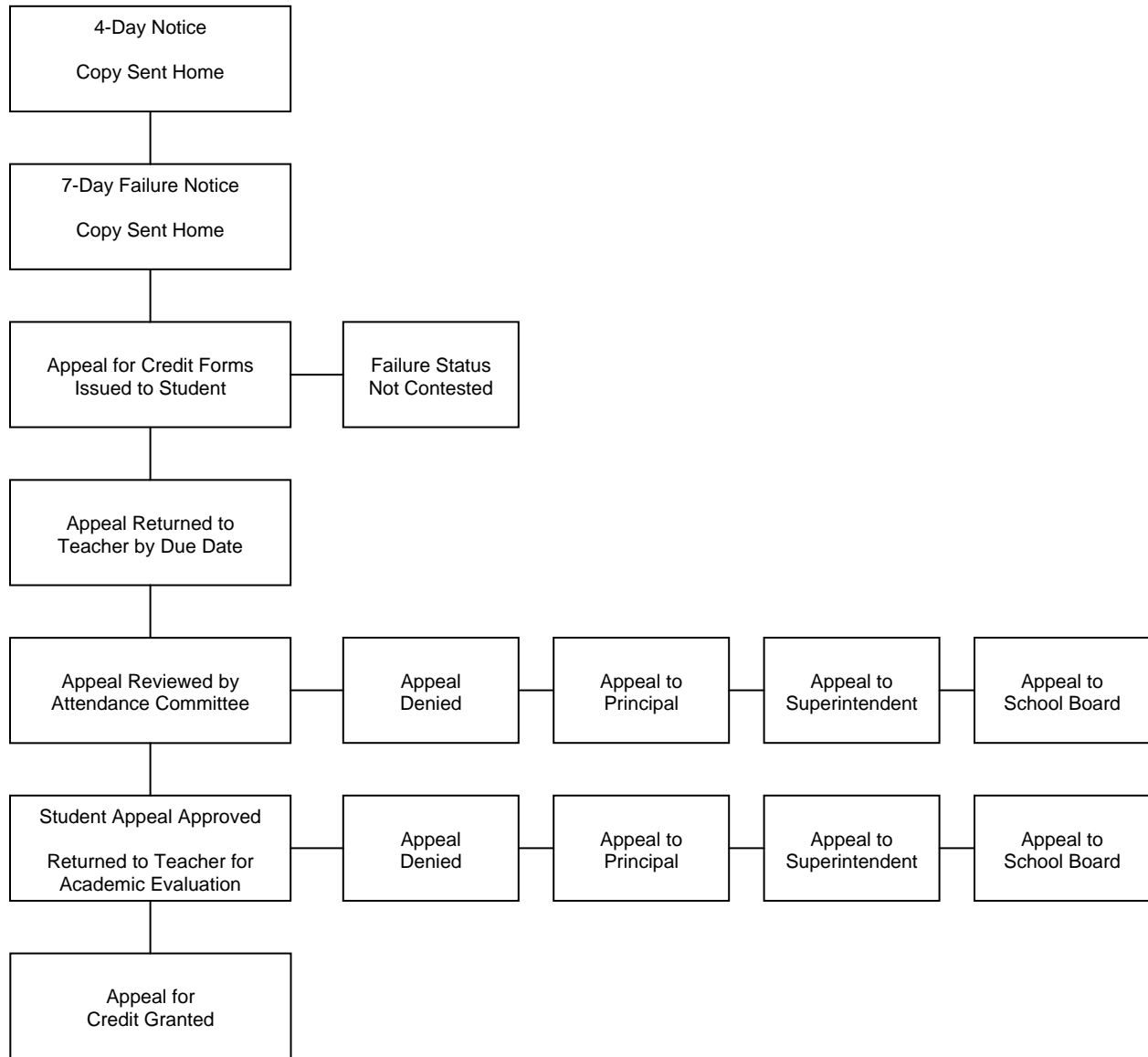
5. If a student is absent on a school day prior to a class meeting when a quiz or test will be given, then the student is to make up the missed test during or before the following class meeting.

Example:

A student is absent Monday (Maroon). A test is scheduled for period 6 on Tuesday (Gray). The student should not be required to take the test on Tuesday, but should make arrangements on that day to make up the test prior to or during period 6 on Thursday (Gray).

- Teachers are encouraged to post assignments in their classrooms and/or provide a course syllabus with assignments to allow students to determine what assignments need to be made up.

### HIGH SCHOOL ATTENDANCE POLICY FLOWCHART



### ATTENDANCE COMMITTEE

The Mt. Vernon High School Attendance Committee will function to:

- Monitor and review the Attendance Policy
- Review the attendance of individual students requesting an Appeal for Credit.

The Attendance Committee will include one administrator, the Attendance Officer, the School Nurse, and teachers.

## **TRUANCY AND DRIVER'S LICENSE/PERMIT RESTRICTION**

This policy is adopted pursuant to Indiana Code regarding the restriction of driver's licenses and permits.

### **SECTION I – HABITUAL TRUANT**

Indiana Code provides that the Bureau of Motor Vehicles may not issue a driver's license or beginner's permit to a student who is:

1. Under eighteen (18) years of age;
2. An habitual truant; and
3. Identified in a list submitted to the Bureau of Motor Vehicles until the student becomes eighteen (18).
  - A. Indiana Code 9-24-2-1 provides that any person under the age of eighteen (18) who is determined to be an habitual truant as defined by School Board policy cannot be issued an operator's license or learner's permit until the age of eighteen (18).
  - B. The term "truant" is defined as a student who willfully refuses to attend school.
  - C. The term "habitual truant" is defined as a student who willfully refuses to attend school for ten (10) days during any one school year.
  - D. One to two class trancies, in any one-day, will be equivalent to a half day of truancy. Three or four class trancies, in any one day, will be equivalent to a full day of truancy.

### **PROCEDURE**

1. When a student has two (2) trancies, the student and the student's parents shall be notified and a conference requested by the principal.
2. When a student has three (3) trancies, the student and the student's parents shall be notified by certified mail.
3. When a student has four (4) trancies, the principal shall notify the Bureau of Motor Vehicles that the student is an "habitual truant."
4. When trancies are on consecutive days, notification to student and parents shall be as soon as the administration can determine that trancies have occurred.

### **REVIEW**

1. The principal shall review the habitual truant's attendance record twice annually, by December 1 and June 1 to determine if the prohibition against receipt of an operator's license or learner's permit shall continue. The principal shall be guided by the following factors:
  - A. At least 60 school days must have elapsed in order to have a significant sampling upon which to make a determination of improved attendance.
  - B. The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence based on truancy shall cause the principal to recommend that the aforementioned prohibition shall continue.
2. If a student who has been designated and/or determined an habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to a public or non-public school, the principal shall no longer be under a duty to conduct the review. Conversely, if such a student moves or transfers to this school system, the principal shall conduct the appropriate review.
3. The principal shall forward his/her recommendation to the Board of Trustees for its review and determination. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purposes of later determining that a student is a repeat habitual truant under this policy.

### **SECTION II – ISSUANCE OF LICENSE OR PERMIT**

1. An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who:
  - A. Is under at least a second suspension from school for the school year under IC. 20-8.1-5;
  - B. Is under an expulsion from school under IC 20-8.1-5;
  - C. Has been determined to be an habitual truant; or
  - D. Withdraws from school for a reason other than financial hardship before graduation.

2. If a student is suspended for the second time in a school year, the student or the student's parents have the right to a due process hearing under IC 20-8.1-5. The decision of the hearing examiner shall be final.
3. If a student receives a second suspension from school or is expelled from school under applicable law, the principal shall notify the Bureau of Motor Vehicles that the student is not eligible to receive a license or permit and the date when the student will become eligible.

### **SECTION III – INVALIDATION OF LICENSE OR PERMIT**

1. If a person is less than eighteen (18) years of age and is under a second suspension, expulsion, is determined to be an habitual truant, or withdraws from school for a reason other than financial hardship before graduation or reaching the age of 18, the Bureau of Motor Vehicles shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:
  - A. The person becomes eighteen (18) years of age.
  - B. One hundred twenty (120) days after the person is suspended or the end of the semester which the person returns to school, whichever is longer.
  - C. The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.
  - D. The student has enrolled in a full-time or part-time education program and has participated for 30 or more days in the program. The student must submit to the Bureau of Motor Vehicles a statement which contains the verified signature of the principal or Board president of the program in which the student is enrolled and notification that the student has complied with the conditions of this paragraph.
2. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances with each notice indicating the last day of the semester in which the student returns to school.
  - A. The student receives a second suspension from school in any one school year; if a student is suspended for the second time in a school year, the student or the student's parents have the right to a due process hearing under IC 20-8.1-5. The decision of the hearing examiner shall be final.
  - B. The student is expelled from school for any reason established by state statute and/or this school system for the grounds stated in Indiana Code 20-8.1-5-5(1).
  - C. The student has been determined a habitual truant.
  - D. The student who is under the age of 18 years has withdrawn from school for reasons other than financial hardship.

Should any such second suspension be reversed after the student has utilized the procedures under Indiana Code 20-8.1-5, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

### **SECTION IV – ADMINISTRATIVE REGULATIONS**

1. Should the principal have reason to believe that a student under the age of 18 years who has requested to withdraw from school for financial hardship with written consent of his/her parents/custodians, is quitting school in order to avoid a second suspension in a school year or an expulsion for misconduct, the principal is given the discretion to consider such as an offer to quit, to reject the offer, to continue with the suspension or expulsion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceeding.
2. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana code 9-2-1.
3. For purposes of this policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student's previous school(s), and shall treat such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion for misconduct.
4. Non-Public School Students – The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a permit or license.
5. The superintendent is authorized to oversee the development of administrative regulations and forms to implement this policy. To reduce the chance of forgery, the superintendent shall see that a special seal is developed to be embossed on each eligibility form signed by the principal that is to accompany the application for a license/permit.
6. The principal is authorized to have a facsimile signature prepared for use by any designee on any form utilized under this policy, and shall oversee the development of procedures to protect the security of the facsimile stamp as well as the special seal embosser.

## **OPERATIONAL PROCEDURES**

The following are the types of absences that will be considered to be trancies. The list is not intended to be all inclusive. Other similar types of absences may be considered to be trancies.

1. Student leaves home, but does not show up at school.
2. Student refuses to get out of bed in the morning and refuses to follow parent's demands to do so. Parent is unable to get the student to go to school.
3. Student rides bus, but does not go to school.
4. Student leaves the school during the school day without permission.
5. Student is in school building, but skips scheduled classes.
6. Student is a runaway child and fails to attend school.
7. Student leaves home, but does not arrive at school when his/her parent expects him/her to arrive (Reasonable travel time.)
8. Parent leaves earlier in the morning than the student; student fails to attend school and fails to tell his/her parent about the absence. (Parent is unaware of the absence.)

### **WITHDRAWAL FROM SCHOOL**

#### **EXIT INTERVIEW**

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age may withdraw from school prior to graduation after a exit interview with the student's parent or guardian is conducted with the appropriate school employee. The Board of School Trustees of the Metropolitan School District of Mt. Vernon designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school:

Mt. Vernon Senior High School --	Attendance Officer Principal Assistant Principal
Mt. Vernon Junior High School --	Principal Assistant Principal Counselors

Legal Reference: I.C. 20-8.1-3.17

### **MEDICINES**

It is understood that there is a need for students to receive medications during the school day in order to combat and remedy illnesses. The Board recognizes this need, but also recognizes the need to protect students from inappropriate administration of medicines and to protect school employees against liability by establishing procedures that comply with reasonable practices and state law. Therefore, the Board of School Trustees directs the Superintendent of Schools to establish guidelines for the administration of medication to students that will meet the needs of students, protect employees, and comply with state law.

Students with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event. The student's parent must file an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication. Medication may be sent home with high school students if the student's parent has given written permission.

#### **PROCEDURES**

1. The term "medication" is **NOT** limited to prescription medicine but would include nonprescription medications such as aspirin, cough syrup, vitamins, etc.
2. Prescription medication shall not be administered unless the following requirements are met:
  - a. All prescription medication must be brought to school in a container clearly labeled by a physician or a druggist stating the student's name, the doctor's name, and the dosage (amount and frequency).
  - b. Written permission of parent or guardian must accompany each medication and incident.
3. Non prescription medication shall not be administered unless the following requirements are met:

- a. Written permission of parent or guardian is on file.
- b. Medication must be in the original container and clearly labeled with the student's name and the dosage (amount and frequency) to be administered.

4. The principal will designate in writing the persons who may administer medication.

At each school, one (1) individual (the nurse) should normally administer the medication with an administrator, teacher, or other school employee designated by the school administrator being available if needed. A daily medication chart should be kept on each student. The person administering the medication should check the chart first, administer the medication, and then initial the square coinciding with the student's name and the date. This will prevent any duplication.

5. The designated administering school person should not leave any medication unattended at any time. All medication should always be inaccessible to students.
6. All medication must be kept in the principal's or nurse's office area in the original container. This should be locked in a safe, cabinet, or container.
7. All medications should be destroyed or returned to the legal custodian when no longer needed. Destruction of the medication should be done in such a manner as to insure no other person can obtain possession of it.
8. Medication that is possessed by the school for administration during school hours or at school functions may be released to:
  - \*the student's parent; or
  - \*an individual who is at least 18 years of age; and designated in writing by the student's parent to receive the medication.
9. Medication may be sent home with the student if the student's parent provides written permission for the student to receive the medication.
10. These guidelines do not apply to medications possessed by a student for self-administration under IC 20-33-8-13. A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:
  - a. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the following:

A physician states in writing that:

- (1) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- (2) the student has been instructed in how to self-administer the medication; and
- (3) the nature of the disease or medical condition requires emergency administration of the medication.

- b. The authorization and statement described above must be filed annually with the student's principal.

Legal Reference: IC. 34-4-16.5-3.5.  
IC. 20-33-8-13

## **IMMUNIZATIONS**

Pursuant to IC 20-34-4-5

The parent of a student who has enrolled in the Metropolitan School District of Mt. Vernon is required to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificate or other documentation, unless a written statement of this nature is on file with the school.

This statement must show, except for a student to whom IC 20-34-3-2\* or IC 20-34-3-3\*\* applies, that the student has been immunized as required by IC 20-34-4-2\*\*\*. This statement must include the student's date of birth and the date of each immunization.

A student may not be permitted to attend school beyond the first day of school without furnishing the written statement, unless the school gives the parent of the student a waiver or the local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. The parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

The waiver granted by the school may not exceed twenty days.

**\*IC 20-34-3-2: Religious Objection** A child may not be required to obtain immunizations when the child's parent objects on religious grounds. A religious objection does not exempt a child from immunizations unless the objection is:

- (1) made in writing;
- (2) signed by the child's parent; and
- (3) delivered to the school office.

**\*\*IC 20-34-3-3: Exception for Student's Health** If a physician certifies that a particular immunization required by this chapter may be detrimental to a student's health, the requirements of this chapter for that particular immunization is inapplicable for the student until the immunization is found no longer detrimental to the student's health.

**\*\*\*IC 20-34-4-2: Required Immunizations**

Sec. 2. (a) Every child residing in Indiana shall be immunized against:

- diphtheria;
- pertussis (whooping cough);
- tetanus;
- measles
- rubella;
- poliomyelitis; and
- mumps

(b) Every child residing in Indiana who enters kindergarten or grade 1 shall be immunized against hepatitis B and chicken pox.

**REQUIREMENTS FOR TREATING HEAD LICE**

A child will not be allowed to return to school for at least 24 hours following discovery of lice in order to give families sufficient time to complete the following requirements.

Treat the individual and the entire family (it may be a good idea to advise extended family including grandparents, etc. if they have frequent contact).

**PROCEDURE**

Treatment requires using an over-the-counter or prescription medication. We strongly urge you to contact your family physician.

1. Remove all clothing.
2. Apply lice medicine, also called pediculicide (peh-DICK-you-luh-side), according to label instructions. If your child has extra long hair, you may need to use a second bottle. **WARNING:** Do not use a crème rinse or combination shampoo/conditioner before using lice medicine. Do not re-wash hair for 1-2 days after treatment. Follow the directions on the medication carefully.
3. Have infested person put on clean clothing after treatment.
4. If some live lice are still found 8-12 hours after treatment, but are moving more slowly than before, do not retreat. Comb dead and remaining live lice out of the hair. The medicine sometimes takes longer to kill the lice.
5. Nit (head lice egg) combs, often found in lice medicine packages, should be used to remove nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.
6. If, 8-12 hours after treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. See your health care provider for a different medication and follow their treatment instructions.
7. After treatment, check, comb, and remove nits and lice from hair every 2-3 days.
8. Re-treat in 7-10 days.
9. Check all treated persons for 2-3 weeks until you are sure all lice and nits are gone.

Follow these steps to treat the household:

1. Machine wash all washable clothing and bed linens that the infested person touched during the 2 days before treatment.
2. Use the hot water cycle (130 degrees F) to wash clothes.
3. Dry laundry using the hot cycle for at least 20 minutes.
4. Dry clean clothing that is not washable (coats, hats, scarves, etc.).

5. Store all clothing, stuffed animals, comforters, etc. that cannot be washed or dry-cleaned in a plastic bag and seal for 2 weeks.
6. Soak combs and brushes for 1 hour in rubbing alcohol, Lysol, or wash with soap and hot water (130 degrees F).
7. Carefully vacuum the floor and all furniture.
8. Do not use fumigant sprays, as they can be toxic if inhaled.

### **SEXUAL HARASSMENT – STUDENTS**

The Board of School Trustees recognizes a student’s right to freedom from discrimination includes the right to attend school and school sponsored events in an environment free of sexual harassment. Sexual harassment is inappropriate and will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal and physical conduct of a sexual nature or inappropriate behavior of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s education or work performance or creates an intimidating, hostile, or offensive environment.

Conduct constituting sexual harassment may take a variety of forms, including but not limited to the following:

- A. verbal conduct, including but not limited to, written or verbal sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions or threats, and pressure for sexual activity;
- B. non-verbal conduct, including but not limited to, displaying sexually suggestive objects, pictures, or graphic commentaries, making sexually suggestive or sexually insulting gestures, sounds, leering, whistling, cat calls and the like; or
- C. physical conduct, including but not limited to, touching, grabbing or contact of a sexual nature, including but not limited to patting, pinching, or pushing.

Any form of sexual harassment of a person under sixteen (16) years of age is considered a form of child abuse and the alleged abuser must be reported immediately in accordance with child abuse reporting regulations.

The sexual harassment of a student or employee of this School District is strictly forbidden. Any suggestion of violence or other threat of force would be a serious violation of this policy and may result in immediate suspension and possible expulsion or termination. Any student, employee, or agent of the Board of School Trustees who is found to have sexually harassed a student or employee of the School District will be subject to disciplinary action, up to and including expulsion or termination for cause.

Any student who believes that another student’s, employee’s, or nonemployee’s actions or words in the school environment or at a school-sponsored event constitute sexual harassment has a responsibility to report or complain about the situation as soon as possible. Such report or complaint should be made to a teacher, a principal, or the Assistant Superintendent-Instruction.

Upon the receipt of a report of sexual harassment, the School District will conduct a prompt and thorough investigation. Retaliation against any student or employee for filing a complaint or participating in an investigation is strictly forbidden.

The Superintendent shall disseminate this sexual harassment policy to all students, employees, and agents of this Board.

### **PROCEDURE**

#### **I. Complaint Process**

The Metropolitan School District of Mt. Vernon has adopted the following procedures to address sexual harassment.

- A. Any student who believes that he/she is the victim of sexual harassment should be reported as promptly as possible following the incident. The report or complaint should be made to a teacher, principal, or the Assistant Superintendent-Instruction. Reports should preferably be made in writing on the designated form; however, verbal reports will be accepted and investigated. The report or complaint should be as specific as possible, providing the name(s) of the individual(s) believed to be responsible for the harassment; the specific conduct complained of; the date, place, and time of the incident; and other information requested or which the complainant desires to provide.



- B. All reports or complaints shall be forwarded to the Assistant Superintendent-Instruction. The Assistant Superintendent-Instruction shall immediately notify the Superintendent that a report or complaint has been filed. The Assistant Superintendent-Instruction or the Superintendent's designee shall conduct a prompt investigation of the report or complaint. The investigation is to be conducted in as confidential manner as possible; however, strict confidentiality cannot be promised in light of the need for a thorough investigation. The parties and persons involved in the investigation are discouraged from discussing the subject outside of the investigation. The purpose of this provision is to:
  - c. protect the confidentiality of the student,
  - d. encourage the reporting of any incidents of sexual harassment, and
  - e. protect the reputation of any party wrongfully charged with sexual harassment.
- C. Within ten (10) business days of the filing of a report or complaint, the person who filed the complaint or report will be notified of the progress of the investigation.
- D. Investigation of a report or complaint will normally include conferring with the parties involved and any named or apparent witnesses. Students, employees, and other persons involved shall not be subjected to coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.
- E. Upon conclusion of the investigation, the Assistant Superintendent-Instruction or the Superintendent's designee shall forward to the Superintendent all information gathered during the investigation, including but not limited to statements, summaries of statements, and evidence. The Assistant Superintendent-Instruction or the Superintendent's designee shall also make a recommended finding to the Superintendent.
- F. Upon review of the evidence and recommendation, the Superintendent shall determine if it is more likely than not that the complained of behavior occurred and that such conduct constituted sexual harassment as defined by law. If sexual harassment is found to have occurred, the Superintendent shall take appropriate disciplinary action against the perpetrator of the harassment, up to and including expulsion or termination. The Superintendent's determination shall be reported in writing to the parties.

## **II. Record of Proceedings**

The Assistant Superintendent-Instruction shall maintain a record of all proceedings, including the final determination and action taken in regard to each complaint. If the Superintendent's determination is that sexual harassment did not occur, the record shall not be made a part of any permanent student or personnel file of any party involved.

## **III. Due Process**

Any person involved in a complaint under this policy retains all rights and privileges afforded persons under law and Board policy.

## **RACIAL HARASSMENT - STUDENTS**

The Board of School Trustees recognizes a student's right to freedom from discrimination includes the right to attend school and school sponsored events in an environment free of racial harassment. Racial harassment is inappropriate and will not be tolerated.

Racial harassment includes all unwelcome racially motivated conduct and comments, as well as any other inappropriate verbal or physical conduct of a racial nature, when:

1. such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creates an intimidating, hostile, or offensive employment or educational environment; or
2. an employee or a student engages in racial harassment against another employee or student, and denial of an employment or educational opportunity occurs as a result of the racial harassment.

The term "race" or "racial" as used in this policy refers to all forms of discrimination prohibited by Title VII of the Civil Rights Act of 1964, i.e., race, color, national origin.

Conduct constituting racial harassment may take a variety of forms, including but not limited to the following:

1. verbal harassment or abuse;
2. repeated remarks to a person with racial or demeaning implications or racially insulting objects, pictures, or graphics;
3. engagement in racial harassment accompanied by implied or explicit threat concerning one's grades or educational opportunities; or

4. racially motivated physical contact or threats of force.

The racial harassment of a student or employee of this School District is strictly forbidden. Any suggestion of violence or other threat of force would be a serious violation of this policy and may result in immediate suspension and possible expulsion or termination. Any student, employee, or agent of the Board of School Trustees who is found to have racially harassed a student or employee of the School District will be subject to disciplinary action, up to and including expulsion or termination for cause.

Any student who believes that another student's, employee's, or nonemployee's actions or words in the work or school environment or at a school sponsored event constitute racial harassment has a responsibility to report or complain about the situation as soon as possible. Students should make such report or complaint to a teacher, a principal, or the Assistant Superintendent-Instruction.

Upon the receipt of a report of racial harassment, the School District will conduct a prompt and thorough investigation. Retaliation against any student or employee for filing a complaint or participating in an investigation is strictly forbidden.

The Superintendent shall disseminate this racial harassment policy to all students, employees, and agents of this Board.

## **PROCEDURE**

### **I. Complaint Process**

- A. Any student who believes that he/she is the victim of racial harassment should be reported as promptly as possible following the incident. The report or complaint should be made to a teacher, principal, or the Assistant Superintendent-Instruction. Reports should preferably be made in writing on the designated form; however, verbal reports will be accepted and investigated. The report or complaint should be as specific as possible, providing the name(s) of the individual(s) believed to be responsible for the harassment; the specific conduct complained of; the date, place, and time of the incident; and other information requested or which the complainant desires to provide.
- B. All reports or complaints shall be forwarded to the Assistant Superintendent-Instruction. The Assistant Superintendent-Instruction shall immediately notify the Superintendent that a report or complaint has been filed. The Assistant Superintendent-Instruction or the Superintendent's designee shall conduct a prompt investigation of the report or complaint. The investigation is to be conducted in as confidential manner as possible; however, strict confidentiality cannot be promised in light of the need for a thorough investigation. The parties and persons involved in the investigation are discouraged from discussing the subject outside of the investigation. The purpose of this provision is to:
  1. protect the confidentiality of the employee or student,
  2. encourage the reporting of any incidents of racial harassment, and
  3. protect the reputation of any party wrongfully charged with racial harassment.
- C. Within ten (10) business days of the filing of a report or complaint, the person who filed the complaint or report will be notified of the progress of the investigation.
- D. Investigation of a report or complaint will normally include conferring with the parties involved and any named or apparent witnesses. Students, employees, and other persons involved shall not be subjected to coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.
- E. Upon conclusion of the investigation, the Assistant Superintendent-Instruction or the Superintendent's designee shall forward to the Superintendent all information gathered during the investigation, including but not limited to statements, summaries of statements, and evidence. The Assistant Superintendent-Instruction or the Superintendent's designee shall also make a recommended finding to the Superintendent.
- F. Upon review of the evidence and recommendation, the Superintendent shall determine if it is more likely than not that the complained of behavior occurred and that such conduct constituted racial harassment as defined by law. If racial harassment is found to have occurred, the Superintendent shall take appropriate disciplinary action against the perpetrator of the harassment, up to and including expulsion or termination. The Superintendent's determination shall be reported in writing to the parties.

## **II. Record of Proceedings**

The Assistant Superintendent-Instruction shall maintain a record of all proceedings, including the final determination and action taken in regard to each complaint. If the Superintendent's determination is that racial harassment did not occur, the record shall not be made a part of any permanent student or personnel file of any party involved.

## **III. Due Process**

Any person involved in a complaint under this policy retains all rights and privileges afforded persons under law and Board policy.

## **ADVERTISING IN THE SCHOOLS**

The Board of School Trustees of the Metropolitan School District of Mt. Vernon recognizes that business and cultural organizations make available for public use much information which is of great value in advancing student education. Much of this information is not available through other sources.

The Board also is aware, however, that schools are public institutions, fully supported by taxes, and that it is clearly a duty to protect students and their families from exploitation by private interests.

Drawing a definite line between what is acceptable for school use and what is not is impossible. Obviously, each situation must have individual consideration, and the judgment of responsible school officials must be the decisive factor.

The Board recognizes the need to raise funds to support extra-curricular student activities since these activities cannot be provided from tax funds. Thus, advertising in student publications and on athletic programs is needed to provide financial support.

Therefore:

It is the policy of the Board of School Trustees that commercial advertising is permitted only when the purpose is to benefit the students of the school district under the following conditions:

- I. The schools may permit commercial advertising on school premises on instructional materials and on student publications provided that:
  - A. Advertising must be incidental to the use of the materials and may not promote the interest of any commercial, political, or other non-school agency, individual, or organization.
  - B. Films may be used bearing only the credit to the sponsoring or producing organization.
  - C. Demonstration of educational materials and equipment is permissible upon arrangement with the building principal and/or the Assistant Superintendent-Instruction.
- II. The schools may cooperate in furthering the work of any community wide social service agency provided that:
  - A. Such agency is approved in advance by the Superintendent of Schools.
  - B. Such cooperation does not restrict or impair the educational program for students.
  - C. Such cooperation may not infringe upon or diminish the amount of time devoted to student instruction.
  - D. Materials with advertising displayed used for instructional purposes are to be screened in advance of use by appropriate professional personnel and approved by the Assistant Superintendent-Instruction. Such materials may be used to supplement the curriculum not as a new area of instruction.
- III. Solicitation of commercial advertising from businesses or individuals by school personnel or students for the purpose of providing financial support for school sponsored extra-curricular activity programs is permissible when approved in advance by the building principal. Advertisement (other than clothing brand names) on school uniforms is not permissible.

## **OPERATIONAL PROCEDURE**

The following non-school organizations are permitted to conduct activities, and to post/distribute information in schools with the following understandings:

1. Use of student instructional time is prohibited.
2. Fund raising activities are governed by Policies 313, 313.1, and 313.2.
3. Information may be made available to students in the office but not distributed in classrooms.
4. No student is required to participate.
5. Information may be made available at a table designated for that purpose under the following conditions:
  - A. The principal may permit organizations approved for distribution of information to set up a table area to distribute information to students.

- B. The principal shall designate the place where the table may be set up.
- C. The principal shall designate time(s) when distribution will be permitted.
- D. The principal shall have the right to inspect and approve all materials prior to distribution.
- E. The requesting agency shall request permission and submit materials to the principal three (3) school days prior to the requested date for distribution.
- F. The requesting agency shall be responsible for arrangements for the set up of the table and clean up following distribution.
- G. Teachers shall not be required to supervise the distribution of materials. Teachers will need to supervise students not involved or not interested.

**ORGANIZATIONS APPROVED TO DISTRIBUTE INFORMATION**

- 1. Gideon Society
- 2. Scouting Organizations
- 3. Mt. Vernon Teen Center
- 4. American Red Cross
- 5. Heart Association
- 6. Lung Association
- 7. Cancer Society
- 8. Recreation Department
- 9. Churches within the school district
- 10. Indiana Department of Employment
- 11. Junior Achievement
- 12. Service Organizations within the school district
- 13. Mt. Vernon Band Boosters
- 14. M-Club
- 15. DAR
- 16. Council for Treatment of Drug Abuse
- 17. Employment information from local business or industry
- 18. United States Armed Services
- 19. Accredited institutions for post-high school education
- 20. Local jewelers – class ring information
- 21. Area hospitals
- 22. American Diabetes Association
- 23. Historic New Harmony
- 24. Alexandrian Public Library
- 25. SIGECO “Fly Kites Safely” poster
- 26. Evansville Youth Soccer League
- 27. YMCA
- 28. Evansville Children’s Theater
- 29. Posey County Arts & Crafts
- 30. AAU Track
- 31. Ben Franklin Stamp Club (U.S. Post Office Service)
- 32. Wildcat Cub Football
- 33. Cooperative Extension Service
- 34. Mama’s-Papa’s and Patron’s Clubs
- 35. United Cerebral Palsy
- 36. 4-H
- 37. W.C.T.U.
- 38. Police/Fire Departments within the school district

Note: Additions may be made upon approval by the superintendent.

**ACTIVITIES APPROVED TO BE CONDUCTED ON SCHOOL PREMISES**

- 1. Shrine Circus Clown Contest
- 2. Elks Hoop-Shoot Contest
- 3. ESA Bike-A-Thon
- 4. St. Jude Bike-A-Thon
- 5. Deaconess Poison Control Center “Office Ugg”
- 6. Cancer Free Throw-A-Thon
- 7. American Cancer Society Relay For Life
- 8. Heart Jump Rope
- 9. Red Cross Blood Bank

Note Disclaimer: Permission to post or distribute materials or to conduct activities does not constitute an endorsement of the materials, the activity, or the community organization by the Metropolitan School District of Mt. Vernon.

## **ACCESS TO NETWORKED INFORMATION SERVICES**

In order to provide access to information and communicate with others throughout the world, students in the Metropolitan School District of Mt. Vernon will use electronic networks for receiving and sending information. Due to the complexities and openness of these networks and the variety of information available, it is important that users limit usage to the intended purposes. The guidelines are provided so that users and the parents of users, who are under 18 years of age, are aware of the responsibilities they are about to acquire. The Metropolitan School District of Mt. Vernon may modify the rules at any time.

### **INFORMATION CONTENT AND USE OF THE SYSTEM**

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any person or any information which would be abusive, profane, or sexually offensive to an average person, or which without the approval of the teacher or administrator, contains any advertising or any solicitation of other users to use goods or services. Users agree not to use the facilities and the capabilities of the system to conduct any business or activity or solicit the performance of any activity which is prohibited by law.

Because on-line services, through connections using Internet, provide access to other systems around the world, users (and the parent(s) of a user if the user is under 18 years of age) specifically understand that the teachers and administrators of the M.S.D. of Mt. Vernon do not have control of the content of information residing on these other systems. Users and the parents of users, who are under 18 years of age, are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

The teachers, administrators, and all personnel of the M.S.D. of Mt. Vernon do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and monitor home usage of the system. Students knowingly bringing such materials into the school environment will be dealt with according to the policies and rules of the M.S.D. of Mt. Vernon and such activities may result in termination of their use of the on-line services or other disciplinary action.

### **ON-LINE CONDUCT**

Any action by a user that is determined by a teacher or administrator to constitute an inappropriate use of the network or to improperly restrict or inhibit other users from using and enjoying the network is strictly prohibited and may result in termination of the user's access to on-line services or other disciplinary action. Users specifically agree to not submit, publish, or display on the system any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor shall users encourage the use of controlled substances. Transmission of materials, information, or software in violation of any local, state, or federal law is prohibited and is a breach of the user's rights to the on-line services. Users specifically agree to repay the M.S.D. of Mt. Vernon for any loss, cost, damages, including reasonable attorney's fees, incurred by the M.S.D. of Mt. Vernon relating to, or arising out of, any breach of this section of this policy.

**THE ON-LINE SERVICES ARE TO BE USED FOR EDUCATIONAL PURPOSES ONLY. COMMERCIAL USES ARE STRICTLY PROHIBITED.**

### **SOFTWARE LIBRARIES**

Only public domain files, and files in which the author has given expressed consent for on-line distribution, may be uploaded to the software libraries. Any software having the purpose of damaging other users' systems is specifically prohibited. The administrator at each school reserves the right to immediately terminate a users' rights who misuse the software libraries.

### **COPYRIGHTED MATERIAL**

Copyrighted materials must not be placed on any systems connected to the M.S.D. of Mt. Vernon without the author's permission.

### **PUBLIC POSTING AREAS (MESSAGE BOARDS)**

Messages are posted from systems connected around the world and the M.S.D. of Mt. Vernon has no control over the content of the messages posted from other systems. To best utilize system resources, the teachers and administrators will determine the user groups that are the most applicable for the curricular needs of the school district and will subscribe to these groups on the on-line system. The teachers and administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the terms of this policy. The teachers and administrators, at their sole discretion, further reserve the right to immediately terminate the account of any user who misuses the message boards or Usenet groups.

### **REALTIME/INTERACTIVE COMMUNICATION AREAS**

The administrators, at their sole discretion, reserve the right to immediately terminate the account of any user who misuses the realtime conference features (talk/chat/Internet Relay Chat). Certain interactive communications may be restricted during certain hours of operation.

These restrictions will be posted on the on-line systems and each user agrees to abide by these restrictions.

### **ELECTRONIC MAIL**

Electronic mail is a private message sent by or to a user in correspondence with another person having Internet mail access or other on-line system access. Messages received by the on-line system are retained on the system until deleted by the recipient. Users are expected to remove old messages in a timely fashion and the teachers and administrators may remove such messages if not attended to regularly by the user. Mail which is deemed to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, subscribed to or received by the user, will result in the termination of the user's rights to use the on-line services or other disciplinary action.

### **SECURITY**

Security on any computer is a high priority, especially when the system involves many users. Attempts to access the system using another member's account or as a system administrator will result in the termination of the account. Users should immediately notify the teacher or administrator or the system administrator if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the on-line system or be subject to other disciplinary action.

### **VANDALISM**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### **TERMINATION OF ACCOUNT**

The teachers and administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to and use of the on-line services upon any breach of the M.S.D. of Mt. Vernon's technology policy. Prior to suspension or termination, or as soon after as practical, the administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation.

### **ENFORCEMENT PROVISIONS**

In order to ensure adherence to the M.S.D. of Mt. Vernon's technology usage policy, the teachers and administrators reserve the right to monitor all activity on the system and to inspect any files, including mail stored on the system. Privacy is not guaranteed.

### **OPERATIONAL PROCEDURES**

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines listed in Board Policy 500.2 governing the selection of instructional materials. In this manner, staff will provide developments and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

### **INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

During school hours, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

#### **SANCTIONS**

1. Violations may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

#### **M.S.D. OF MT. VERNON INTERNET PUBLISHING**

##### **MISSION**

The mission of the Metropolitan School District of Mt. Vernon Web site is to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

##### **RIGHTS AND RESPONSIBILITIES**

M.S.D. of Mt. Vernon will be connected to the Internet through a T-1 line connection. This connection will provide access to local, national, and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. In short, account holders are expected to act in a responsible, ethical, and legal manner, in accordance with the M.S.D. of Mt. Vernon Acceptable Use Policy, the missions and purposes of the other networks they use on the Internet, and the laws of the states and the United States.

See Board Policy 404.1, Access to Networked Information Services, which serves as the Acceptable Use Policy for the M.S.D. of Mt. Vernon.

##### **ACCESS TO ACCOUNTS**

Internet access may be provided in several forms to include or exclude use of tools such as personal email accounts, Telnet access, Web browsing, FTP access, and others. Any Internet access sponsored by the M.S.D. of Mt. Vernon is a privilege which may be offered each academic year to the following:

1. M.S.D. of Mt. Vernon students
2. Educators who are working with students, including classroom teachers, support personnel, administrators, tutors, music staff, specialists, and mentors.
3. Educators and students from other educational institutions who are working in partnership with M.S.D. of Mt. Vernon for specific purposes over a limited period of time.

##### **USAGE GUIDELINES**

Each person who makes use of the M.S.D. of Mt. Vernon Internet connection must have a completed Internet Contract on file with the M.S.D. of Mt. Vernon and agree to abide by Board Policy 404.1 Access to Networked Information Services. The Internet account holder, whether student or staff member, is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network will result in the suspension or revocation of these privileges. Some examples of such unacceptable use are listed below and explained more fully in Board Policy 404.1.

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;

5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using an account owned by another user;
9. Posting personal communications without the original author's consent;
10. Posting anonymous messages;
11. Downloading, storing, or printing files or message that are profane, obscene, or that use language that offends or tends to degrade others;
12. Violating the Content Guidelines as outlined below.

### **CONTENT GUIDELINES**

Students will be allowed to produce materials for electronic publication on the Internet. Network administrators will monitor these materials to ensure compliance with content standards. The content of student materials is governed by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
2. All student works may be signed with the student's full name.
3. Individuals in pictures, movies, or sound recordings may only be identified by initials or first names.
4. No text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

### **CONSENT AND WAIVER FORM**

The consent forms (Internet Contracts) are standard Acceptable Use Policies required by the Indiana Department of Education. By signing the Internet Contract and Parent Permission Form for World Wide Web Publishing of Student Work, the requester and his/her parent(s) or guardian(s) agree to abide by the restrictions outlined in this policy. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, M.S.D. of Mt. Vernon supports and respects each family's right to decide whether or not to apply for Internet access. The M.S.D. of Mt. Vernon website and its individual school sites are imbued with unique educational responsibilities and mission. The specific conditions and services being offered may change from time to time. M.S.D. of Mt. Vernon makes no warranties with respect to Internet service or content. Further, the requester and his/her parent(s) or guardian(s) should be aware that M.S.D. of Mt. Vernon does not have control of the information on the Internet, nor can it provide complete barriers to account holders accessing the full range of information available, though content filtering programs are currently in place in all school facilities. Regardless, M.S.D. of Mt. Vernon believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. We hope you and your student will join us on the Internet. Please share with us your comments and suggestions for improvement.



**Metropolitan School District of Mt. Vernon  
INTERNET CONTRACT**

In exchange for the use of the Metropolitan School District (M.S.D.) of Mt. Vernon's Technology and Internet Connection,

I, \_\_\_\_\_, understand and agree to the following:  
Student Name (Please print)

1. That permission is required from the professional staff of the M.S.D. of Mt. Vernon before any student may use M.S.D. of Mt. Vernon's Internet Connection. The professional staff will supervise student use of M.S.D. of Mt. Vernon's Internet Connection.
2. That the use of M.S.D. of Mt. Vernon's Internet Connection is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on the system, and the use of obscene, abusive, or otherwise objectionable language in either public or, upon registration of complaint, private messages or other systems that are accessed through M.S.D. of Mt. Vernon's Internet Connection. The staff of the M.S.D. of Mt. Vernon will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.
3. That the use of M.S.D. of Mt. Vernon's Internet Connection is a privilege which may be revoked by the administrators of the system at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of the M.S.D. of Mt. Vernon and its faculty and staff, or any organizations, groups, and institutions with which the M.S.D. of Mt. Vernon is affiliated. The staff of the M.S.D. of Mt. Vernon will be the sole arbiter of what constitutes this unacceptable behavior.
4. That the M.S.D. of Mt. Vernon reserves the right to review any material stored in files to which M.S.D. of Mt. Vernon users have access and will edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.
5. That all information services and features contained on M.S.D. of Mt. Vernon's Internet Connection are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden.
6. To abide by all rules and regulations of system usage as described by the staff of the M.S.D. of Mt. Vernon.
7. In consideration for the privilege of using M.S.D. of Mt. Vernon's Internet Connection and in consideration for having access to the information contained on it, I hereby release the M.S.D. of Mt. Vernon and its faculty and staff, and all organizations, groups and institutions with which M.S.D. of Mt. Vernon's Internet Connection is affiliated from any and all claims of any nature arising from my use, or inability to use, M.S.D. of Mt. Vernon's Internet Connection.
8. That student access to any use of M.S.D. of Mt. Vernon's Internet Connection is subject to such limitations as may be established by the administrators of the system, and may be changed from time to time.
9. That parents may submit a written request on behalf of their children requesting alternative activities not requiring Internet access. Further, any person may request to see the M.S.D. of Mt. Vernon's Internet-related policies and procedures.
10. That the following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, work, or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
11. That sanctions may be enforced for students who fail to follow one or more of the above policies.
  - Violations may result in a loss of access.
  - Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
  - When applicable, law enforcement agencies may be involved.

**I understand and agree to these requirements for being granted access to the M.S.D. of Mt. Vernon's Technology and Internet Connection.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**M.S.D. OF MT. VERNON  
PARENT PERMISSION FORM  
WORLD WIDE WEB PUBLISHING OF STUDENT WORK**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Name of Parent \_\_\_\_\_

We understand that our daughter or son's artwork or writing is under consideration for publication on the World Wide Web, a part of the Internet. We further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents. No home address or telephone number will appear with such work.

We grant permission for the World Wide Web publishing as described above until the end of the current school year. A copy of all such publishing will be printed out and brought home for us to see.

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

I, the student, also give my permission for such publishing.

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Pesticide Procedures Notification**

The M.S.D. of Mt. Vernon is committed to providing parents, students, and employees a safe environment.

A policy was adopted by the M.S.D. of Mt. Vernon School Board, which seeks to prevent persons in our schools from being exposed to pests or pesticides.

The School Corporation is working with a pest control company utilizing an integrated pest management program to treat and control pests. This program is accomplished by glue boards (as both monitors and traps) and baiting techniques for attracting and trapping pests. The traps are not harmful to humans and any bait used is not accessible to anyone.

To further protect persons from pests and pesticide the School Corporation will:

1. Apply pesticides utilizing certified pesticides applicators only, and when possible, apply pesticides during non-instructional time or during vacation periods.
2. Inform, annually, parents and staff members of the corporation's pest control policy either at the time of student registration, or at the beginning of the school year, by a separate memorandum or as a provision in the student handbook.
3. Provide the name and phone number of the person to contact for information regarding pest control, (Mr. David Frye, Administration Office, 838-4471.)
4. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and then provide such notice.
5. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
6. Maintain written record for 90 days of any pesticide applications as submitted by pest control applicators. (Same records will be maintained by the pest control companies for five (5) years.)

Anyone who would like to be notified of any pesticide applications may contact the principal's office and make such a request in writing.

A list of those persons who wish to be notified will be maintained in each building and will be notified at least two (2) days before any application is made.

**Pesticide Control**  
**M.S.D. of Mt. Vernon**  
Notification Request

This is a request that I be notified of pesticide applications other than baiting and trapping.

Building: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Person: \_\_\_\_\_

Signature

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*Please check the appropriate box:*

Student:
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Staff:
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