

# MT. VERNON HIGH SCHOOL



700 Harriett Street  
Mt. Vernon, Indiana 47620  
812-838-4356

Athletic Office: 812-833-2060  
Attendance/Nurse Office: 812-833-5917  
Guidance Office: 812-833-5944

Website address: <http://www.hs.mvschool.org>

2022-2023

## **SCHOOL SONG**

We will fight for maroon and gray boys  
As we yell Mt. Vernon High  
Never daunted, never taunted  
We will root MVHS! Rah, Rah, Rah!  
Loyal to all the school boys  
Till we die we will praise her name  
In victory or defeat, we will never dare retreat  
We will fight for her the same

## **SCHOOL COLOR**

Maroon and Gray

## **NICKNAME**

"Wildcats"

## **MEMBER OF THE POCKET ATHLETIC CONFERENCE**

### **MT. VERNON HIGH SCHOOL ADMINISTRATION**

Kyle Jones.....	Principal	
Justin Fischer.....	Assistant Principal	Tina McCloud.....Counselor
Leigh Ann Latshaw.....	Athletic Director	TBD.....Counselor
Hank Lopez.....	Assistant Athletic Director	

### **PHILOSOPHY**

We seek to develop lifelong learning and skills through a broad curriculum of academic, athletic, cultural, life, and vocational programs in order to provide for the interests and needs of our students. This shall take place in a nurturing, positive, creative, safe, and challenging environment.

We believe that all students have the full and free right to explore and develop their capabilities in such ways as to provide them opportunities for success, as well as providing a sense of well-being. Their studies should acquaint them with those time-tested traditional American values that have given mankind convictions about life, and courage to defend those convictions. High school experiences should help students develop a greater sensitivity for, and recognition of, other people as unique human beings. Students should learn that, within limits, all persons have choices among alternatives, that those choices represent a cherished part of their freedom, that making choices is a conscious act, and that all persons are personally responsible for their learning, their actions, and the consequences thereof.

We further believe that it is the duty of the school and community to form an alliance to help provide students with opportunities for intellectual, physical, and social development.

### **MISSION STATEMENT**

**Motivate individuals to succeed  
Valuable community partnerships**

**Passionate teachers and staff  
Rigorous curriculum  
Integrated technology  
Develop critical and creative thinking skills  
Engage students, parents, and families**

**MSDMV is proud to provide exemplary academic opportunities with integrated technology to develop critical and creative thinking skills in our students. Passionate teachers and staff along with valuable community and family partnerships motivate all students to follow their individual chosen path.**



**Metropolitan School District  
of Mt. Vernon, Indiana**



It is the policy of the Metropolitan School District of Mt. Vernon not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1). Title VI and Title VII (Civil Rights Act of 1964), Title IX (Educational amendments 1972), the Equal Pay Act of 1973, and Section 504 (Federal Rehabilitation Act of 1973). Inquiries regarding compliance with Title IX may be directed to the Superintendent, Metropolitan School District of Mt. Vernon, 1000 W. 4th Street, Mt. Vernon, Indiana 47620. Telephone (812) 838-4471. Inquiries regarding compliance with Section 504 may be directed to the Director of Special Services, Posey County Special Services, 1000 W. 4th Street, Mt. Vernon, Indiana 47620. Telephone (812) 838-5516.

## **MT. VERNON HIGH SCHOOL LEARNING “GUARANTEE”**

The school agrees to provide:

- Qualified and licensed personnel
- An articulated curriculum
- Assignments to develop reasonable progress
- Test and learning materials, individual assistance and extra help when needed
- Regular, systematic and valid assignments
- Regular communication of progress to students and parents

The student agrees to:

- Regularly attend, except for illness or family emergency
- Expend reasonable effort in all course work
- Complete all assignments on time
- Maintain a positive attitude toward other students and staff

### **WHERE TO FIND IT**

1. Address Changes – Guidance Office Secretary
2. Any Principal – Main Office Secretary
3. Athletic Information – Athletic Secretary
4. Attendance – Health Center Nurse
5. Book Store – Book Keeper Secretary
6. Class Rank & Grade Point Average – Guidance Office, Counselor
7. Club Information – Main Office, Assistant Principal
8. Elevator Key – Main Office Secretary
9. Free or Reduced Lunch – Cafeteria Manager
10. Good Student Insurance Forms – Guidance Office Secretary
11. Graduation Requirements – Guidance Office, Counselor
12. Homework Assignments during Illness – Classroom Teacher or Guidance Office Secretary
13. Illness at School – Health Center Nurse
14. Lockers – Main Office Secretary
15. Lost and Found – Main Office Secretary
16. Parking Permits – Book Store
17. Report Cards – Guidance Office Secretary or Counselor
18. Scheduling Problems – Guidance Office, Counselor
19. Scholarships – Guidance Office, Counselor
20. Student Announcements – Main Office Secretary
21. Student Government – Class Sponsors
22. Student Insurance – Main Office Secretary
23. Transferring to another School – Guidance Office, Counselor
24. Transcripts – Guidance Office Secretary
25. Withdrawals – Guidance Office, Counselor

## TIME SCHEDULES

Mt. Vernon High School has two time schedules, which will be used for different purposes. The regular schedule will be in use unless you are notified that the club/SAT Prep/Convocation schedule is in effect for that day. In addition, an occasional altered schedule to provide for a special program will be used. However, prior notification of the schedule change will be made. The club schedule will be used every Wednesday.

Regular Schedule		Club & SAT Prep Schedule	
Maroon Day	Gray Day	Maroon Day	Gray Day
Period 1 8:05 – 9:30	Period 5 8:05 – 9:30	Period 1 8:05 – 9:25	Period 5 8:05 – 9:25
Period 2 9:40 – 11:05	Period 6 9:40 – 11:05	Period 2 9:35 – 10:55	Period 6 9:35 – 10:55
Reading Period 11:05 – 11:20	Reading Period 11:05 – 11:20	Period 3 11:00-12:50	Period 7 11:00-12:50
Period 3 11:30 – 1:30	Period 7 11:30 – 1:30	Club Period 1:00-1:35	Club Period 1:00-1:35
Period 4 1:40 – 3:05	Period 8 1:40 – 3:05	Period 4 1:45-3:05	Period 4 1:45-3:05

### REGULAR LUNCH SCHEDULE

First Lunch    11:30 – 12:00

Second Lunch 11:55 – 12:25

Third Lunch   12:15 – 12:45

Fourth Lunch 12:35 - 1:05

### CLUB LUNCH SCHEDULE

First Lunch    11:05 – 11:35

Second Lunch 11:30 – 12:00

Third Lunch 11:50– 12:20

Fourth Lunch   12:10 - 12:40

## I. STUDENT INFORMATION ANNOUNCEMENTS

A daily bulletin for the broadcast announcements to both teachers and students is typed during the first period of each morning. Announcements to students concerning school activities must be approved by the respective faculty sponsor. Any announcements or athletic results to be included in the daily bulletin must be sent via email to the main office secretary and Ms. Block ([blockkn@mvschool.org](mailto:blockkn@mvschool.org)) no later than 7:45 AM.

### APPOINTMENTS - MEDICAL/DENTAL

To be released for an appointment, a student's parent/guardian should utilize the online reporting system. Go to [www.mvschool.org/hs-home](http://www.mvschool.org/hs-home) then click on the Purple Report an Absence Icon. This website is monitored frequently and when used in advance will expedite the pass being presented to the student. If the website is not accessible, please call the school nurse (812-833-5917) in advance. If this is not possible, please present an appointment card in advance to the nurse or a written note, dated and signed by your parent/guardian. The nurse will prepare a pass to be presented to your teacher. This provides an opportunity for you to leave class with sufficient time to make your appointment. ALWAYS sign out in the nurse's office before leaving the building. Following your appointment, sign back in prior to returning to your class.

## **ATHLETIC PASSES**

Student athletic activity passes may be purchased at discount rate by contacting the Athletic Office. 812-833-2060

## **BUILDING HOURS**

The building is open in the morning by 7:30 AM and closes by 4:00 PM. Any student or group of students desiring to use the building at times other than regular school hours may do so by making proper arrangements through a member of the professional staff. Use of the facility requires the presence of a member of the faculty. You are encouraged to use the facility for study, committee and project work and for individual and group practice.

## **CELL PHONES**

Cell phones must be turned off and stored away during class. Students may be asked to store cell phones in a phone caddy when entering classrooms. Students may use cell phones for academic reasons during class with teacher's permission. Violations of this rule will result in confiscation of the cell phone and may result in further disciplinary action being taken.

## **CHANGE OF ADDRESS**

If your address or phone number changes, please notify the guidance secretary, immediately. It is important that your records be kept accurate in case of emergency.

## **CHEATING POLICY**

Cheating is gaining an academic advantage or helping another person gain an advantage through the use of inappropriate or unfair means. Cheating defeats the purpose of education and robs the student of valuable knowledge and experience.

### **CHEATING INCLUDES**

1. Copying someone else's assignment, project, report, quiz, test or final exam answers.
2. Letting someone copy your assignment, project, report, quiz, test or final exam answers.
3. Using unauthorized aids (textbook, notes, etc.) during assignments, quizzes, tests, or final exams.
4. Plagiarizing materials for assignments, reports or projects.
5. Utilizing text messaging or other means to communicate information or answers.

Cheating in any form cannot be tolerated and must be penalized. A failing grade will be given in each situation; however, teachers have the option to accept 50% to 0% of the grade. The student will also forfeit any exam exemption in that class. Additional penalties may include but are not limited to detention, internal suspension, and conferences. The teacher will call the parent/guardian upon each infraction/violation.

## **CLOSED CAMPUS**

Once a student arrives on campus they are to proceed directly into the school building. Permission from the main office must be obtained before a student may go to their vehicle in the parking area. Students wishing to leave school grounds during the school day must first be granted permission from the health center and then sign out.

## **CONVOCATIONS**

Seating arrangements for convocations in the auditorium will be assigned the first day of the school year. Students are to sit with their coordinating groups/grade level and attendance will be taken. Convocations are considered to be an important segment of your education; therefore, you are expected to be in attendance at these programs. If you find that a specific program is personally objectionable to you, please complete a form requesting your absence from the convocation, available in the principal's office.

## **COORDINATING GROUPS**

Coordinating groups are assigned prior to the beginning of each school year. Coordinating groups meet when a need exists. Business to be conducted will include, but is not limited to, the following:

1. Discussion of policies, rules, and traditions of the school.
2. Distribution of report cards.
3. Distribution of school information.
4. Completion of required forms.

## **DETENTION**

Students have two opportunities per day to serve detention. Detention is by arrangement in the mornings before school and from 3:10 PM to 4:00 PM after school in room B116. Students are to bring study materials with them.

## **DISASTER/SEVERE WEATHER/SECURITY DRILLS**

Disaster, severe weather, and security drills will be held periodically each semester. Students are to be familiar with disaster procedures as explained by classroom teachers. Students are to move quickly and quietly to their designated shelter area. They should then face the nearest wall, kneel down, and cover their heads with a book or their arms and hands.

## **FIRE DRILLS**

Unannounced fire drills are held at least once per month. It is the responsibility of each student to be familiar with and follow the exit instructions that are posted in each of his/her respective classrooms. Walk quietly but quickly out of the building. In case an exit is blocked, follow the directions of the teacher. Students are to remain outside and well clear of the building until a signal is given to return inside.

## HEALTH CENTER

The health center is located in A129. The nurse is on duty daily and can normally be seen in the health center between 7:30 AM and 3:15 PM.

### MEDICINES & PROCEDURES (Pursuant to IC 20-34-3-18, IC 20-33-8-13)

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.

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. Nonprescription 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 medications 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 medication 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.

## ILLNESS OR INJURY

Please report to the nurse immediately if you become ill or suffer an injury while at school. Make your teacher aware of the fact that you are not feeling well and request a pass to see the nurse. There is a restroom in the nurse's office. Do not leave class and enter a student restroom. Do not make a call to your parent/guardian regarding an illness without first seeing the nurse.

The nurse has an area where you may rest when you do not feel well. Please understand that you may be sent home by the nurse **ONLY** after permission to do so is received from your parent/guardian and you are properly signed out in the nurse's office. If the nurse is not available, report to the main office immediately.

## INSURANCE

The Board of School Trustees is not responsible for injuries to children at school or at places under school auspices and cannot pay damages, hospital bills, or medical bills, regardless of the seriousness of the case. At the beginning of the school year each family is given the opportunity to purchase student accident protection insurance. This is a voluntary plan and parents are not obligated in any way. Purchase of student insurance may be done at the school district office.

## JUNIOR/SENIOR PROM

One of the highlights of the school year is the annual junior-senior prom held each spring. At this traditional formal event, the junior class acts as host to the senior class. All juniors and seniors and their guests are eligible to attend. Any junior or senior wishing to bring an outside guest must submit a completed dance permission form and have administrative approval granted prior to purchasing a prom ticket. All school conduct rules are in effect. MVHS students are responsible for the conduct of their guests. No junior high school students or individuals 21 years of age or older will be allowed to attend the MVHS prom.

## 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 20-33-8-32)

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;
  - (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.

## LOST AND FOUND

The lost and found department is located in the main office. If you find property that does not belong to you, turn it in at the office immediately. If you lose personal property, inquire at the office.

## LUNCH PROCEDURES

Hot plate lunches, sandwiches, and a variety of other foods are served daily at a reasonable cost to students. Please make your food selection quickly and be prepared to pay when arriving at the cashier's station.

### LUNCH PERIOD REGULATIONS

1. Do not sit on the tables or on the backs of chairs.
2. Put all trays, trash, and containers in their proper receptacles.
3. Cooperate with the cafeteria staff and follow instructions given by teachers and administrators.
4. DO NOT BREAK IN LINE.
5. Use appropriate language – NO PROFANITY OR VULGARITY WILL BE TOLERATED.
6. Students may not go to their lockers during the lunch break.
7. Students are to be in the main gym at the designated time and place to meet their third/seventh period teacher.
8. Backpacks are not allowed in the cafeteria, foyer, or gymnasium areas during lunch periods. Students must place backpacks in their lockers.

## MEDIA CENTER

The school's daily class schedule is structured to facilitate students' usage of the Media Center. Students are encouraged to use the Media Center staff, available materials, and facilities.

The school Media Center is open from 8:00 AM to 3:15 PM each school day. Entrance during a class period requires a corridor pass from the appropriate teacher. Use of the Media Center is a privilege, which carries with it a responsibility for appropriate behavior.

## PARKING REGULATIONS

Adequate parking is provided for the students of Mt. Vernon High School. Driving to school and using the school parking lots are privileges and not rights. If students abuse those privileges they will not be allowed to park on the school lot. It is important that each student observe the following rules:

1. Students must have a "MVHS Vehicle Registration" form signed and on file in the office.
2. Students must purchase a parking sticker from the MVSH Book Store for **each** vehicle and **display** it on the lower right hand corner of the windshield. The cost of the first parking sticker is \$10.00, with each additional sticker costing \$1.00. Student parking stickers are valid for the entire school year and are non-transferable.
3. Students must use the parking areas designated for student use.
4. Vehicles not parked in a marked parking space or displaying a valid sticker may be towed at the owner's expense.
5. Students must park their vehicle and enter the school building immediately upon entering the parking lot. Sitting in parked vehicles is not permitted.
6. Students are not to be in the parking lot during the school day without prior administrator permission.
7. Reckless driving or excessive speed is **not permitted**.
8. Violation of any student driving policy is grounds for suspension of driving privileges.
9. A student's car may be searched if there is reasonable suspicion to believe that the car contains material forbidden by school rules.
10. **PARKING IN THE FACULTY PARKING LOT IS BY PERMIT ONLY.** Students on High Honor Roll will be issued a parking permit for the faculty lot. Disciplinary action will be taken if unauthorized students park there.

## **POSTERS**

Posters must be approved by an administrator prior to display. Specific areas have been designated as display areas for the high school. Windows are not to be used to display posters. Posters are to be removed on the day following the advertised event or activity by the sponsoring group or person(s). NOTHING SHOULD BE TAPED OR HUNG ON ANY WALLS!

## **SCHOOL CLOSINGS**

In case of school closings due to severe weather, the official announcement may be heard over local radio, TV stations and notification from MSD of Mt. Vernon School Reach Automated Phone System. Please do not call the school, the MSD office, or individual school employees.

## **SCHOOL DANCES - INFORMAL**

1. All informal high school dances are closed dances, and are not open to the public. One member of each couple must be a member of our school.
2. Tickets will be sold at the door on the night of the informal dance. If a student wishes to bring a guest, he/she must sign the guest up in the main office prior to the dance. Anyone bringing a guest to a MVHS informal dance is responsible for his/her behavior. Any outsider not signed up by a student will not be allowed to attend.
3. All student conduct regulations are in effect at school sponsored informal dances, **including the student dress code policy**.
4. No person shall re-enter after once leaving a school-sponsored dance.
5. No junior high school students or individuals 21 years of age or older will be allowed to attend MVHS dances.

## **SCHOOL SAFETY**

Safety, both in and out of school, must be constantly stressed if we are to avoid accidents and bodily injury. In the building, please walk through the halls – never run. Talk with your friends using a normal conversation volume – avoid shouting and noisemaking.

A number of students drive cars, scooters, and cycles to school each year. Please demonstrate maturity by driving with intelligence and a concern for the safety of everyone. Lock your car, and do not return to your car until you have completed your school day.

## **STUDENT DIRECTORY INFORMATION AND THE ARMED FORCES**

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 November 1<sup>st</sup> of their junior or senior 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.

## **STUDY HALLS**

Students are allowed to enroll in a maximum of two study halls per semester with administrative approval. Study halls are to be utilized for quiet study time. Expectations for student conduct are the same as in an academic class setting.

## **TECHNOLOGY**

Students at Mt. Vernon High School are expected to use the available technology as it is intended. Deliberate misuse of such will result in disciplinary action. Each student will be required to sign a Computer Usage/Internet Contract upon his/her initial enrollment at MVHS.

## **TELEPHONE MESSAGES**

Telephone messages will be delivered to students **only in case of emergency**.

## **TEXTBOOK RENTAL FEES**

The annual rental fee is established on a per course basis and includes textbooks only. Textbooks are the responsibility of the students to whom they are issued and must be returned in good condition at the end of each semester. Students will be assessed charges for lost or damaged books.

Workbooks and other consumable materials are NOT included in the annual rental fee and are to be purchased as needed at the high school book store.

## **VISITORS**

Parents/guardians are welcome to visit MVHS. Visitors must report to the Main Office to sign in and be issued a visitor's I.D. badge.

## **WEBSITE**

The MVHS website provides a wide variety of school related information, including the school year calendar, time schedules, faculty directory, homework hotline and help sites, guidance newsletter and athletics information. The website address is <http://www.hs.mvschool.org>

## **WRITING CHECKS TO MVHS**

Mt. Vernon High School will accept checks to cover the cost of textbooks, fees, consumables, lunch, etc. Checks must be written for the exact amount of the purchase. Students may not write a check and receive cash in return.



## II. ACADEMICS

### AUDITING

If space permits, a student may audit a class under the following conditions:

1. The student has taken the audited class previously for credit.
2. The audited class is taken in addition to the required class load of six (6) credit classes.
3. No grade or credit is granted. The audit will be noted on the student's record.
4. The student attends class regularly and participates as required. The student is expected to complete written assignments and tests. Failure to follow these guidelines may result in the student being placed in a study center.
5. The student must be passing at the completion of each nine (9) weeks grading period. Failure to earn passing marks at the conclusion of any nine (9) weeks grading period will result in the student being placed in a study center and termination of the auditing opportunity.
6. Prior to auditing approval, the guidance counselor will discuss the potential audit with the teacher involved.

### CAREER AND TECHNICAL CENTER PROGRAM

Mount Vernon High School students have the opportunity to apply for admission to a variety of vocational courses offered by the EVSC. Applications will be available online in late fall, and will be due in January for full consideration. If accepted, students will use bus transportation provided by MVHS to travel to and from the program, and must stay in the program for at least one semester. Interested students should contact their counselor for details.

### CLASS DROP OR CHANGE PROCEDURES

#### DROPPING A CLASS TO ADD A CLASS

Dropping a class to enroll in another class may be approved up to and through the third (3rd) official attendance record meeting of the class the student wishes to drop.

Class changes within the same discipline (ex. Algebra to Pre-Algebra), after consultation between the counselor, teacher, parent/guardian and student, may occur beyond the third meeting of the course drop/add deadline.

A student enrolled in an Honors level class may transfer to the same course on a non-honors level up until the last day of the first nine weeks of the semester without penalty. Any transfer beyond this date will result in the student receiving a withdrawal/failure (WU) grade for the semester.

#### DROPPING A CLASS FOR A STUDY CENTER

Requests to drop a class in favor of a study center may be made to the guidance department no later than the end of the sixth week of the semester without the penalty of a withdrawal/failure. Requests will be considered only if the student is currently enrolled in one (1) study center or less at the time of the request.

### COLLEGE/CAREER DAYS INFORMATION

Mt. Vernon High School encourages juniors and seniors to explore options for their future. Most colleges, careers, and the military conduct organized visitation days for high school students on Saturdays and Sundays. Students are encouraged to attend visitation programs on weekends whenever possible. Seniors will be allowed two (2) visitation days. Juniors are allowed two (2) visitation days during the second semester only. These absences will be considered school-related and will not count against the Renaissance Perfect Attendance and/or the Seven-Day Limit policies.

If a student needs to visit during school time, the following procedures must be followed:

1. Student must pick up the visitation form in the guidance office.
2. The completed visitation form must be submitted to the attendance office at least one day prior to the absence. No substitute forms will be accepted.
3. Written verification of student attendance must be signed by a representative of the institution on official stationery and submitted to the nurse when the student returns to school. Students must submit an individual verification for their visitation. No list verifications will be accepted.
4. Additional days may be granted if a student must be present for scholarship testing or if the student is being recruited by the college or university. Verification of these special circumstances must be provided to a high school administrator prior to the absence.
5. Visitation days may be used on school days prior to May 1.
6. When visiting a local institution, visitations will be granted for half-days (2 class periods) only.

### COLLEGE ENTRANCE EXAMS

#### SAT TEST DATES @ MVHS

December 3, 2022

May 6, 2023

#### PSAT DATES

October 12, 2022

#### ACT TEST DATES & MVHS

February 11, 2023

April 2, 2023

#### Tips for Scholarship Application

- Keep everything neat and clean.
- TYPE your application.
- If a goal statement or cover letter is required, tell them why you deserve and/or need this scholarship. Explain any special circumstances.
- Be sure that you FOLLOW DIRECTIONS explicitly. Information for writing good essays is available in the guidance office.
- PROOFREAD your application.
- ASK FOR HELP if you need it.
- IMPORTANT - Turn your scholarship application in before the deadline. Many times the guidance office must add transcripts before it is sent.

## COUNSELING ASSIGNMENTS

Student names beginning with

A-R.....Counselor, Mrs. McCloud  
S-Z and Special Education.....Counselor, TBD

## COUNSELING SERVICES

Counselors are available to assist you and your parents in making educational and personal decisions. Information related to vocational and educational planning will be provided in group sessions. Feel free to request a conference with a counselor by seeing the secretary in the counseling center. Educational and career planning materials are available for student use.

## FINAL EXAMINATIONS

Final examinations are administered in all classes at the end of each semester. These exams count up to twenty percent of the student's semester grade. **In the event that final examinations are canceled for one or both exam dates, the semester grade will be determined by averaging the two nine week's grades.**

## FINANCIAL AID FOR COLLEGE

Financial aid for college comes in the form of scholarships, grants, loans, or work-study. Getting the necessary information to apply for financial aid and meeting mandatory deadlines is extremely important. Financial aid comes from three primary sources: federal and state programs, college/university programs, and the private sector. Most financial aid is available only when a family can show a need for financial assistance. There are some financial aid programs not based on financial need, but upon academic excellence or particular talents (art, music, athletics, etc.).

Information about financial aid opportunities can be obtained by contacting the college financial aid office, obtaining information from printed material in the guidance office or listening to the announcements on the daily bulletin, or the guidance and counseling page in Haiku.

In January, the school will conduct a Financial Aid Night, which informs families about the financial aid process, important deadlines, and how to complete the Free Application for Federal Student Aid (FAFSA). There are several documents that must be completed to apply for aid. Colleges and universities, private providers, and local organizations all have documents to be completed. One of the most important documents is the FAFSA, and in the case of some private colleges, the Financial Aid Form (FAF). These forms are used to evaluate a family's ability to pay for its child's college education. Most financial aid cannot be obtained unless a FAFSA has been submitted. The FAFSA can be completed and submitted online after **October 1st** of the senior year – **but must be received by April 15th** – to be eligible for most financial aid. The FAFSA can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## GRADING SYSTEM

The grades you receive divide students who are doing passing work into four groups. These grades are **A** (excellent), **B** (good), **C** (average), **D** (below average, but passing). The grade **U** (unsatisfactory/failure) indicates that you cannot or will not do the minimum amount of work required to pass a course. An **I** (incomplete) indicates that for some reason, usually illness, course work has not been completed. You do have the responsibility to meet course requirements. The responsibility for conversion of an **I** to a passing grade is yours. You are allowed the same number of days for make-up work as the number of days you missed. However, normally, five school days should be sufficient time for completion. If an **I** is not converted by a time established between the student and teacher, the **I** converts to a **U**.

## GRADUATION HONORS

Honor students will be indicated as follows in the commencement program and newspaper publications.

Highest Honors .....3.9 or above GPA  
High Honors .....3.7 to 3.9 GPA  
Honors .....3.5 to 3.7 GPA

The students qualifying for these honor groups will be presented the following honors insignia to be worn with their caps and gowns at graduation ceremonies:

Highest Honors .....gold stole  
High Honors .....gold honor cord  
Honors ..... maroon and gray honor cord

All three groups wear gold tassels and academic medallions. Students earning an Academic Honors Diploma will also receive an Academic Honors Medallion. These distinctions are based upon the student's cumulative GPA after seven semesters.

## GRADUATION REQUIREMENTS & DIPLOMA INFORMATION

All students must earn a minimum of 46 credits in order to meet the approved graduation requirements of Mt. Vernon Senior High School.

Students will have the option of choosing between four diplomas: General, Core 40, Core 40 with Technical Honors, or Core 40 with Academic Honors. Core 40 is the recommended high school curriculum for all students. All but the General Diploma have the criteria for meeting the Core 40 Diploma as a part of their requirements. Beginning with the Class of 2011, students choosing to earn a General Diploma must have parents or guardians sign a form agreeing to give the students permission to do so.

Detailed information on all diplomas awarded by MVHS is available in the Course Section of the Curriculum Planning Guide. The Curriculum Planning Guide is posted on the high school guidance section of the school website.

## GRADUATION SPEAKERS

Graduation speakers are selected through an audition process. A maximum of three (3) speakers may be selected. Students who are eligible to speak at graduation will be notified in April of the audition procedures

## GUIDANCE ONLINE INFORMATION

Parents/guardians and students have access to a variety of guidance information online including information on financial aid, college admissions and testing, homework help links, important dates and the monthly guidance newsletter. The guidance website link may be accessed by going to <https://www.mvhschool.org/hs-home>

## HONOR ROLL

### HIGH HONOR ROLL

No grade shall be below an A- and the nine week GPA must be 4.00.

### MAROON HONOR ROLL

The nine week GPA must be between 3.50 and 3.99.

### GRAY HONOR ROLL

The nine week GPA must be between 3.00 and 3.49.

An A is counted as 4 grade points, a B - 3 points, a C - 2 points and a D - 1 point. This same point system is used in figuring class rank and accumulative grade averages on permanent records. A grade of a U in a class eliminates the student from honor roll.

## MID-TERM GRADUATION

Any senior interested in mid-term graduation must meet with their counselor to discuss this request. The student is then required to submit a completed mid-term graduation application form to their counselor prior to August 1 for consideration.

## NATIONAL HONOR SOCIETY

In order to be eligible for induction into the National Honor Society, a student must be a Sophomore, Junior or Senior and have a minimum grade point average of 3.5.

Those selected for NHS must also qualify on the basis of citizenship, leadership, character, and school and community service. A committee of educators selects members by considering recommendations of other teachers and the student's academic and activity records. New members are inducted each year toward the end of Semester II.

## NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions – Division I, Division II, and Division III. If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse.

The Clearinghouse ensures consistent application of NCAA Initial-Eligibility requirements for all prospective student athletes at member institutions. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. These are: online registration completed and fee submitted at [www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org), your official transcript mailed directly from every high school you have attended, and your ACT or SAT scores. Please note that SAT/ACT scores must come directly from ACT or SAT – they will not be accepted from transcripts. Make sure to list the NCAA Clearinghouse in addition to your colleges when you sign up to take either test.

### CORE COURSES REQUIRED FOR NCAA CERTIFICATION:

#### 16 CORE-COURSE RULE

##### 16 Core-Courses:

4 years of English

3 years of mathematics (Algebra I or higher)

2 years of natural/physical science (1 year of lab if offered by high school)

1 year of additional English, mathematics, or natural/physical science

2 years of social science

4 years of additional courses (from any area above, foreign language, or non-doctrinal religion/philosophy)

For more information about the NCAA Initial-Eligibility Requirements, see the Athletic Director, your guidance counselor, or visit the NCAA Clearinghouse website at [www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org).

## RECORDS AND TRANSCRIPTS

A permanent record of the courses taken by each student, the grades received, his/her attendance record, scores on special tests, and lists of activities is kept in the Guidance Office. When a student transfers to another high school, college or technical school, the office will forward a transcript of this record upon his/her request. Any student requesting a transcript be sent to a postsecondary institution must submit the request via Parchment.com. Requests are free through August 1<sup>st</sup> of the graduation year.

## ONLINE STUDENT GRADE REPORTING

Parents/guardians and students may check current course grades online by accessing the Skyward Website available on the MVHS website. At the beginning of each school year all parents/guardians will be mailed an information sheet with directions for using the PIV program along with the username and password needed to access their student's grades. In the event that the username or password is lost, a request may be made to the high school guidance office at 838-4356 to provide this information.

## RENAISSANCE PROGRAM

### WILDCATS...CHALLENGE YOURSELVES

At Mt. Vernon High School, the *RENAISSANCE PROGRAM* is a concept and an attitude. It is a comprehensive package of "neat ideas" that in its entirety has a tremendous impact on student achievement. Simply stated, *RENAISSANCE* is a recognition and incentive program with three major goals:

1. To focus on and emphasize academics and academic excellence.
2. To recognize and reward student achievement.
3. To recognize and reward student attendance.

Students, through their achievements, may qualify for rewards through academic accomplishments and perfect attendance.

### HIGH HONORS (ALL A'S)

Free admission to athletic events

Free/reduced admission to many other school activities

Discount - School Store

Cafeteria freebies (6)

\*Privileged parking

\*Students must have a valid MVHS parking sticker to qualify for privileged parking.

## HONORS (G.P.A. OF 3.0 AND ABOVE)

Free admission to 5 athletic events

Discount - School Store

Free/reduced admission to many other school activities

Cafeteria freebies (5)

## IMPROVEMENT (+0.3)

(Must have a minimum beginning G.P.A. of 0.5)

Cafeteria freebies (4)

Discount - School Store

## REPORT CARDS

Report cards will be distributed during the week following the end of each nine-week grading period.

<u>NINE WEEKS END DATE</u>	<u>GRADES DUE</u>	<u>REPORT CARD DATE</u>
October 13th (45 days)	October 18th	October 20th
December 20th (45 Days)	January 6 <sup>th</sup>	January 10th
March 10th (45 days)	March 15th	March 17th
May 23rd (45 days)	May 26 <sup>th</sup>	TBD

## CREDIT RECOVERY PROGRAM

With prior counselor and administrator approval a student who is behind in graduation credits may be allowed to participate in the Edmentum credit recovery program. Students will only be approved to take a course(s) that they have previously failed and a scheduling conflict prevents them from enrolling in the course(s) during the regular MVHS school day.

### Credit Recovery Program Procedures

1. Prior to starting in the credit recovery program all participating students must meet with their guidance counselor to review credits earned and credits necessary for graduation.
2. Students must receive Edmentum learning computer software training from the credit recovery lab assistants.
3. Credit recovery coursework and quizzes may be completed at a site outside of MVHS.
4. All tests must be taken under the supervision of a MVHS staff member.
5. Students are required to achieve a minimum 70% mastery score for all coursework, quizzes and tests in order to *receive course credit*.
6. Students may not withdraw from a course offered during the regular school day in order to take the same course on the Edmentum learning software.

## WITHDRAWALS AND TRANSFERS

Any student withdrawing from school or transferring to another school must make such arrangement through his/her parent or guardian. It is preferable for the parent to plan a conference with a counselor. If this is not possible, the parent should make contact by phone well in advance of the planned date of withdrawal or transfer. The counselor will advise you of all procedures relating to withdrawal and/or transfer of records.

### WITHDRAWAL FROM SCHOOL/EXIT INTERVIEW (I.C. 20-33-2-9)

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. There are three qualifying conditions added to drop out of school through the EXIT interview. The student must meet one of these conditions:

- (a) financial hardship; student must be employed to support their family or dependent; or
- (b) illness; or
- (c) an order by a court that has jurisdiction over the student.

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 --	Superintendent or Designee	Principal	Assistant Principal
Mt. Vernon Junior High School --	Principal	Assistant Principal	Counselors

# III. ATHLETICS

## MSD OF MT. VERNON 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. Student athletes at MVHS are held in the highest regard and are seen as role models in the community. **MVHS strives to create a positive environment that provides students the opportunity to acquire essential character-driven qualities through 100% ALL IN effort every day: hard work, dedication, teamwork and resilience. Playing and competing for Mt. Vernon High School is a privilege.** As such, you have the responsibility to portray your team, your school and yourselves in a positive and responsible manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team, the student body, the school and the community. In his/her play and conduct, the student athlete is representing all of these groups.

**The goal of athletics is to prepare students for their futures by creating a culture in which students are driven to improve, motivated to play hard, ready to compete, demonstrate grit and expect to succeed.** The principles of good sportsmanship, on and off the court and in social media, 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 365 days a year. When an athlete's conduct in or out of school or on social media reflects discredit upon the school or 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. Any violation of these rules may result in an athlete being declared ineligible for further participation. The athletic conduct policy is in effect from the first day the athlete attends a team practice or team meeting. All training violations and penalties accumulate during the student's entire high school career.

## PARENT ACKNOWLEDGEMENT FORM

Each athlete is to be given a copy of the policy. A parent or guardian and the athlete must sign the form indicating that they have received a copy of the policy and they know the rules and pledge to abide by rules year round. Acceptance of athletic equipment signifies a willingness to observe all policies or regulations established by the athletic department and/or coach. Athletes may not participate in any sport until this form is on file in the Athletic Office. This form will be renewed annually through the Final Forms website.

## 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 any conditioning, 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 **and must be renewed between April 1 and the day after the IHSAA Baseball State Tournament each year (June 20, 2021).**

## TRAINING RULES

1. Squad members are to be home nightly, during the season, at a reasonable time to be determined by the head coach.
2. 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.
3. The possession or use of tobacco, e-cigarettes 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 20% 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.
4. The possession of drug paraphernalia, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicant of any kind or 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 starting from 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 3 or 4 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 3 or 4, prior to an administrative investigation, a first offense suspension will be reduced by 5%.

## SOCIAL MEDIA

Social Networks: Social network sites such as Facebook, Twitter, Instagram, YouTube, VINE, Pinterest, Tik Tok, Snap Chat and other digital platforms have increased in popularity and are used by student athletes at Mt. Vernon High School. Participation in such networks has both positive appeal and potentially negative consequences. It is important that MVHS student athletes be aware of these consequences and exercise appropriate caution if they choose to participate in these sites and others.

The Department of Athletics' guidelines are intended to provide a framework for student athletes to conduct themselves responsibly in an on-line environment.

1. Student athletes should be aware that third parties - - including the media, faculty, coaches, teammates, future employers and IHSAA officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student athlete, the athletic department, the school and the entire Mt. Vernon community.
2. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Do not respond to unsolicited emails asking for passwords or PIN numbers. Reputable businesses, colleges and scholarship foundations do not ask for this information in emails.
3. The internet is permanent. Facebook, Twitter, Instagram and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information. However, once posted, the information becomes property of the website.

Examples of inappropriate and offensive behaviors in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, e-cigarettes etc., including condoning alcohol and drug related activity. This includes but is not limited to images that portray the personal use of alcohol, marijuana and drug paraphernalia.
2. Posting photos, video and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against teammates, coaches, race, gender and/or sexual orientation as well as posting videos of coaches without their consent in personal or parody accounts.
4. Cyber bullying: Content online that is unsportsmanlike, derogatory, demeaning or threatening toward Mt. Vernon High School, other schools, teammates, opponents or any other individual/entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
5. Posting photos while engaging in inappropriate behavior.

**Note:** Inappropriate actions will be dealt with on an individual basis through the Athletic Department but may include suspension from contest(s) or removal from the team.

## **TRAVEL**

High School squad members are to travel to and from away events in the transportation provided by the Athletic Department. Exceptions for returning to MVHS via the bus are as follows:

1. The athlete's immediate family is continuing from the site of the contest to a destination farther from Mt. Vernon and desire their son/daughter to accompany them.\*
2. 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.\*
3. The athlete becomes ill or sustains an injury.

**\*As part of the online athletic registration process, all student athletes and parent/guardians are required to complete an electronic permission document via Final Forms.** Prior communication with the coach will be required for each individual occurrence. Exceptions to this rule will **only** be made if the athlete becomes ill or sustains an injury.

## **THEFT AND/OR VANDALISM**

Athletes found guilty of stealing or committing acts of vandalism at school or at a school function 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 20% 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.

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 or are 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 of the absence 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. court ordered visitation
  - g. 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 IHSAA 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 the IHSAA tournament play. **In order to earn team awards, certificates, etc., the student athlete must complete the entire season as a member of the team. Failure to complete the season may result in the forfeiture of team awards.**

## **APPEAL PROCEDURE**

In event that an athlete has been suspended or dismissed from the squad for a policy violation, he/she has the right of due process to appeal the decision.

## **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 \$6.00. 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, gray and white. 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, gray and white.

## **ELIGIBILITY**

The student athlete must meet the standards established by the Indiana High School Athletic Association and the MSD 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. An "I" on the report card is counted as a failure according to IHSAA Guidelines. Semester grades take precedent over 9-week grades.

## **CONCUSSIONS, HEAD INJURIES AND CARDIAC ARREST**

Due to the Indiana state law "Student Athletes: Concussions and Head Injuries" (IC 20-34-7), schools are now required to distribute information sheets to inform and educate student athletes and his/her parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. The law requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the student's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries and 24 hours have passed since the accident. In addition, "sudden cardiac arrest" information sheets must be distributed. If warning signs exist, the student athlete may not return to participation until the proper paperwork has been signed and returned by the parent or guardian. Both parents and students must sign an acknowledgement form prior to the start of practice.



## **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 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 10 finish in the sectional or PAC meet. A diver who has a regular season score that would be equivalent to a top 10 finish in the Sectional or PAC meet.

### **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 meets. Score in Conference or Sectional meet.

### **UNIFIED TRACK (B/G)**

Number 1 or 2 entry in an event for at least 50% of the season with an attendance rate at practices and meets of 90% or higher. A senior the team for at least 2 years and been a positive influence on the team with 90% attendance rate.

### **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, the principal, and the athletic director.

**DIRECTIONS FROM MVHS - *Note: All sports fields may not be located at the high school. Please check with your head coach for location.***

**Schedules with MapQuest available at [www.mvwildcats.com](http://www.mvwildcats.com) and [eventlink.com](http://eventlink.com)**

**SCHOOL (Miles)**

**Boonville (37) 300 North First. St, Boonville, IN**

Hwy 62 east to Boonville and look for sign approx. 4 blocks after the street becomes one-way. Turn left on Vine St. for 3 blocks. Gym and football field are straight ahead. Auxiliary gym and pool is one block east of football field. Softball/Baseball field off to left.

**Bosse (20) 1300 Washington Avenue, Evansville, IN**

Take Lloyd Expressway east to Hwy 41 S, south to Washington Ave. (east). Left on Washington then left on Lodge (north) to left on Powell Avenue. Baseball, softball, and soccer fields are NOT located at the school.

**Carmi, IL (27) 800 West Main Street, Carmi, IL**

Take 62 West out of Mt. Vernon. Turn right onto Epworth Rd. Turn left onto Main at the first stop light in Carmi. The high school is approx. 1 mile on the right.

**Castle (29) 3344 IN-261, Newburgh, IN**

Take Lloyd Expressway east to Hwy 261. Turn left and go ½ mile. School is on the right.

**Central (22) 5400 First Avenue, Evansville, IN**

Hwy 62 E to 1<sup>st</sup> Ave. North (left) on 1<sup>st</sup> Ave. to school on left approx. ¼ mile past Mill Rd.

**Day School (26) 3400 N Green River Road, Evansville, IN**

Hwy 62 E to Green River Rd. Go north on Green River Rd. School is approx. 2 miles north of Morgan Ave. on the left side.

**Forest Park (74) 1440 Michigan Street, Ferdinand, IN**

Go east on I-64. Exit 63 north onto Hwy 162 and proceed to 15<sup>th</sup> St. in Ferdinand. Turn right (east) one block to school.

**Gibson So. (42) 3499 W. 800 S., Ft. Branch, IN**

Take Hwy 62 east. Go north on US 41 to CR800 S (Coal Mine Rd.) at the south edge of Ft. Branch. Turn left (west) on Coal Mine Road 4.3 miles to the school - Soccer field is located at the junior high school.

**Harrison (23) 211 Fielding Road, Evansville, IN**

Take 62 East to Lloyd Expressway. Turn right at stop light after you cross Green River Rd. Harrison is at the intersection of Lloyd Expressway and Fielding Road - Softball and soccer fields are located on E. Covert Ave. Baseball fields are behind the armory.

**Heritage Hills (79) 3644 E. Co. Rd. 1600 N., Lincoln City, IN**

Go East on I-64 to Hwy 231 South (Exit 57). Take 231 South To Hwy 162 Exit. Take a right on Hwy 162. Go approximately 200 yards to Heritage Hills High School on right.

**Jasper (84) 1600 St. Charles Street, Jasper, IN**

Go east on I-64. Take Holland Exit N to Hwy. 64. Turn right to Huntingburg at light turn left on Hwy. 231. In Jasper, turn left (west) at the 'Y' onto Hwy 56. Go west to yellow light. Turn right (north) onto St. Charles St. School will be several blocks down on the right.

**Mater Dei (17) 1300 Harmony Way, Evansville, IN**

Travel East on Hwy 62 to Rosenberger intersection @ McDonald's. Turn left and go to stop sign. Turn right, on Hogue Rd. You will come to Tekoppel Avenue. Turn left and a short distance ahead you will come to another stop sign at West Side Liquor. Turn right onto Middle Mount Vernon until you come to a 4-way stop. Turn left onto Harmony Way. At stop sign by the Hilltop Inn go straight 1-2 blocks and the drive will be on the left. Football, softball, soccer and tennis courts are NOT located at the school.

**Memorial (20) 1500 Lincoln Avenue, Evansville, IN**

Take Hwy 62 east to Hwy 41 south to Lincoln Ave. Turn left on Lincoln. Memorial is approx. 5 blocks on left. Football, softball, soccer, and tennis courts are NOT located at the school.

**Mt. Carmel, IL (46) 201 Pear Street, Mt. Carmel, IL**

Take Hwy 69 north out of Mt. Vernon. Go west on I-64. Exit off I-64 at the Grayville exit (#130) and take Illinois 1 north to Grayville. Illinois 1 will take you to Mt. Carmel. In Mt. Carmel, Illinois 1 will turn into 3<sup>rd</sup> St. 3<sup>rd</sup> St. will take you to Mt. Carmel High School.

**North (30) 15331 US-41, Evansville, IN**  
East on Hwy. 62 to University Drive, East on Hwy. 66 to Hwy. 41 N. Just before Baseline Rd. turn right to school.

**North Posey (23) 5418 High School Road, Poseyville, IN**  
Take Hwy 69 past New Harmony. Turn right onto Hwy 66 for about 10 miles to flasher at Wadesville. Turn left on SR65 for 2-3 miles. Turn left at NPHS sign on High School Rd. School is on right.

**NE Dubois (99) 4711 N. Dubois Rd. NE**  
Go East on I-64. Take exit #63. Go North on SR 162 to Jasper. On the South side of Jasper turn right (1<sup>st</sup> stop light) onto Schnelleville Rd. (100 S.) Drive approx. 3 ½ miles and turn left at the first crossroads. (St. Anthony Rd. (330 E). Road will “T”, turn right onto SR 164 to Celestine. In Celestine turn left on Celestine Rd. Road will “T”, turn left onto SR 545. At the bottom of the hill turn right and follow the signs to the high school.

**Pike Central (67) 1810 E SR 56, Petersburg, IN**  
Take Hwy 57 north to Petersburg. Turn right onto Hwy 61 (9<sup>th</sup> Street) for approx. 5 miles. School is on left.

**Princeton (56) 1101 N. Main St., Princeton, IN**  
Hwy 41 N from Evansville. Go past 2<sup>nd</sup> Princeton exit (State Hwy 64) for ½ Right on black top road. Cross railroad tracks. Turn right and go about ¾ mile. School is on left. Baseball field is NOT located at the school.

**Reitz (17) 350 Dreier Blvd., Evansville, IN**  
Take Lloyd Expressway east to Barker Ave. south exit. Go south on Barker Ave. to Austin. Turn left on Austin to the top of the hill. Baseball, softball, tennis and track are located at the Barker Ave. Complex. Soccer fields are NOT located at the school.

**South Knox (85) 6116 IN-61, Vincennes, IN**  
Go North on Hwy. 41 to Vincennes. In Vincennes turn right onto SR 50 East (towards Washington). Take the first right turn off SR 50 (Hickory Corner Road). Go to the second stop sign (SR 61) and turn left. School is ½ mile on the left.

**Southridge (80) 1110 S, Main St., Huntingburg, IN**  
I-64 east to 231 exit. Left (north) on 231. School is on the left before entering Huntingburg. Baseball field is NOT located at the school.

**So. Spencer (47) 1142 N. Co. Rd. 275 W., Rockport, IN**  
Take Lloyd Expressway through Evansville which becomes Rt. 66 east. School is in Reo on left. Baseball field is NOT located at the school.

**Tecumseh (47) 5244 S SR 68, Lynnville, IN**  
I-64 east to exit 39 (Boonville/Lynnville) exit. Turn left going north into Lynnville. At flashing red light take a left on Hwy 58 west. Tecumseh is 2 miles out on the right.

**Tell City (71) 900 12<sup>th</sup> Street, Tell City, IN**  
SR 66 east into Tell city. Turn left at 1<sup>st</sup> stoplight. Turn right at next stoplight. School is on right. Baseball, softball and tennis courts are NOT located at the school.

**Vin. Lincoln (80) 1545 S. Hart St. Rd. Vincennes, IN**  
Take 41 north to Vincennes. Exit at Hart St. Turn right onto Hart St. Go through 1 stoplight. School is on right. Baseball, football, and softball fields are NOT located at the school.

**Vin. Rivet (80) 210 Barnett St., Vincennes, IN**  
Take Hwy 41 North to the Willow St. Exit. Turn right (North) and go to 2<sup>nd</sup> Street. Turn right (East) onto 2<sup>nd</sup> Street. The school is located 3 blocks on the right.

**Washington (83) 608 E Walnut St., Washington, IN**  
Go north on Hwy 57 to Washington. Go through 4 stoplights. Turn right 1 block off Walnut St. School is 1 block south on Bedford Rd. Baseball, softball, soccer, and tennis courts are NOT located at the school.

**Wood Memorial (54) 945 S. Franklin Street, Oakland City, IN**  
Take Hwy 57 north to junction of Hwy 64. Turn right (east) onto Hwy 64. Go to flashing yellow light located in Oakland City. Turn right (south) on Franklin St. approx. 2 ½ blocks to school. Soccer fields are located at Mackey Elementary School.

## IV. ATTENDANCE

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 adult years once students graduate from MVHS. A successful attendance program takes the efforts of parents, guardians, 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 four 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 school 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 building principal or designee.
  - D. All class work has been satisfactorily completed.
  - E. All class objectives have been accomplished.
  - F. The student is academically passing the class.

\*For classes that meet every day the absences limit is fourteen days. The first attendance notice will be issued at eight days.

### STUDENT APPEAL FOR CREDIT PROCEDURE (due to attendance)

1. Teachers will give verbal and written notice to all students who have reached seven absences in their class.
2. Student Appeal for Credit forms will be made available to students who have exceeded the attendance policy and have been placed in failing status.  
NOTICE: Forms will be handed out and due dates set within the last 1 ½ 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 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.

### ADDITIONAL GUIDELINES

An absence count will start only upon a student's first registered day in class. Absences which are due solely to hospitalization or 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 the school administration.

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

### TARDIES

Students have adequate time to pass from one class to another. Reporting on time with proper materials is important. Each teacher will record tardiness on 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 and assigning detention. At such times as the teacher feels that the tardiness has become excessive, the student may be referred to the office for further disciplinary action.

### TRUANCY

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

Please review the Truancy and Driver's License / Permit Restriction section in the Student Rights, Expectations, and Responsibilities Handbook.

## MAKEUP 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/Tuancy:** Absences due to truancy have the same expectation 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 truancy.

Assignments and tests a student misses due to internal or external suspension, which are completed by the expected time limits, will receive 100% credit.

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 (Maroon).
- 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 that 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.

## ATTENDANCE COMMITTEE

The function of the Mt. Vernon High School Attendance Committee is to:

1. Monitor and review the attendance policy
2. 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.

## V. STUDENT CODE OF CONDUCT

### EXPECTATIONS - STUDENT BEHAVIOR

#### OBJECTIVES

1. To facilitate teaching and learning in the classroom.
2. To help establish and maintain decorum in the schools and in the community.
3. To teach youth to observe accepted rules of conduct.

### PROVISIONS OF INDIANA SCHOOL LAW

#### AFFECTING STUDENT BEHAVIOR

#### ATTENDANCE

1. Every child is required to attend school regularly from age 7 to age 18. Any student who is 16 or 17 years old must complete an exit interview prior to withdrawing from school.
2. Every parent or legal guardian is responsible for seeing that his/her child attends school, and can be fined or imprisoned for failure to do so.
3. A driver's license or a learner's permit may not be issued to a individual, less than eighteen (18) years of age, who has been determined to be an habitual truant, or is under at least a second suspension from school for the school year. This suspension of license can be for 120 days or until the person turns 18 years of age, whichever comes first. A person withdrawing from school, for reasons other than financial hardship, shall have his/her license or permit invalidated until the earliest of the following:
  - a. The person becomes eighteen (18) years of age;
  - b. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is the longer time period.
4. Any child who is habitually truant from school may be sentenced by a judge to a custodial institution for an indefinite period.

#### BUS CONDUCT

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.

#### CLOSED CAMPUS

Students coming on campus are to enter the high school building immediately and remain there for the rest of the school day. Students are not allowed in parking lot areas without prior administrative approval. Permission from school officials must be obtained before a student may leave the school grounds during the school day.

## CONTROLLED SUBSTANCES

**TOBACCO** - The use/possession of tobacco or E-Cig of any type on school property, at any time, is prohibited. This includes all school-related functions during school hours and after school hours.

To violate these regulations may result in the following penalties:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | A. One day internal suspension plus notification to parents/guardians.<br>B. Review materials in Supervised Alternative Study (SAS) regarding the health risk of using tobacco<br>C. Referral to guidance counselor for counseling regarding tobacco issues |
| 2 <sup>nd</sup> Offense | Four days external suspension   |
| 3 <sup>rd</sup> 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 to the Superintendent of Schools for his/her expulsion from school (see third offense penalties).

**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.

## DISCIPLINE

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

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 305 (Discipline).
5. Written documentation, including language used in quotes, should accompany notification to the office of a disciplinary concern.

## 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 but not limited to fireworks, firearms, tasers, 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 internal suspension, 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 a 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, 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.

**FIGHTING WILL NOT BE TOLERATED ON THE MVHS CAMPUS, ON THE SCHOOL BUS, OR AT ANY SCHOOL SANCTIONED EVENT.**

## 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 8:05AM – 3:05PM
9. Food and beverages are not permitted in the classrooms.
10. Blankets and pillows are not permitted in the building.

## HALLWAYS

The guidelines for conduct in the hallways are not only for instructional reasons, but for reasons of safety, cleanliness, comfort, and consideration for the rights of others. Students are not to use profane or vulgar language, should never run, yell, scream, hit lockers, or otherwise make excessive or disruptive noise while in the halls.

During class time, students may not be in the halls without a pass. It is the student's responsibility to secure a pass prior to leaving class. Except for water, no food or drink is allowed outside of the cafeteria during school hours. Students are responsible for keeping the hallways clear of containers and spills. **No glass bottles** are to be in the building. Teachers and administrators have the authority to confiscate any food or drinks seen in the hallways that do not follow the guidelines.

During third and seventh periods, unescorted students may not be in any hall except the cafeteria commons area hall and the area immediately around the Snack Shack across from the auxiliary gym. **STUDENTS ARE NOT TO BE IN ANY OTHER HALL DURING LUNCH.**

Take pride in your school and do your part to keep it clean. Please do not litter.

## 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.

## OBSCENITIES AND VULGARITIES

The use of vulgar, obscene, or indecent language, 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.

## 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 bare midriff or that are low cut
3. Apparel or accessories advertising drugs, alcohol, guns or tobacco products
4. Apparel displaying vulgar or obscene language or content
5. Any clothing which may expose undergarments; pants that are worn below waist level, sagging or expose any skin or undergarments.
6. Pajamas and house slippers
7. Shorts or skirts/dresses (includes large holes in all styles of pants and shorts) that are not fingertip length when arms are resting at the side of the body.

## BEHAVIOR / DISCIPLINE (Board Policy 805)

1. Students may not be in possession of tobacco or tobacco products, including electronic cigarettes/vaping devices, 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 AM 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 Peer Facilitating, will be provided by school officials.
8. Posters are not to be displayed on walls without first being initialed by an administrator.

## VIOLATORS OF SCHOOL REGULATIONS

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

## 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 IC 20-33-8, 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.

IT IS THE STUDENTS' RESPONSIBILITY TO READ AND FAMILIARIZE THEMSELVES WITH THE STUDENT RIGHTS, EXPECTATIONS AND RESPONSIBILITIES BOOK. This can be found online at [mvschool.org/hs-home](http://mvschool.org/hs-home). Select MVHS – Registration Services – Student Handbook.

## 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 AM to 3:15 PM) without special permission and proper supervision.

