MSD OF MT. VERNON

STUDENT RIGHTS, EXPECTATIONS,

AND

RESPONSIBILITIES

The information included in this document is extremely important to the students and parents within the MSD of Mt. Vernon. This is not an all-inclusive list, but a group of Board policies and student discipline rules that deals specifically with students and their rights, expectations, and responsibilities. All parents and students should examine these carefully and completely. Student handbooks can be found online at www.mvschool.org. The school district reserves the authority not stated within this document when the authority is provided by law.

MT. VERNON, INDIANA

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COMPLIANCE NOTIFICATION

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. Fourth St., Mt. Vernon, IN 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. Fourth St., Mt. Vernon, IN 47620. Telephone (812)838-5516.

TITLE I COMPLIANCE

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Metropolitan School District of Mount Vernon complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. FERPA provides parents and eligible students (students who are 18 years of age or older or who attend a postsecondary institution) with specific rights regarding access to and control of student education records. Information regarding these rights is available from the U.S. Department of Education's Student Privacy Policy Office at **https://studentprivacy.ed.gov**.

FERPA permits school districts to designate certain student information as **directory information** and to disclose that information without prior written consent unless a parent or eligible student has requested that it not be released. The MSD of Mount Vernon may designate the following as directory information: a student's name, address, telephone number, photograph, date and place of birth, grade level, participation in officially recognized activities and athletics, weight and height of members of athletic teams, dates of attendance, enrollment status, honors and awards received, and the most recent educational agency or institution attended.

Directory information may be used in school publications, district and school websites, social media, yearbooks, graduation programs, athletic programs, honor rolls, news releases, and other school-related publications and communications.

In accordance with federal law, the District may also release the names, addresses, and telephone listings of secondary students to military recruiters and institutions of higher education unless a parent or eligible student submits a written request prohibiting such disclosure.

Parents or eligible students who do **not** want the District to disclose directory information must submit a written request to the building principal no later than **August 21, 2026**, or within **10 school days of enrollment** for students who enroll after the start of the school year. Requests will remain in effect for the 2026–2027 school year unless revoked in writing. Parents and eligible students should be aware that choosing to withhold directory information may prevent a student's name, photograph, or achievements from appearing in school publications, honor rolls, graduation programs, athletic rosters, yearbooks, district communications, and other school-sponsored recognitions.

PLEDGE OF ALLEGIANCE (IC 20-30-5-0.5)

Indiana schools are required to have a United States flag displayed in each classroom and voluntary daily reciting of the pledge of allegiance. School corporations are required to establish a daily moment of silence. (I.C. 20-30-5-4.5)

HOW TO RESOLVE PROBLEMS/CONCERNS

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

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

ADVERTISING IN THE SCHOOLS & PROCEDURE (Board Policy 613)

The Board of School Trustees recognizes that community organizations, educational institutions, governmental agencies, businesses, and nonprofit organizations may provide programs and informational materials that benefit students and families. The Board also recognizes its

responsibility to protect students and instructional time while ensuring that school resources are used primarily to support the educational mission of the Metropolitan School District of Mount Vernon.

Commercial advertising, solicitation, and the distribution of materials on school property shall be permitted only in accordance with Board policy, administrative procedures, and applicable federal and Indiana law.

ADVERTISING

Advertising may be permitted when it directly supports the educational program or school-sponsored student activities and has been approved by the Superintendent or designee.

Advertising shall:

- be appropriate for a school setting;
- not substantially interfere with the educational program;
- comply with applicable state and federal law;
- not promote illegal activities or products prohibited for minors;
- not constitute political campaign advocacy or electioneering prohibited by law; and
- comply with Board policies regarding sponsorships, fundraising, and student activities.

Educational materials containing incidental commercial references may be used when approved by appropriate instructional staff and when the educational value of the material outweighs any commercial content.

Demonstrations of instructional materials or equipment may occur with prior approval of the building principal or Superintendent's designee.

COMMUNITY PARTNERSHIPS

The District may cooperate with governmental agencies, nonprofit organizations, educational institutions, and community organizations when such cooperation:

- supports student learning or student well-being;
- does not interfere with instructional time;
- is consistent with Board policy; and
- has been approved by the Superintendent or designee.

STUDENT ACTIVITY SPONSORSHIPS

School-sponsored organizations may solicit sponsorships or advertising to support extracurricular activities, publications, athletic programs, performances, or similar student activities with prior approval from the building principal or Superintendent's designee.

Any recognition of sponsors on school property, publications, or athletic facilities shall comply with Board policy, IHSAA rules (when applicable), and applicable law.

DISTRIBUTION OF NONSCHOOL MATERIALS

Outside organizations may request permission to distribute informational materials or make information available to students and families.

The District may approve such requests using viewpoint-neutral criteria that include:

- educational value;
- benefit to students or families;
- age appropriateness;
- consistency with the District's educational mission;
- compliance with applicable law; and
- availability of space and administrative resources.

Distribution shall not:

- interfere with instruction;
- require student participation;
- disrupt school operations; or
- imply District endorsement.

The principal or designee shall determine:

- the location for distribution;
- the dates and times materials may be available;
- the manner of distribution; and
- whether materials comply with District standards.

Materials must generally be submitted to the principal at least three (3) school days before the requested distribution date.

Teachers shall not be required to distribute nonschool materials during instructional time.

EXAMPLES OF ORGANIZATIONS

Organizations that may be approved include, but are not limited to:

- governmental agencies;
- accredited colleges, universities, and trade schools;
- youth-serving nonprofit organizations;
- local parks and recreation departments;
- civic and service organizations;
- scouting organizations;
- public libraries;
- public safety agencies;
- health organizations;
- recognized community recreation programs; and
- other organizations approved by the Superintendent or designee that meet District criteria.

Approval of one organization does not guarantee approval of another, and each request shall be reviewed individually using the standards established by the District.

COMMUNITY ACTIVITIES

The Superintendent or designee may approve community activities conducted on school property when they are consistent with Board policy, appropriate for students, and do not interfere with the educational program.

DISCLAIMER

Permission to distribute materials, display information, conduct activities, or recognize sponsors does not constitute endorsement by the Metropolitan School District of Mount Vernon, its Board of School Trustees, or its employees.

STUDENT ATTENDANCE (Board Policy 306)

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Importance of Attendance:

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

The Superintendent of Schools is authorized to develop necessary rules and procedures to implement this policy.

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

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

Attendance Limits:

If a student accumulates ten unexcused absences from school during a semester, the student and a parent will be referred to the designated court official for appropriate action. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused.

Excused Absences:

The following absences are excused and do not count toward the ten-day limit:

1. Personal illness or injury with a doctor's excuse.
2. Severe illness or death in the immediate family.
3. Medical, dental, and optical appointments which cannot be scheduled outside of the school day. The school may require verification of appointments with a statement from the doctor.
4. Other unavoidable, unusual, or emergency conditions which will be determined by the principal either in advance of or on the day of the absence.
    1. Activities listed above will count toward the total number of missed days but may be considered in appeals.

* A student may be excused to participate in a religious service or observation with a written statement from his/her parent/guardian in advance of the absence stating the purpose, date, and length of absence.

* Students may be absent to attend the funeral of a friend or relative. The parent/guardian must provide a written request in advance of or on the day of the funeral.

*Students may not be considered absent while participating in any school sponsored activity or event.

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

Exempt – Student is Counted as Present and Not Penalized:

If in "good academic standing":

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
4. Civil Air Patrol participation
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
6. Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to six days and if the student is in good academic standing
7. Court appearances with a subpoena

BULLYING (Board Policy 301.06)

The Board of School Trustees of the MSD of Mt. Vernon prohibits acts of bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Definition

(a) As used in IC 20-33-8-0.2, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm

the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;

(2) has a substantially detrimental effect on the targeted student's physical or mental health;

(3) has the effect of substantially interfering with the targeted student's academic performance; or

(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

(1) Participating in a religious event.

(2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

(3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

(4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.

(5) Participating in an activity undertaken at the prior written direction of the student's parent.

(6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

These anti-bullying rules may be applied regardless of the physical location in which the bullying behavior occurred as long as the alleged bully and the targeted student(s) are of the MSD of Mt. Vernon and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Below are descriptions of types of bullying prohibited:

(1) Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

(2) Verbal bullying involves saying mean or hurtful things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

(3) Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

(4) Electronic/written communication involves cyber-bullying, collective or group note writing, or any bullying undertaken through the use of any electronic device

Bullying incidents, broken down into these four (4) categories, will be reported to the Indiana Department of Education.

LEGAL REFERENCE IC 20-33-8-0.2

CELL PHONE POLICY (Board Policy 329)

A student may bring but is prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, gaming devices, and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower, or the Internet during the school day. A student may use such a device if a teacher requires use of a school-supplied device or a school-sanctioned device for instructional purposes only.

During the school day the wireless devices must be storied away in the school locker, powered off, and inaccessible to students.

This policy is not violated in the following circumstances:
a) when the student has been given permission from a teacher to use a school-sanctioned or school-provided wireless device for educational purposes during the school day;
b) the student is authorized to use the wireless device at an appropriate time during an emergency;
c) the student's use of the wireless device is to manage the student's medical condition as documented by and pursuant to an order of a licensed health care provider;
d) the use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;

e) the use of the wireless device by the student is necessary for language translation when no school-managed device is available;
f) the student uses an unobtrusive audio recording device for note taking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee. A student may be disciplined including suspended or expelled for using a wireless electronic device in a manner for violating this policy and may have the device confiscated by school administration. The device will be returned to the parent.

LEGAL REFERENCE IC 20-33-8-12

RESPONSIBLE USE OF TECHNOLOGY (Board Policy 404.01)

The Metropolitan School District of Mt. Vernon provides students with technology resources to support learning, creativity, collaboration, and communication. Access to district technology, networks, devices, and online resources is a privilege that carries important responsibilities. Students are expected to use technology safely, respectfully, ethically, and for educational purposes.

Students are expected to:

- Use district technology and accounts primarily for educational purposes.
- Follow the directions of teachers and staff when using technology.
- Protect usernames and passwords and never use another person's account.
- Respect the privacy and intellectual property of others.
- Communicate appropriately and never use technology to bully, harass, threaten, impersonate, or intimidate others.
- Use Artificial Intelligence (AI) tools only when specifically authorized by a teacher and only through district-approved applications.
- Never attempt to bypass internet filters, security controls, or other district technology safeguards.
- Report suspected cybersecurity incidents, inappropriate online content, damaged devices, or security concerns to a teacher or school staff member immediately.
- Properly care for district-issued devices and chargers and promptly report any loss or damage.
- Understand that use of district-owned devices, accounts, and networks is monitored and that users should have no expectation of privacy.

The following activities are prohibited:

- Accessing, creating, possessing, or distributing inappropriate, obscene, or offensive material.
- Hacking, attempting unauthorized access, introducing malware, or disrupting district technology systems.
- Installing unauthorized software, applications, or extensions.
- Using personal hotspots or other methods to bypass district internet filtering or security.
- Using district technology for commercial purposes, personal financial gain, or illegal activities.
- Using unauthorized peer-to-peer (P2P) or internet-based file-sharing services.
- Creating or distributing deceptive content, including deepfakes or other AI-generated media intended to mislead others.

Students are responsible for the care of district-issued devices. Families may be financially responsible for lost, damaged, or intentionally misused equipment in accordance with district policy.

Violation of this policy may result in disciplinary action, loss of technology privileges, restitution for damages, suspension, expulsion, and/or referral to law enforcement when appropriate.

Parents and students are required to review and acknowledge the district's Responsible Technology Use Agreement (Board Policy 404.01) before district technology is issued or used.

DISCIPLINE (Board Policy 305)

We believe learning takes place in an environment that is safe, caring, positive, trusting, cooperative, pleasant, and challenging. It is the policy of the Metropolitan School District of Mt. Vernon to provide students with an environment that will enable them to focus upon learning as their major goal. In order for the expected learning environment to exist, students must conduct themselves with self-control, exhibiting respect for the rights of fellow students, teachers, administrators, and other employees. Self-discipline is the controlling behavior. Self-discipline is best defined as the control exhibited in an individual's behavior, including action/reaction and physical/verbal so that the civil rights and dignity of others are protected. Parental involvement, guidance, and support are necessary aspects in the development of student self-discipline.

Behavior of any student that disrupts the learning environment for others or creates conditions which jeopardize the safety of others will cause discipline procedures to be initiated by teachers and/or administrative personnel. Discipline procedures will be used throughout the

corporation by school personnel in order to maintain the expected educational learning environment as stated in the school district's Mission Statement.

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

Some instances of inappropriate behavior are more serious than other behavior and require different approaches and clearly defined actions. The discipline procedures which shall be utilized to improve self-discipline include but are not limited to: out of school suspension (1-10 days), in school suspension, expulsion, exclusion (health reasons or general danger to well-being), detention, probation, removal from class (for remainder of term), student/teacher conference, parent conference, loss of privilege to participate in school activities, changing seating assignment, confiscation of disruptive or banned items, contracts, denial of privileges, clean up, payment of damages or compensatory restitution, referral to special personnel within and/or outside the normal school environment, and/or other appropriate reasonable and legal measures.

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

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

Participation by Parents

Persons having care of a dependent student (parents/guardians/custodians) may be required to participate in meetings, conferences, and hearings in connection with a student's behavior. In the case of expulsion meetings, the parent/guardian/custodian may be required to attend a meeting to determine the educational future of the child (i.e. whether the child is removed from or retained in school or placed in an alternative program). When such participation is required, the school corporation shall notify the parent/guardian/custodian in one of the following manners:

1. Telephone contact by a school official will be made in advance of the meeting, conference, or hearing. Telephone contact will be followed up by a letter of confirmation by regular or certified mail.

2. Personal delivery of written notice of the required attendance of the meeting, conference, or hearing by a school official at least 3 days prior to the scheduled meeting, conference, or hearing.

The superintendent, principal, or other administrative personnel shall be authorized with parental consent to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian and the school corporation may require with parental consent release of the results, progress reports, and other information to appropriate school officials.

Non-compliance of Parents

Non-compliance of parents/guardians/custodians with the provisions of this policy may be considered educational neglect and the child may be considered a "child in need of services; in accordance with I.C. 31-34-1-7, and the matter shall be referred to the Indiana Department of Child Services.

LEGAL REFERENCE: I.C. 31-34-1-7

IMMUNIZATIONS (Board Policy 304.05) (Pursuant to IC 20-34-4-5)

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

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

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

student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

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

***IC 20-34-3-2**: **Religious Objection** Except as provided, a child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter or IC 20-24-4 when the child's parent objects on religious grounds. A religious objection does not exempt a child from any testing, examination, immunization, or treatment required under this chapter or IC 20-34-4 unless the objection is:

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

****IC 20-34-3-3**: **Exception for Student's Health** If a physician certifies that a particular immunization required by this chapter or IC 20-34-4 is or may be detrimental to a student's health, the requirements of this chapter or IC 20-34-4 for that particular immunization is inapplicable for the student until the immunization is found no longer detrimental to the student's health.

*****IC 20-34-4-2**: **Required Immunizations**
Sec. 2. (a) Every child residing in Indiana who is enrolled in an accredited elementary school or high school shall be immunized as determined by the state department of health against:

diphtheria;
pertussis (whooping cough);
tetanus;
measles
rubella;
poliomyelitis;
mumps;
varicella;
hepatitis A;
hepatitis B; and
meningitis

(b) The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.

RACIAL HARASSMENT INFORMATION & PROCEDURES – STUDENTS
(Board Policy 301.05)

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

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

1. such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creates an intimidating, hostile, or offensive employment or educational environment; or

2. an employee or a student engages in racial harassment against another employee or student, and denial of an employment or educational opportunity occurs as a result of the racial harassment.

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

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

A. verbal harassment or abuse;
B. repeated remarks to a person with racial or demeaning implications or racially insulting objects, pictures, or graphics;

C. engagement in racial harassment accompanied by implied or explicit threat concerning one's grades or educational opportunities; or

D. racially motivated physical contact or threats of force.

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

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

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

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

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

I. Complaint Process

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

B. All reports or complaints shall be forwarded to the Director of Student Services. The Director of Student Services shall immediately notify the Superintendent that a report or complaint has been filed. The Director of Student Services or the Superintendent's designee shall conduct a prompt investigation of the report or complaint. The investigation is to be conducted in as confidential manner as possible; however, strict confidentiality cannot be promised in light of the need for a thorough investigation. The parties and persons involved in the investigation are discouraged from discussing the subject outside of the investigation. The purpose of this provision is to:

1. protect the confidentiality of the employee or student,
2. encourage the reporting of any incidents of racial harassment, and
3. protect the reputation of any party wrongfully charged with racial harassment.

C. Within ten (10) business days of the filing of a report or complaint, the person who filed the complaint or report will be notified of the progress of the investigation.

D. Investigation of a report or complaint will normally include conferring with the parties involved and any named or apparent witnesses. Students, employees, and other persons involved shall not be subjected to coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

E. Upon conclusion of the investigation, the Director of Student Services or the Superintendent's designee shall forward to the Superintendent all information gathered during the investigation, including but not limited to statements, summaries of statements, and evidence. The Director of Student Services or the Superintendent's designee shall also make a recommended finding to the Superintendent.

F. Upon review of the evidence and recommendation, the Superintendent shall determine if it is more likely than not that the complaint of behavior occurred and that such conduct constituted racial harassment as defined by law. If racial harassment is found to have occurred, the Superintendent shall take appropriate disciplinary action against the perpetrator of the harassment, up to and including expulsion or termination. The Superintendent's determination shall be reported in writing to the parties.

II. Record of Proceedings

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

III. Due Process

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

SEXUAL HARASSMENT INFORMATION & PROCEDURES – STUDENTS
(Board Policy 301.01)

I. Policy Statement

It is the policy of the Board of School Trustees to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the School Corporation to harass another employee or student through unwelcome conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through unwelcome conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of the school authorities.

The School Corporation will promptly:

1. investigate all complains, written or verbal, of sexual harassment which have taken place at school or any school-sponsored activity within the United States;

2. take appropriate action to stop any harassment;

3. take appropriate action against any student or school employees who violates this policy; and

4. take any other action reasonably calculated to end and prevent further harassment of school employees or students.

The Title IX Coordinator is the person designed by the School Board to receive complaints of harassment and oversee the investigation of those complaints as described in this policy.

The Title IX Coordinator may be contacted at:
TitleIXCoordinator@mvschool.org
Phone: 812-838-4471
Address: 1000 W. Fourth St., Mt. Vernon, IN 47620

The School Board will prominently display the contact information for the Title IX Coordinator and this policy on its website and in each student and employee handbook.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the School Board will be notified of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. The notification must also include the School Board does not discriminate on the basis of sex in its education program or activity, it is required by Title IX not to discriminate in such a manner, the requirement not to discriminate

extends to admission and employment, and inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Definitions

Prohibited Conduct

Harassment Based on Sex

"Sexual harassment" means conduct on the basis of sex that satisfied one or more of the following:

1. An employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or

3. "sexual assault" as defined in 20 U.S.C.§ 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30)

Types of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

4. Denial of an employment or educational opportunity of others occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that employee or student.

5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.

3. In the situation involving sexual harassment by an adult of an elementary student, unwelcomeness of the harassment is presumed and is not a factor to be considered.

4. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome for any such subsequent conduct to be deemed unwelcome.

Examples of Sexual Harassment

Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse
2. Repeated remarks to a person with sexual or demeaning implications
3. Unwelcome touching
4. Pressure for sexual activity
5. Suggestions or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase

I. Complaint Procedures

Report

Any student or school employee who believes he or she has been the victim of sexual harassment prohibited by this policy by a student, a school employee, or a third party should report the alleged harassment to the Title IX Coordinator or any school employee. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence.

Any student who has knowledge of conduct which may constitute sexual harassment should report such conduct to the Title IX Coordinator or any school employee. Any school employee who has notice that a student or a school employee may have been a victim of sexual harassment should immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent. Oral or written reports are acceptable.

The complaint, the identity of the person allegedly harassed, and the alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Corporation's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by this policy. If the allegations are deemed as such, the Title IX Grievance Process below must be followed.

Definition

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment prohibited by this policy to the Title IX Coordinator or any school official who has authority to institute corrective measures or to any school employee.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by this policy.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by this policy and requested the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a party to the formal complaint. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process set out in this policy must be followed.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by this policy.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measure are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines, or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of school property, and other similar measures. Any supportive measures provided are confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Grievance Process

Any person may report sexual harassment (whether or not the person reporting is the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the address listed for the Title IX Coordinator.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Complainants and respondents will be treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

This process does not preclude a respondent from being removed from the education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

This process does not preclude an employee who is a respondent from being placed on administrative leave during the grievance process.

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to education programs or activities.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, or decision makers may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, and decision makers must receive training on the definition of sexual harassment, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including appeals, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision makers are required to receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators are required to receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in any disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is a preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Notice of Allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties:

1. notice of the grievance process, and

2. notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time. Sufficient details shall include the identities of the parties involved in the incident, if known, the conduct

3. allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. This notice must be given with sufficient time to prepare a response before any initial interview.

The written notice must also include:

1. a statement the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

2. information the parties may have an advisor of their choice, and may inspect and review evidence; and

3. information about any provisions in the School Board's code of conduct or other policies that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations must be provided to the parties whose identities are known.

Dismissal of Formal Complaint

A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint

1. would not constitute sexual harassment prohibited by this policy even if proved,

2. did not occur in the School Board's education program or activity, or

3. did not occur against a person in the United States.

Such a dismissal does not preclude action under another provision of the School Board's code of conduct or policy.

A formal complaint or any allegations therein may be dismissed if at any time during the investigation:

1. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

2. the respondent is no longer enrolled or employed by the School Board; or

3. specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Investigation of Formal Complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the School Corporation and not the parties. A party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party will not be accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure if such records are required as part of the investigation or determination of responsibility.

The parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and any inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney. The choice or presence of advisor for either the complainant or respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator must consider prior to completion of the investigative report.

The investigator shall write an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, send to each party and the party's advisor, if any, the

investigative report in an electronic format or a hard copy, for their review and written response.

The investigative report will be provided to the parties and the decision maker within 35 days from the date the formal complaint is filed.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker must afford each party the opportunity to submit written, relevant questions the party wants to be asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision maker must explain to the party proposing the question of any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision maker, who is not the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include the following:

1. identification of the allegations potentially constituting sexual harassment prohibited by this policy;

2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

3. findings of fact supporting the determination;

4. conclusions regarding the application of the School Board's code of conduct or other policy provisions to the facts;

5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary actions recommended against the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and

6. the procedures and permissible bases for the complainant and respondent to appeal.

A determination of responsibility decision will be issued within ten (10) working days from the date the investigative report is submitted to the decision maker.

The decision maker must provide the written determination regarding responsibility to the parties simultaneously.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeals

Either party may appeal within five (5) working days from the date the written determination regarding responsibility is given to the parties.

Either party may appeal from a determination regarding responsibility or a dismissal of a formal complaint or any allegations therein, on the following bases:

1. procedural irregularity that affected the outcome of the matter;

2. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator. For all appeals, the Title IX Coordinator will

1. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

2. ensure the decision maker for the appeal is not the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and

3. ensure the decision maker for the appeal complies with the standards outlined in this policy.

The appeal decision maker will

1. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

2. review the evidence gathered by the investigator, the investigator's report, and the decision maker's written decision;

3. issue a written decision describing the result of the appeal and the rationale for the result; and

4. provide the written decision simultaneously to both parties and the Title IX Coordinator.

Any appeal will be resolved within fifteen (15) calendar days from the filing of the appeal.

The determination regarding responsibility becomes final if an appeal is filed on the date the parties are provided with the written determination of the result of the appeal or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; disciplinary processes required by law or School Board policy; or the need for language assistance or an accommodation of disabilities.

Recordkeeping

The School Board will maintain for a period of seven (7) years records of:

1. each investigation of allegations of sexual harassment prohibited by this policy including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to School Board's education program or activity;

2. any appeal and the result of the appeal; and

3. all materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Corporation's website.

For each response required under this policy and federal law, the School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by this policy. In each instance, the School Board will document the basis for its conclusion

that its response was not deliberately indifferent, and document it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

II. Retaliation

Retaliation against students or school employees who report harassment or participate in any related proceedings is prohibited. The school corporation shall take appropriate action against students or school employees who retaliate against any student or school employee who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent retaliatory actions.

III. False Charges

Students or school employees who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Legal Refs: 20 U.S.C. §§ 1681-1688.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 2000e-2000e-17.

42 U.S.C. § 2000ff-1.
34 C.F.R. 106.2, 106.8, 106.9, 106.30, 106.44, 106.45, 106.71.

LOCKER RULES

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.

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 medication should always be inaccessible to students.

6. All medication must be kept in the principal's or nurse's office area in the original container. This should be locked in a safe, cabinet, or container.

7. All medications should be destroyed or returned to the legal custodian when no longer needed. Destruction of the medication should be done in such a manner as to insure no other person can obtain possession of it.

8. Medication that is possessed by the school for administration during school hours or at school functions may be released to:
   *the student's parent; or
   *an individual who is at least 18 years of age; and designated in writing by the student's parent to receive the medication.

9. Medication may be sent home with the student if the student's parent provides written permission for the student to receive the medication.

10. These guidelines do not apply to medications possessed by a student for self-administration under IC 20-33-8-13. A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

    a. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the following:

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

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

HEAD LICE- TREATMENT REQUIREMENTS & PROCEDURES

A child will not be allowed to return to school for at least 24 hours following discovery of lice in order to give families sufficient time to complete the following requirements. Treat the individual and the entire family (it may be a good idea to advise extended family including grandparents, etc. if they have frequent contact).

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

1. Remove all clothing.

2. Apply lice medicine, also called pediculicide, according to label instructions. If your child has extra-long hair, you may need to use a second bottle. WARNING: Do not use a conditioner or combination shampoo/conditioner before using lice medicine. Do not re-wash hair for 1-2 days after treatment. Follow the directions on the medication carefully.
   a. Have an infested person put on clean clothing after treatment.

3. If some live lice are still found 8-12 hours after treatment, but are moving more slowly than before, do not retreat. Comb dead and remaining live lice out of the hair. The medicine sometimes takes longer to kill the lice.

4. Nit (head lice egg) combs, often found in lice medicine packages, should be used to remove nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.

5. If, 8-12 hours after treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. See your health care provider for a different medication and follow their treatment instructions.

6. After treatment, check, comb, and remove nits and lice from hair every 2-3 days.

7. Re-treat in 7-10 days.

8. Check all treated persons for 2-3 weeks until you are sure all lice and nits are gone.

Follow these steps to treat the household:

1. Machine wash all washable clothing and bed linens that the infested person touched during the 2 days before treatment.
2. Use the hot water cycle (130 degrees F) to wash clothes.
3. Dry laundry using the hot cycle for at least 20 minutes.
4. Dry clean clothing that is not washable (coats, hats, scarves, etc.).
    a.
5. Store all clothing, stuffed animals, comforters, etc. that cannot be washed or dry-cleaned in a plastic bag and seal for 2 weeks.
6. Soak combs and brushes for 1 hour in rubbing alcohol, Lysol, or wash with soap and hot water (130 degrees F).
7. Carefully vacuum the floor and all furniture.

Do not use fumigant sprays, as they can be toxic if inhaled.

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.

THREATS

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

KINDERGARTEN-5TH GRADE INFORMATION

ATTENDANCE

Students must attend school regularly and be on time for classes in order to gain the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. To avoid significant learning loss students should not exceed ten absences of any kind throughout the duration of the school year.

1. The parent/legal guardian is to notify the school by a telephone call or in person in advance of the absence. In the event of extended or frequent absences because of illness, a doctor's statement may be required. After three (3) consecutive days of absences because of illness, a doctor's statement of treatment may be needed to explain any additional days that the student is absent.

2. After three (3) unexcused or unexplained absences, or after a pattern of absences, school personnel should contact the parents in an effort to assure proper attendance.

3. If the student is judged to be truant from school or if the attendance problem persists, the building principal or designee should be notified.

4. When attendance is a concern, the school should make a minimum of three (3) contacts with the parents

5. If these steps prove ineffective in correcting the problem, the building principal or designee should report the name of the student to the Prosecutor's Office. A child under the age of eleven (11) should be considered to be absent as a result of educational neglect and the parents held responsible, subject to Circuit Court jurisdiction.

6. Conversations with parents and students should be documented and kept for future use of the building principal or designee.

7. Truancy is defined as unexcused or unapproved absence from school or class period. Being at school but not attending class is considered truancy.

8. All students enrolled in the Metropolitan School District of Mt. Vernon are subject to these rules and regulations regardless of age.

9. A student may not leave school any time during the normal school day without permission from his/her parent/guardian and the principal or his designee. The student is to "sign out" in the office prior to leaving school.

10. Tardiness, late arrival at school or class, is to be handled by the school office. Excessive tardiness may be considered to be truancy and dealt with accordingly.

11. Excused or accepted absences shall include the following types:

    a. Personal illness or injury.
    b. Severe illness or death in the immediate family.
    c. Medical, dental, optical appointments which cannot be scheduled outside of the school day. The school may require verification of appointments with a statement from the doctor.
    d. Other unavoidable, unusual, or emergency conditions that will be determined by the principal either in advance of or on the day of the absence.
    e. A student may be excused to participate in a religious service or observation with notification from his/her parent/guardian in advance of the absence stating the purpose, date, and length of absence.*
    f. Students may be absent to attend the funeral of a friend or relative. The parent/guardian must notify the office.*
    g. Students may not be considered absent while participating in any school sponsored activity or event.*
    h. A written statement from the sponsoring official verifying participation is required upon return to school when a student serves as a Page in the General Assembly or serves as a precinct worker on Election Day.

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

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

Family vacation/trips	Babysitting	Automobile trouble	Work
Oversleeping	Missing the bus	Personal business	

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

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

JUNIOR HIGH SCHOOL INFORMATION

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

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

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

GENERAL RULES AT MVJHS

1. The following behavioral rules will be expected of students in all classes. The teachers will explain any additional ones for certain classes.

    - Be in class and in your seat when the tone sounds.
    - Take required materials (books, pencils, agenda books, eLearning devices, etc.) to class.

2. All food and drink from lunch must be kept in the dining area. Students should not bring food, candy, gum or drinks (energy drinks, soft drinks, coffee, etc.) to class unless a teacher grants permission. It is permissible for students to use a transparent container during the school day for water only.

3. Shoving, pushing, and horseplay are not allowed; such action can lead to fighting or injury; fighting will not be tolerated in school, on school grounds, to and from school or on the buses.

4. Verbal threats will be treated appropriately and may result in contact with the police and/or the county prosecutor.

5. Orderly hallway conduct is required. Running, pushing, and shoving are not acceptable.

6. Permission is required from the Administrative office for students to leave school grounds during the school day.

7. Students out of their regularly scheduled place MUST have a pass signed by a faculty member.

8. Students shall not possess any tobacco product or paraphernalia on school property. Students shall not possess or sell any drugs/paraphernalia or alcohol. This includes devices commonly described as e-cigarettes. Lighters, pipes, and other related materials are prohibited.

9. Students should respect and take care of school property and the property of other persons.

10. Students may bring gym bags and book bags to school but are not permitted to carry them to class. Gym bags may be taken to PE classes.

11. Weapons are prohibited on school property & events. Items could be, but are not limited to: knives, guns, tasers, etc.

12. Items that could potentially create an "interference to the educational process" are not to be brought to school. Examples could be, but are not limited, to, squirt guns, laser pens, whistles, fireworks, etc.

13. Truancy will not be tolerated and missed time due to truancy may be made up using detentions.

14. Inappropriate displays of affection are not acceptable in the school environment.

15. Insubordination and inappropriate language will not be tolerated.

16. In order to use school facilities (i.e., gyms, computer labs, etc.), students must be supervised by a staff member.

17. Students are to adhere to the guidelines for personal dress and appearance as outlined later.

18. These anti-bullying rules may be applied regardless of the physical location in which the bullying behavior occurred as long as the alleged bully and the targeted student(s) are of the MSD of Mt. Vernon and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Below are descriptions of types of bullying prohibited:

    (1) Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
    (2) Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

    (3) Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

    (4) Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones)

    Bullying incidents, broken down into these four (4) categories, will be reported to the Indiana Department of Education.

    Operational Procedures:

    (1) The student due process procedures will be enforced against the perpetrator and provision from education, parental involvement, reporting, investigation, and intervention will be put into place.

    (2) Reporting bullying and harassment to school staff is encouraged.

    (3) Anyone may and should report such incidents, and such information will be acted on and investigated.

    (4) Parents are also encouraged to listen to their children, ask questions, and be in contact with school officials if they suspect problems.

19. Students will not engage in harassment of another person, which includes, but is not limited to, threats, intimidation, force or physical violence. Students will not engage in sexual harassment of another person, which includes, but is not limited to, sexually related verbal statements, gestures, or physical contact. Any student who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person associated with the corporation should notify the Principal or Assistant Principal.

20. Failing to report violations of student conduct rules and state or federal law can result in disciplinary action.

21. Aiding, assisting, or conspiring with another person to violate student conduct rules and state or federal law can result in disciplinary action.

22. The use of headphones and ear buds during the instructional day (7:55 a.m.-2:55 p.m.) is prohibited, except during the times when allowed by the teacher.

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

ATTENDANCE INFORMATION & PROCEDURES

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

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

ATTENDANCE PROCEDURE

If a student is absent from school, a telephone call from a parent or guardian is required. Every effort should be made to call ***before 9:30 A.M***. The office will be open at 7:30 A.M. each day. The school telephone number is 812-833-2077; ask for the nurse. If we do not hear from home by 9:30 A.M., a call will be made to the home or place of employment to verify a student's absence. If no contact is made the student will be marked truant.

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

TARDIES

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

If a student is late to school, he must report to the nurse to sign in and secure a pass to enter class. Habitual tardiness to school becomes a discipline matter and may be turned over to the building principal or designee. Students may be required to make-up excessive tardiness to school by sitting detention before or after school.

TRUANCY

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

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

BEHAVIOR

- Be caring.
- Be trustworthy.
- Be responsible.
- Be fair.
- Be respectful.
- Be better today than you were yesterday, but not as good as you will be tomorrow!

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

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

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

LEAVING SCHOOL DURING THE DAY

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

LOCKERS

Use of school lockers is a privilege, not a right. All lockers made available for student use at MVJHS are the property of the school. These lockers are made available solely for student use in storing school supplies and personal items necessary for use at school. Your locker is on loan to you. You are the only student provided the combination; protect your security by not sharing the combination with anyone! The school cannot be responsible for lost articles. A lost assigned PE lock must be replaced by paying for a new lock. All Athletes are required to purchase an athletic lock.

The student's use of a locker does not diminish the school's ownership or control of the locker. The school reserves the right to search a student's locker, book bag, etc., if the school believes a search is necessary to maintain the integrity of the school environment, to protect other students, or to locate lost or stolen materials.

1. Do not leave valuables or money in your locker.
2. Lockers should not be slammed, kicked, or marked on.
3. Stickers should not be placed in or on your locker; writing on or in lockers is strictly prohibited.
4. Soft drinks, energy drinks, food, snacks, gum or candy are not to be stored in lockers. Any remaining food from those who brought their lunch or purchased their lunch is to be thrown away in the cafeteria.
5. Students should not bother or attempt to open a locker other than their own.
6. If you have trouble with your locker, report to the main office.

MAKE-UP WORK

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

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

RIDING A SCHOOL BUS

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

The driver's primary concern of transporting students must be their safety. Any student behavior that may distract the driver and affect his/her skill in driving the bus will result in disciplinary action. If transportation privileges are denied, the parent or guardians are responsible for getting their children to and from school.

At the bus stop, do not run to or from the bus. Board and leave the bus only at your regular assigned stop, unless you have made arrangements in advance with the driver and the principal (or designee). Stay back and away from the bus until it has come to a complete stop.

SCHOOL DRESS

We are concerned about the personal appearance of our students. We strive to be the best junior high school in the state, and we expect our students to look and act the part. We do not intend to dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall NOT be permitted. We expect our students to wear normal school clothes in a school atmosphere.

Students whose appearance interferes with educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be assigned to the detention room for the remainder of the day or until a parent/legal guardian brings a change of clothes. Simple guidelines for school-appropriate dress and personal appearance are:

- Coats and outdoor jackets are not to be worn to class, as the building is climate controlled. Caps/Hats/Hoods/Headgear should not be worn in the building.
- Gang-related apparel – including insignias, hairnets, bandanas, monikers, colors, mottos, or other gang markings which may signify gang membership – is considered inappropriate for school attire and is prohibited.
- Attire that may damage school property or cause personal injury to others is not to be worn. (i.e. no wallet chains, no pocket chains, etc.).
- Sleeveless tops, tank tops, half shirts, tube tops, cold-shouldered shirts, net/mesh tops and spaghetti strap tops are not acceptable.
- Tops exposing a bare midriff or that are low cut are not acceptable. Any clothing which may expose undergarments is not allowed.
- If shorts or skirts are worn to school, the length should be appropriate: the length must at least be to the student's extended fingertips.
- "Sagging" pants or pants with holes above students extended fingertips are not acceptable. No visible undergarments. Pants should be worn at the waistline, regardless of the length of the student's shirt.
- Clothing, apparel or accessories (such as buttons and jewelry) advertising or promoting alcohol, drugs, tobacco products, sexual innuendoes or having obscenities are not permitted.
- Any clothing or accessories which suggest hatred or racial disruption are not permitted.
- Feet are to be covered with safe footwear. Shoes with built-in rollers are not permitted. Cleats and house slippers are not acceptable.
- Innuendo or double meaning clothing or clothing that suggests inappropriate ideas is unacceptable.

The administration reserves the right to require student apparel be changed if deemed in any way to be disruptive, unsafe, or inappropriate even if not specified above. Students not conforming to the above may be required to call parents and change clothes or to wear items provided by the school. Continued violations of the student dress code could result in disciplinary action. Students who have questions about particular types or items of dress should talk to the counselor or the principal.

ATHLETIC RULES & REGULATIONS - MT. VERNON JUNIOR HIGH SCHOOL

Mt. Vernon Junior High School is proud of its interscholastic athletic program that offers several different sports for student involvement. Intramurals are offered to provide a variety of activities without the inter-school competition. Information about participation in each sport is made available to students at appropriate times of the school year.

An interscholastic sports program exists, and MVJHS competes with neighboring schools in football, volleyball, basketball, wrestling, cheerleading, cross country and track.

In the event that it becomes necessary to call off school due to inclement weather, all home athletic events will be postponed or canceled.

ATHLETIC ELIGIBILITY

If a student receives fewer than two failing grades on his/her report card, then he/she will have full eligibility; however, if a student receives two failing grades ("U") on his/her report card, then he/she will be placed on academic probation. (Special note: grades do carry over from the fourth grading period to the first grading period of the following school year.) Academic probation means that a student may try-out and practice but may not participate in interscholastic contests. Grades will be checked at the end of the probationary period. The probationary period will be four weeks in length. (For sports in which try-outs and cuts are conducted, the four week probationary period begins after the final roster has been established. For wrestling, the probationary period begins after the basketball team has been eliminated from the conference play-offs. For all remaining sports, the probationary period begins at the first official practice.) At the end of the probationary period, if the student has fewer than two failing grades, then the student will be fully reinstated. If the student has earned two or more failing grades at the end of the probationary period, then they will lose their eligibility entirely and will be removed from the team. A coach may cut a player that is on academic probation at their discretion. Final eligibility status will be decided by the principal, or principal designee.

The age eligibility is the same as the age eligibility stated in the conference by-laws.

A student-athlete who is unable to attend school is also unable to attend extracurricular activities later in the day. Also, a student who is unable to participate in a physical education class may not participate in athletics, cheerleading or intramurals. A student who is suspended externally may not participate in an activity during the suspension process.

ATHLETIC PHYSICALS

A physical form which includes a doctor's physical, parent's consent, and insurance liability must be completed and signed by both the parent/guardian and doctor before any student will be allowed to try out or practice for any interscholastic athletic team. These forms are available in the office.

ATHLETIC SPORTSMANSHIP

The following guidelines encourage good sportsmanship at our athletic contests.

- We will refrain from heckling officials; we will abide by their decisions.
- We will not applaud or condone any unsportsmanlike conduct on the part of a player or fan.
- We will refrain from heckling or yelling at players or opponents.
- We will let the contest begin and end with the game/match.
- As participants, we will control our tempers.
- As participants, we will accept the decision of the officials and let our captain or coach be our spokesperson.

STUDENT-ATHLETE CONDUCT POLICY

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

Specific athletic rules include the following:

- Tobacco use is not permitted in or out of season. This includes all products and "like" products such as electronic cigarettes. Use of alcoholic beverages is not permitted in or out of season.
- Squad members are to be home nightly, during the season, at a reasonable time as determined by the coach.
- Violations of training rules may result in the following disciplinary action:
    1. First offense – suspension from participation for 20% of the season. The coach may or may not have the player practice.
    2. Second offense – suspension from the team for the remainder of that season.
    3. Third offense – suspension from all school athletic teams for a calendar year from the date of the third offense.
- The possession, use or sale of a controlled substance is not permitted in or out of season. Violations of this rule may result in suspension from participation in all athletic activities for no less than one year.

- Any contestant, coach, contest administrator or school administrator who is ejected from a contest for an unsportsmanlike act the first time during a sports season, shall be suspended from the next interschool contest at that level of competition and all other interschool contests at any level in the interim.
- The Student Rights, Expectations and Responsibilities booklet provides more in-depth guidelines and can be accessed online at the MSD Mt. Vernon website: www.mvschool.org.

ATHLETIC TRAVEL

The athletic department provides transportation for athletes to away events. Squad members are to travel to and from away events in the transportation provided. Exceptions 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 desires their son/daughter to accompany them.
2. The athlete desires to depart from the team bus or van at a drop-off point that is on the regular route back to Mt. Vernon. The parents/guardians must be at the drop-off point.

***A Marrs Policy Form must be completed and approved at least 24 hours in advance for 1 or 2 to be allowed.** Forms are available from the coaching staff or on the school's website. 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.

SENIOR HIGH SCHOOL INFORMATION

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 there is a direct relationship between good attendance and successful academic achievement. The attendance and study habits, both good and bad, which are formed during these high school years tend to carry over into the adult years once students graduate from MVHS. A successful attendance program takes the efforts of parents, students, and school staff. The following policy has been developed to promote a high standard of good school attendance.

5-DAY ABSENCE/ATTENDANCE POLICY

Our school enforces a strict **5-day semester attendance policy** per class. Regular attendance is critical to academic success; exceeding the permitted absence limit directly impacts a student's course credit.

In accordance with Indiana law, our attendance protocol differentiates between unexcused absences, locally excused absences, and state-mandated exempt absences.

1. The Attendance Notification Process

- **Three-Day Attendance Notice:** When a student reaches **three (3) absences** in any single class during a semester:
    - The teacher will verbally notify the student, reinforce the importance of attendance, and have the student sign an Attendance Notice.
    - Copies of the notice will be sent home via mail, filed in the main office, and retained by the teacher.
    - The teacher will continue to provide verbal updates on any subsequent absences.
- **Five-Day Attendance Notice (Failing Status & State Intervention):** When a student reaches **five (5) absences** in any single class during a semester:
    - The student is automatically placed in a **failing status** for that class.
    - A formal notice will be mailed home to the parent/guardian.
    - The student must remain in the class and will receive a verbal notice of their failing status from the teacher.
    - *Note: In accordance with Indiana Senate Enrolled Act 282, reaching five (5) unexcused absences triggers a mandatory school-parent attendance conference to establish an official truancy intervention plan.*

2. Excluded & Exempt Absences (Do Not Count Toward the 5-Day Limit)

The following absences are exempt from the 5-day limit, will not trigger a failing status, and will not count toward chronic absenteeism totals.

A. Documented Local Excused Absences

- **Medical/Long-Term Illness:** Absences due to hospitalization, long-term home illness, or required medical doctor appointments. **Condition:** Parents must provide a written doctor's excuse to the school attendance officer within **24 hours** of the student's return to school.
- **Bereavement:** Absences due to a death or funeral in the student's immediate family.
- **Religious Holidays:** Observation of a bona fide religious holiday or practice of the student's faith.
- **Disciplinary Action:** Class absences resulting from internal (In-School) or external (Out-of-School) suspensions.

B. Indiana State Statute Exemptions (Protected by Law)

By Indiana Code (*IC 20-33-2*), schools cannot count the following administrative or civic activities against a student's attendance limit:

- **General Assembly Service:** Serving as a page or honoree for the Indiana General Assembly (*IC 20-33-2-14*).
- **Election Day Activities:** Working at the polls, or serving as a helper on a precinct election board on election day (*IC 20-33-2-15*).
- **Subpoena:** Appearing in court as a witness in a judicial proceeding (*IC 20-33-2-16*).
- **National Guard:** Active duty service with the National Guard for up to 10 days per school year (*IC 20-33-2-17*).
- **Civil Air Patrol:** Participating in active service with the Indiana Wing of the Civil Air Patrol for up to 5 days per school year (*IC 20-33-2-17.2*).
- **Indiana State Fair:** Exhibiting or participating in the Indiana State Fair for educational purposes (either the student or a member of their household) for up to 5 days, provided the student is in good academic standing (*IC 20-33-2-17.7*).
- **Educationally Related Non-Classroom Activities:** School-approved educational trips, field trips, or official senior college visitation days approved by school administration (*IC 20-33-2-17.5*).

Note: The official absence count begins on the student's first registered day in the class.

STUDENT APPEAL FOR CREDIT PROCEDURE

If a student has exceeded the 5-day limit due to justifiable or extraordinary circumstances, they may appeal to retain their academic credit.

Appeal Eligibility Criteria

To be granted credit through an appeal, the student must meet **all** of the following conditions:

1. The student is currently earning a passing academic grade in the class.
2. Attendance following the fifth absence has been completely satisfactory.
3. All classwork and course objectives have been satisfactorily completed.
4. Appropriate medical documentation (if applicable) has been filed with the attendance officer.
5. The official Appeal Form is completed and submitted by the designated deadline.

Step-by-Step Appeal Process

1.Receive the Appeal Form:1.5 to 2 weeks before semester ends.
The teacher will issue a *Student Appeal for Credit* form to any student who has exceeded the 5-day limit. The teacher will write in the total absences and the submission due date.

(Note: If a student exceeds the attendance limit after this standard window, the due date is extended to one week after their last absence).

2.Complete & Validate: Student & Parent Action.
The student must write their explanation, attach supporting documentation, and obtain a parent or guardian signature on the form.

3.Submit to Teacher: By the Specified Due Date.
The student must return the completed form directly to the classroom teacher on or before the written deadline.

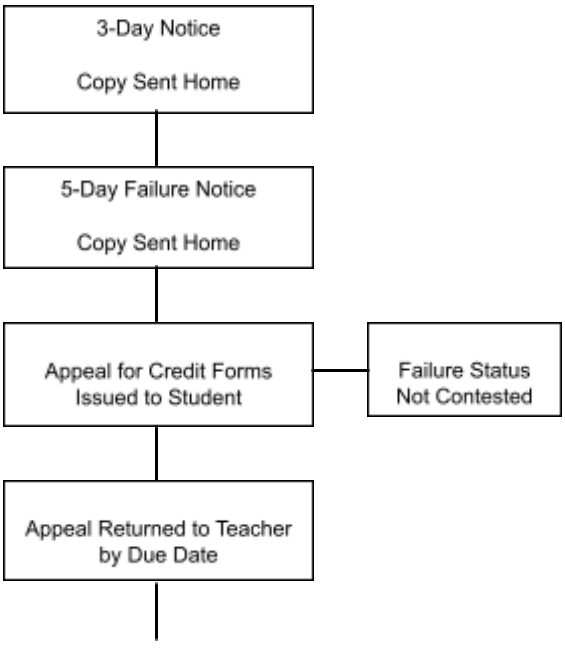
4.Committee Review: Administrative Processing.
The school Attendance Committee will review all submitted appeal forms to verify eligibility and circumstances.

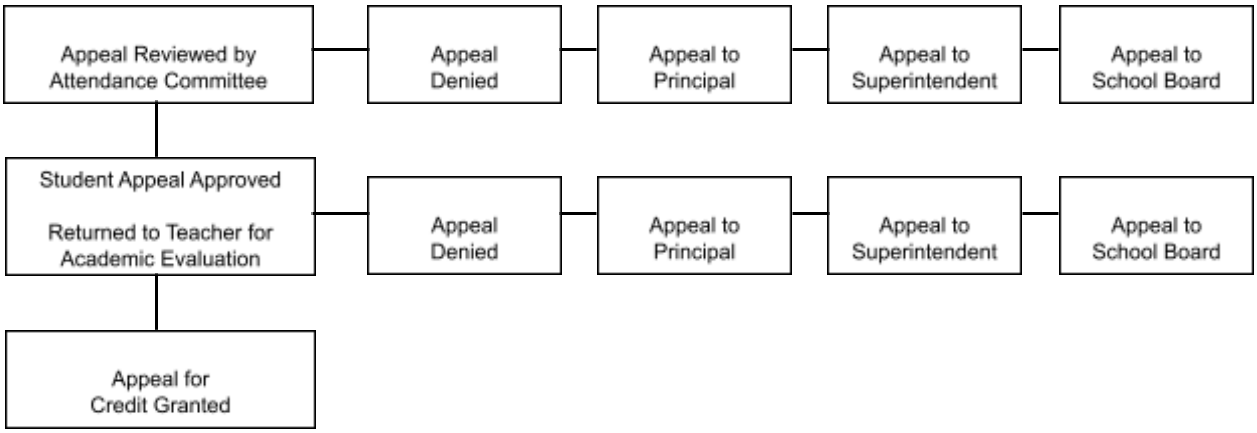
5.Final Teacher Decision: Notification after Final Exams.
Following a favorable review by the committee, the final decision to grant credit rests solely with the teacher, who determines if class objectives were met. Students will learn the final decision after final exams.

Right to Due Process

Students who lose their credit as a result of the appeal decision have a right to due process. They may submit a formal, written appeal detailing why credit should be granted to the Attendance Committee through the school Principal.

HIGH SCHOOL ATTENDANCE POLICY FLOWCHART





ATTENDANCE COMMITTEE

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

1. monitor and review the Attendance Policy, and
2. review the attendance of individual students requesting an Appeal for Credit.

The Attendance Committee will include one administrator, the school nurse, teachers, and a parent. When the Attendance Committee meets to review the Attendance Policy, the committee will also include two students.

Early Graduation Policy

Students enrolled at Mt. Vernon High School must complete a minimum of seven semesters of high school before graduating. An Early Graduation Request Form must be completed and approved. Students must earn at least one Readiness Seal as required by the Indiana Department of Education (IDOE). All other graduation requirements must be satisfied (credits, GPA, coursework). Approval for early graduation must be granted by the counselor, principal, and superintendent.

Final Exam Exemption Policy

Students qualify for an exemption of one or more final exams if they earned High Honor Roll or Honor Roll during the first or third grading periods or had perfect attendance during the entire semester. Students who have earned High Honors qualify for two exemptions. Students who made Honor Roll qualify for one exemption. Any student with perfect attendance may exempt up to three final exams in classes for which they have perfect attendance for the entire semester. No student may exempt more than three finals. To qualify for a final examination exemption in a class, a student must have earned a passing grade for the first grading period of the semester and be passing the class on the date the exemption form is submitted.

Students are considered in attendance in class if they are present a total time equal to half, or more, of the scheduled minutes for the day in question. Students are considered in attendance if they are absent from class for one or more of the following reasons:

An absence that the state or federal law authorizes. These include, but are not limited to, the following:

By Indiana Code (IC 20-33-2), schools cannot count the following administrative or civic activities against a student's attendance limit:

General Assembly Service: Serving as a page or honoree for the Indiana General Assembly (IC 20-33-2-14).
Election Day Activities: Working at the polls, or serving as a helper on a precinct election board on election day (IC 20-33-2-15).
Subpoena: Appearing in court as a witness in a judicial proceeding (IC 20-33-2-16).
National Guard: Active duty service with the National Guard for up to 10 days per school year (IC 20-33-2-17).
Civil Air Patrol: Participating in active service with the Indiana Wing of the Civil Air Patrol for up to 5 days per school year (IC 20-33-2-17.2).
Indiana State Fair: Exhibiting or participating in the Indiana State Fair for educational purposes (either the student or a member of their household) for up to 5 days, provided the student is in good academic standing (IC 20-33-2-17.7).
Educationally Related Non-Classroom Activities: School-approved educational trips, field trips, or official senior college visitation days approved by school administration (IC 20-33-2-17.5).

*Verification of these absences may be required and is outlined by state law. An absence that is school sponsored. These include the following:

Field trip
College day
A unique educational opportunity, as approved by the building principal

*AP/Dual Credit classes may require a final exam in preparation for the AP exam/fulfill a college credit.
*Verification of these absences may be required and is outlined in the student handbook.

COLLEGE VISITATION DAYS/PROCEDURE

Seniors and Juniors who intend to enroll in a college, university, or technical school after graduation from Mt. Vernon High School may be granted two days for the purpose of visiting such campuses and speaking to school personnel. Visitation days must alternate between a Maroon day and a Gray day. For example, a student could not take both days on Maroon days (periods 1 through 4). Extraordinary situations will be evaluated on a case by case basis.

PROCEDURE:

1. The guidance office is notified in advance by the parents via phone or in person that they desire their son or daughter to visit a particular campus.

2. Prior to the absence, the student completes a COLLEGE VISIT REQUEST FORM in the guidance office. A copy of the completed form is given to the principal, the student, and the guidance office.

3. Upon the return to school from the visit, the student will present a verification of the visit written by an official of the visited institution. The verification of the visit should be written on letterhead stationery. Most colleges and universities do this as a matter of practice.

MAKE UP WORK

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

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.

BEHAVIOR/CONDUCT

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 or hoods of any type will not be permitted between the hours of 8:05 a.m. and 3:05 p.m.
9. Food and beverages are not permitted in the classrooms. The sole exception is water.
10. Blankets and pillows are not permitted in the building.

BEHAVIOR/DISCIPLINE

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 a.m. to the close of the school day. Automobiles are to be parked, locked and not reentered until the end of the school day. Transportation to school assignments, such as Peer Facilitating, will be provided by school officials.
8. Posters are not to be displayed on walls without the initials of an administrator.

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.

BEHAVIOR ON BUSES

1. All school rules of conduct will apply to students riding buses.

2. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom.

3. Refusal to transport students will be decided in cooperation with school authorities and will be enforced by the school bus driver. Parents will be notified of such action by proper school authorities.

CONTROLLED SUBSTANCES

TOBACCO - The use/possession of tobacco or E-Cig of any type on school property, at any time, is prohibited.

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

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

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 a allow faculty member, staff member, or an administrator to handle the situation.

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

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

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, lighters or other incendiary devices, explosives, water pistols, and knives is prohibited.

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

THEFT

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

USE/POSSESSION OF TOBACCO

All MSD of Mt. Vernon school buildings and properties are smoke-free facilities in accordance with federal law, which prohibits smoking in any building that a school corporation owns, leases, or utilizes to provide education to its students.

It is advisable for health reasons that students NOT use tobacco. This policy covers all tobacco products including cigarettes, cigars, pipes, snuff, chewing tobacco, electronic nicotine delivery devices/electronic cigarettes, and any other tobacco product. This policy shall be in effect 24 hours a day. (Board Policy 805)

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

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

To violate these regulations may result in the following penalties:

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

2nd Offense: Four days external suspension.

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

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

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

GROUNDS FOR SUSPENSION OR EXPULSION
(Board Policy 305 & 308)
(LEGAL REFERENCE I.C. 20-33-8-14)

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or lewd, vulgar, indecent or offensive language, dress and/or behavior or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited:

    a. occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
    b. blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
    c. setting fire to or damaging any school building or property;
    d. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or any lawful meeting or assembly on school property; and
    e. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the various educational functions assigned to staff.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a laser on school property.

7. Knowingly possessing, handling or transmitting a knife, gun, or any object that can reasonably be considered a weapon.

8. It is a violation of the disciplinary code of the MSD of Mt. Vernon to:

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

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

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

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

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

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

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

alcohol	intoxicants	hallucinogens
marijuana	narcotics	steroids
stimulants	depressants	or any item that is represented to be any of the foregoing items

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

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

   pipes, rolling papers, or clips.

   (The lists given here are examples and not intended to be all inclusive.)

9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

10. The possession of tobacco products on school property or at any school sponsored activity.

11. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or educational function.

12. Engaging in any activity forbidden by the laws of Indiana that constitute an interference with school purposes or an educational function.

13. Refusing to identify self, upon request, to proper school authorities in the school building, on the school grounds, or at school-sponsored events after such proper school authorities have identified themselves to the student.

14. Failing to attend school or class regularly and/or punctually.

15. Dressing or grooming oneself in a manner which presents a health or safety problem or causes disruption.

16. Attending, or attempting to attend school when ill with a dangerous communicable disease which is transmissible through normal school contacts and which poses a substantial threat to the health or safety of the school community.

17. Engaging in any type of conduct which makes the student’s immediate removal necessary to restore order or to protect persons or School Corporation property. This includes conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes.

18. Engaging in any conduct which is offensive to the accepted moral standards of the community. Such conduct includes, but is not necessarily limited to, possession or distribution of obscene materials and public displays of affection which involve close physical contact.

19. Knowingly possessing or using on school grounds during school hours any electronic device in a situation not related to a school purpose or an educational function.

20. POSSESSION OF A FIREARM (AS DEFINED BY FEDERAL LAW)

    a. No student shall possess, handle, or transmit any firearm or deadly weapon on school property.

    b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

        - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

        - the frame or receiver of any weapon described above

        - any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

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

        35-31.5-2-86. Deadly weapon. - "Deadly weapon" means the following:

        (1) A loaded or unloaded firearm.
        (2) A weapon, device, taser (as defined in I.C. 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
        (3) An animal (as defined in I.C. 35-46-3-3) that is:
            (a) readily capable of causing serious bodily injury; and
            (b) used in the commission or attempted commission of a crime.

    c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.

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

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

(1) on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
(2) off school grounds at a school activity, function, or event, or
(3) traveling to or from school or a school activity, function, or event.

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

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

    a. a written or oral statement of the charges;
    b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
    c. the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

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

1. The Superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

    a. legal counsel, or
    b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate. **LEGAL REFERENCE: I.C. 20-33-8 et seq.**

SCHOOL DRESS

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 disruptive to the educational process.

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

1. Sleeveless tops, tank tops, tube tops and spaghetti strap tops are not permitted.

2. Tops exposing a bare midriff or low cut.

3. Apparel or accessories advertising firearms, weapons of any kind, drugs, alcohol, 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 that 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.

TRUANCY

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

TRUANCY AND DRIVER'S LICENSE/PERMIT RESTRICTION

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

SECTION I – HABITUAL TRUANT

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

1. Under eighteen (18) years of age;

2. A habitual truant; and

3. Identified in a list submitted to the Bureau of Motor Vehicles until the student becomes eighteen (18).

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

PROCEDURE

1. When a student has two (2) truancies, the student and the student's parents shall be notified and a conference requested by the principal.

2. When a student has three (3) truancies, the student and the student's parents shall be notified by certified mail.

3. When a student has four (4) truancies, the principal shall notify the Bureau of Motor Vehicles that the student is an "habitual truant."

4. When truancies are on consecutive days, notification to students and parents shall be as soon as the administration can determine that truancies have occurred.

REVIEW

1. The principal shall review the habitual truant's attendance record twice annually, by December 1 and June 1 to determine if the prohibition against receipt of an operator's license or learner's permit shall continue. The principal shall be guided by the following factors:

   A. At least 60 school days must have elapsed in order to have a significant sampling upon which to make a determination of improved attendance.
   B. The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence based on truancy shall cause the principal to recommend that the aforementioned prohibition shall continue.

2. If a student who has been designated and/or determined an habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to a public or non-public school, the principal shall no longer be under a duty to conduct the review. Conversely, if such a student moves or transfers to this school system, the principal shall conduct the appropriate review.

3. The principal shall forward his/her recommendation to the Board of Trustees for its review and determination. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purposes of later determining that a student is a repeat habitual truant under this policy.

SECTION II – ISSUANCE OF LICENSE OR PERMIT (I.C. 20-33-8-14)

1. An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who:

   a. Is under at least a second suspension from school for the school year;
   b. Is under an expulsion from school;
   c. Has been determined to be a habitual truant; or
   d. Withdraws from school for a reason other than financial hardship before graduation.

2. If a student is suspended for the second time in a school year, the student or the student's parents have the right to a due process hearing. The decision of the hearing examiner shall be final.

3. If a student receives a second suspension from school or is expelled from school under applicable law, the principal shall notify the Bureau of Motor Vehicles that the student is not eligible to receive a license or permit and the date when the student will become eligible.

SECTION III – INVALIDATION OF LICENSE OR PERMIT (I.C. 20-33-8-14)

1. If a person is less than eighteen (18) years of age and is under a second suspension, expulsion, is determined to be a habitual truant, or withdraws from school for a reason other than financial hardship before graduation or reaching the age of 18, the Bureau of Motor Vehicles shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

   A. The person becomes eighteen (18) years of age.
   B. One hundred twenty (120) days after the person is suspended or the end of the semester which the person returns to school, whichever is longer.
   C. The suspension or expulsion is reversed after the person has had a hearing.

D. The student has enrolled in a full-time or part-time education program and has participated for 30 or more days in the program. The student must submit to the Bureau of Motor Vehicles a statement which contains the verified signature of the principal or Board president of the program in which the student is enrolled and notification that the student has complied with the conditions of this paragraph.

2. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances with each notice indicating the last day of the semester in which the student returns to school.

   A. The student receives a second suspension from school in any one school year; if a student is suspended for the second time in a school year, the student or the student's parents have the right to a due process hearing under IC 20-8.1-5. The decision of the hearing examiner shall be final.
   B. The student is expelled from school for any reason established by state statute and/or this school system for the grounds stated in Indiana Code 20-8.1-5-5(1).
   C. The student has been determined to be habitually truant.
   D. The student who is under the age of 18 years has withdrawn from school for reasons other than financial hardship.

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

SECTION IV – ADMINISTRATIVE REGULATIONS

1. Should the principal have reason to believe that a student under the age of 18 years who has requested to withdraw from school for financial hardship with written consent of his/her parents/custodians, is quitting school in order to avoid a second suspension in a school year or an expulsion for misconduct, the principal is given the discretion to consider such as an offer to quit, to reject the offer, to continue with the suspension or expulsion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceeding.

2. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to I.C. 9-24-2-4.

3. For purposes of this policy, the principal of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student's previous school(s) and shall treat such records as if the conduct of the student recorded therein had occurred within this school system. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion for misconduct.

4. Non-Public School Students – The principal shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a permit or license.

5. The superintendent is authorized to oversee the development of administrative regulations and forms to implement this policy. To reduce the chance of forgery, the superintendent shall see that a special seal is developed to be embossed on each eligibility form signed by the principal that is to accompany the application for a license/permit.

6. The principal is authorized to have a facsimile signature prepared for use by any designee on any form utilized under this policy and shall oversee the development of procedures to protect the security of the facsimile stamp as well as the special seal embosser.

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

1. Student leaves home but does not show up at school.

2. Student refuses to get out of bed in the morning and refuses to follow parent's demands to do so. Parent is unable to get the student to go to school.

3. Student rides bus, but does not go to school.

4. Student leaves the school during the school day without permission.

5. Student is in school building, but skips scheduled classes.

6. Student is a runaway child and fails to attend school.

7. Student leaves home, but does not arrive at school when his/her parent expects him/her to arrive (Reasonable travel time.)

8. Parent leaves earlier in the morning than the student; student fails to attend school and fails to tell his/her parent about the absence. (Parent is unaware of the absence.)

USE OF SCHOOL FACILITIES

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

BUILDING HOURS AND ENTRANCES

To ensure student safety and proper supervision, all students arriving on campus prior to 7:30am must report directly to designated holding areas. Students are not permitted to wander through school hallways, classrooms, or restricted campus areas until staff duties begin.

Designated Morning Holding Areas: Upon arrival on campus before 7:30am, students must report immediately to one of the following supervised locations:

(a) Circle Drive Holding Area

(b) Glass Hallway Alley Holding Area

Students must remain within these designated areas until released into the building at 7:30am. These designated areas will not be unlocked until 7:15am each morning. Access to main hallways and classroom corridors is strictly prohibited before 7:30am each day.

Students who attempt to enter hallway corridors without authorization or a written pass from a teacher will be redirected back to the holding areas and may face disciplinary follow-up.

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 an 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, or Assistant Principal

Mt. Vernon Junior High School: Principal, Assistant Principal, Counselors

GRADUATION REQUIREMENTS

Students enrolled at Mt. Vernon High School must complete a minimum of seven semesters of high school before graduating. An Early Graduation Request Form must be completed and approved. Students must earn at least one Readiness Seal as required by the Indiana Department of Education (IDOE). All other graduation requirements must be satisfied (credits, GPA, coursework). Approval for early graduation must be granted by the counselor, principal, and superintendent.

TOP 10 HONORS ELIGIBILITY PROCEDURES

The "Top 10" academic distinction recognizes students who have demonstrated exceptional academic excellence. To maintain the integrity, equity, and rigorous standards of this honor, eligible students must meet specific enrollment and disciplinary criteria.

1. Classroom Setting Requirement

To qualify for Top 10 recognition, a student must be enrolled in and actively attending courses within the **traditional classroom setting**.

- Students completing their coursework through alternative placements, fully virtual learning platforms, or independent homebound programs are not eligible for this specific honor.
- This ensures that all recognized students are evaluated under a consistent, peer-interactive academic environment.

2. Disciplinary Eligibility & Expulsion

Academic honors reflect both a student's scholastic achievements and their adherence to the standards of the school community throughout their high school career.

- **Expulsion Forfeiture:** Any student who undergoes a formal expulsion process **at any point during their four years of high school** immediately and permanently forfeits their eligibility for Top 10 recognition at the end of each school year.
- An expelled student will be permanently removed from consideration, and their spot will be awarded to the next qualifying student in the academic ranking.

GRADE POINT AVERAGE & WEIGHTED GRADE POINT AVERAGE

Beginning with the 2029 cohort, weighted courses are those high school courses based upon high-level achievement in a sequence of study. Courses are designated in the Mt. Vernon High School course description guide (each school year), and include Advanced Placement (AP) and Dual-Credit (only ones that apply to the Indiana College Core) courses that require a greater use of abstract thinking skills and more rigor. Weighted grade points are similar to grade points except that weighted grade points differentiate between regular courses and all courses designated as higher rigor courses. Advanced Placement and Indiana College Core Dual-Credit deemed on the weighted system will receive 1.0 added to their letter grade. Weighted grade points are the numeric equivalent of a student's grade in credit-bearing course according to the following scale: Letter Grade; Grade Points; Weighted Grade Points (1.0 scale)

A: 4.0 5.0
B: 3.0 4.0
C: 2.0 3.0
D: 1.0 2.0
F: 0.0 0.0

Advanced Placement courses:
- AP 2-D/3-D/Drawing
- AP Calculus AB
- AP Psychology
- AP Statistics
- AP US Government and Politics

Dual Credit courses that would apply to the Indiana College Core:
- Biology II DC
- Chemistry II DC
- Adv Speech DC
- Economics DC
- Honors English 11 DC
- Advanced English 12 DC
- US History DC
- Pre-Calculus DC
- Trigonometry DC

Note:
Top 10 calculations would not change for the class of 2027, but would change for the class of 2029. The weighted system goes into place for the current 9th and 10th graders.

ATHLETIC RULES & REGULATIONS – MT. VERNON SENIOR HIGH SCHOOL

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. 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.

Athletics prepares students for the future by teaching self-discipline, positive thinking, self-sacrifice, teamwork, and cooperation. Students are motivated to win and excel, but the principles of good sportsmanship, 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.

ATHLETIC/EXTRACURRICULAR PARTICIPATION POLICY

In order to participate in any Mt. Vernon High School (MVHS) athletic program/extracurricular activity, students must meet strict academic, enrollment, and disciplinary criteria. The combined IHSAA and MSD of Mt. Vernon requirements ensure that athletic/extracurricular participation directly supports a student's educational path.

- **Minimum Enrollment Requirements (Traditional Students):** students must be enrolled in a minimum of six (6) credit-receiving classes per semester
- **Minimum Enrollment Requirements (Current Non-traditional students in grades 10-12):** Students must be enrolled and attend in person and on campus at least two (2) credit-receiving classes per semester
- **Minimum Enrollment Requirements (Non-traditional enrollment beginning with class of 2030)**
    - To be eligible for athletic participation/extracurricular activities, a student must be enrolled in person and on campus at least half-time which requires at least four **(4) credit-receiving** classes per semester in person and on campus.
    - Additional coursework is required and academic documentation must be submitted to the athletic department each grading period to verify IHSAA eligibility.
- Students must pass and earn credit in at least 70% of the courses in which they are enrolled each grading period.
- An "I" on the report card is counted as a failure according to IHSAA guidelines.
- Semester grades take precedence over 9-week grades.

Disciplinary Standing

Athletic participation is a privilege, not a right.

- Any severe behavioral infractions, or active suspensions may result in immediate athletic ineligibility.

STUDENT ATHLETE CONDUCT POLICY

Every student-athlete is expected to conduct themselves in a way that brings honor to their team, school, and community 365 days a year. In addition to the Athletic Code of Conduct, all MSD of Mt. Vernon and Mt. Vernon High School policies and procedures regarding student behavior and discipline apply to all extracurricular and athletic activities. If an athlete's conduct—whether in or out of school or on social media—reflects poorly on the school or disrupts the discipline, order, or educational environment, they will be considered in violation of the code. Any such incident involving drugs, alcohol, theft, violence, or other serious violations, including intentional or accidental actions that result in physical or mental harm to another student, are also in violation of district, school and athletic policy. Consequences for any of these violations may include suspension or dismissal from athletic participation, as determined by the coach, athletic director, assistant principal, and/or principal. The athletic director and/or principal will make the final decision regarding removal from a team. The athletic conduct policy takes effect on the first day the student attends a team practice or meeting, and all training rule violations and consequences are cumulative throughout the student's high school career.

SPECTATOR CONDUCT

On behalf of the Indiana High School Athletic Association, welcome to Mt. Vernon High School. In the spirit of sportsmanship, we ask that all fans act responsibly and courteously to those around you. Abusive language or disorderly conduct is unacceptable and unwelcome at IHSAA events. Please be advised that MVHS is a smoke-free, vape-free, alcohol-free facility. Additionally, Mt. Vernon High School does not allow spectators to bring outside food or drinks into our sporting events. The staff and management, all team members along with the Indiana High School Athletic Association, thank you for your cooperation.

PARENT ACKNOWLEDGEMENT FORM

Each athlete is to be given a copy of the policy. A parent or guardian and the athlete must sign the digital form provided to them online indicating that they have received a copy of the policy and they know the rules and pledge to abide by them 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 online form will be renewed annually.

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. This form expires on the Sunday following the IHSAA baseball state finals at the conclusion of each school year. To be valid for all summer activities and the following school year, it must be renewed on or after April 1 yearly.

TRAINING RULES

1. 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.

2. 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 1 or 2 above will automatically place the student in the second penalty level after another violation in the same or in a different category.

***Honesty Policy:** In the event that a student admits his/her violation of training rules 1 or 2, prior to an administrative investigation, a first offense suspension will be reduced by 5%.

3. Squad members are to be home nightly, during the season, at a reasonable time to be determined by the head coach.

4. All allegations of rule violations will be brought to the attention of the Athletic Director and head coach. It is their responsibility to investigate all charges and to recommend any disciplinary action to be taken.

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.

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 have 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 a 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, videos 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.

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, 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 by MVHS administration to attend a funeral
    c. excused in advance by MVHS administration to be at the bedside of a seriously ill member of the immediate family
    d. doctor, dentist, etc. appointment, which must be accompanied by a doctor's note the day of the visit
    e. excused in advance by MVHS administration for appearance in court
    f. unique opportunity pre-approved by MVHS administration

    * (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 the 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.

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 Mt. Vernon Schools 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 desires 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.

*An Alternate Transportation Form must be completed in FinalForms as part of the student's athletic registration.

MEALS

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

CARE OF EQUIPMENT

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

GAME UNIFORMS AND APPAREL

1. School colors are a very unique part of our school history. School colors show loyalty, team spirit, school spirit and display Mt. Vernon pride in a way that no other colors can do.
2. Game apparel worn by players shall display our school colors, maroon and gray 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 and gray and white.

ATHLETIC AWARDS

Awards are based on athletic achievement, participation and mental attitude. Participation requirements are based on the following minimums to be considered for a varsity letter:

BASEBALL (B)	Play in 50% of regular season innings. Pitchers – appear in 33% of games played.
BASKETBALL (B/G)	Play in 50% of regular season quarters.
CROSS COUNTRY (B/G)	Be one of our top seven finishers in 50% of regular season meets or be one of top seven on a conference champion team or advance to Regional.
FOOTBALL (B)	Play in 50% of the regular season quarters.
GOLF (B/G)	Participate in the top (5) golfers for 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. A swimmer who swims an in-season time that would have qualified for a top 10 finish in the Sectional or conference meet. A diver who has a regular season score that would be equivalent to a top 10 finish in the Sectional or conference 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, who has been on the team for at least 2 years, a positive influence on the team, and with 90% attendance rate.
VOLLEYBALL (G)	Participate in 50% of regular season games.
WRESTLING (B/G)	Participate in 50% of regular season matches; finish first or runner-up in Conference or qualify for the regional.

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 or manager whom they feel deserving.

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

PESTICIDE PROCEDURES NOTIFICATION

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

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

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

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

1. Apply pesticides utilizing certified pesticides applicators only, and when possible, apply pesticides during non-instructional time or during vacation periods.

2. Inform, annually, parents and staff members of the corporation's pest control policy either at the time of student registration, or at the beginning of the school year, by a separate memorandum or as a provision in the student handbook.

3. Provide the name and phone number of the person to contact for information regarding pest control, (Mr. David Frye, Administration Office, 838-4471.)

4. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and then provide such notice.

5. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.

6. Maintain a written record for 90 days of any pesticide applications as submitted by pest control applicators. (The same records will be maintained by the pest control companies for five (5) years.)

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

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

Pesticide Control

M.S.D. of Mt. Vernon

Notification Request

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

Building: _____

Date of Request: _____

Person: _____
Signature

Address: _____

_____

_____

Phone: _____

E-Mail: _____

Please check the appropriate box:

Student:

Staff: