

# Paul Hadley Middle School

2023-2024



STUDENT HANDBOOK

<b>Principal</b>	<b>Mr. Micah Elliott</b>
<b>Assistant Principal</b>	<b>Mr. Tim VanWanzeele</b>
<b>Dean of Students / Athletic Director</b>	<b>Mr. Cary Hargis</b>
<b>8<sup>th</sup> Grade Guidance Counselor</b>	<b>Mrs. Julie Reeves</b>
<b>7<sup>th</sup> Grade Guidance Counselor</b>	<b>Mr. Daniel Moriarity</b>

<b>School Hours</b>	<b>7:50 a.m. - 2:40 p.m.</b>
<b>School Colors</b>	<b>Blue &amp; Gold</b>
<b>Mascot</b>	<b>Pioneers</b>
<b>Athletic Conference</b>	<b>Junior Mid-State - Decatur, Franklin, Greenwood, Martinsville, Plainfield, Whiteland</b>

## **PHMS SAFETY / SECURITY**

The Mooresville Consolidated School Corporation is committed to providing for the safety and security of our students, staff, and school community. Paul Hadley Middle School has a comprehensive safety plan developed by corporation specialist, national and state agencies, and local emergency personnel. It is our goal to provide a school where learning and values are fostered in a safe, secure, and caring environment. Specific emergency drills are developed and practiced in accordance with state mandates. Building protocols have been established to support the safe operation of each school day. Your understanding and cooperation are critical to ensure we are able to provide the highest quality education possible.

## **MISSION STATEMENT**

We, the faculty and staff of PHMS, teamed along with the students, parents, and community are committed to continual intellectual, artistic, physical, emotional, and social growth by:

- Encouraging students to achieve academic potential and individual success
- Developing emotional well-being
- Encouraging self-discipline and self-motivation
- Focusing on life-long learning
- Promoting critical thinking and problem-solving skills

Through a commitment to change, we accept responsibility for these objectives so that all will be provided a safe, challenging, and equal learning environment necessary for a successful life.

## **PLEDGE: I WILL BE...**

**RESPECTFUL:** TO ALL MEMBERS OF THE SCHOOL COMMUNITY, INCLUDING: STAFF, STUDENTS AND MYSELF, AT ALL TIMES.

**RESPONSIBLE:** FOR MY ACTIONS, SCHOOL WORK, AND OVERALL CONDUCT.

**MY BEST!:** GIVE MY BEST EFFORT AND POSITIVELY REPRESENT MY FAMILY, COMMUNITY, AND SCHOOL.

# GENERAL INFORMATION

## SCHOOL HOURS

School is in session from 7:50 a.m. until 2:40 p.m. The school office is open from 7:15 a.m. to 3:15 p.m.

### **7<sup>th</sup> Grade PHMS Regular Daily Schedule 2022-2023**

Period 1 .....	7:50 – 8:34 (44)
Period 2 .....	8:39 – 9:23 (44)
Period 3 .....	9:28 – 10:12 (44)
• 7 <sup>th</sup> grade lunch.....	10:12 – 10:42 (30)
Period 4.....	10:47 – 11:36 (49)
Period 5 .....	11:41 – 12:25 (44)
Period 6 .....	12:30 – 1:14 (44)
Period 7 .....	1:19 – 2:06 (44)
WIN Period.....	2:08 – 2:38 (30)

### **8<sup>th</sup> Grade PHMS Regular Daily Schedule 2022-2023**

Period 1 .....	7:50 – 8:39 (49)
Period 2 .....	8:44 – 9:28 (44)
Period 3.....	9:33 – 10:17 (44)
Period 4.....	10:22 – 11:43 (44)
• 8 <sup>th</sup> grade class.....	10:22 – 10:50 (28)
• 8 <sup>th</sup> grade lunch.....	10:50 – 11:20 (30)
• 8 <sup>th</sup> grade class.....	11:25 – 11:41 (16)
Period 5 .....	11:46 – 12:30 (44)
Period 6 .....	12:35 – 1:19 (44)
Period 7 .....	1:24 – 2:08 (44)
WIN Period .....	2:10 – 2:40 (30)

**Time Schedules are subject to change due to administrator's decision.**

The following student handbook is a thorough, but not exhaustive, list of school rules, policies and procedures. The complete School Board of Education adopted policies and procedures manual can be found on the MCSC web page at [www.moorevilleschools.org](http://www.moorevilleschools.org) by clicking on the “Board” tab and then selecting “School Board Policies” at the bottom of the page.

## ACADEMICS

### ACADEMIC OFFERINGS

All students will receive a full year of language arts, math, science, and social studies. All students will have two consecutive classes of language arts to focus on reading, writing, and grammar. Students in both 7th and 8th grades have the opportunity to pursue intervention and enrichment in language arts and math. Elective courses are also available for both 7th and 8th grade students. 7<sup>th</sup> grade electives include: Band, Orchestra, Choir, Project Lead the Way (PLTW), and Art. 8<sup>th</sup> grade electives include: Band, Orchestra, Choir, and Project Lead the Way (PLTW). PE high school credit is available to both 7th and 8th grade students; students have the option of taking Advanced Physical Conditioning (APC) in the place of general Physical Education. Algebra I, Biology I, Career Planning, Civics, and Intro to Agriculture are offered for high school credit to those 8th graders who meet specific qualifications.

### HOMEWORK POLICY

Students who miss school with an excused absence will be allowed the same number of days to make up homework. EXCEPTION: Any assignments made well in advance of a due date will be required when requested by the teacher. Students who are excused from school should check Skyward or Canvas for class assignments, or can submit a request for homework to the guidance office. Requests need to be made either by phone or in writing by **8:30 a.m.** and may be picked up by 2:30 p.m. Only assignments not posted on Skyward or Canvas will be collected. Students who are suspended from school will have the same amount of days to make up their missing assignments.

### HOMEWORK ACCOUNTABILITY POLICY

Teachers have the ability to assign punitive measures (detentions, etc.) to students who consistently refuse to turn in homework assignments. The student's inability to turn in homework that is not “excused” will be treated as insubordination. Part of the process will be open communication to parents so that punitive measures will only be used when deemed absolutely “necessary.”

### REPORT CARDS

Paul Hadley Middle School issues report cards every 9 weeks. Every 4 ½ weeks emails will be sent to guardians, encouraging them to monitor student progress on Skyward; parents without internet access can request hard copies.

### STUDENT IN GOOD STANDING

**TO PARTICIPATE IN SCHOOL ATHLETICS AND EXTRACURRICULAR ACTIVITIES, STUDENTS MUST BE IN “GOOD STANDING.”** Good standing is defined by PHMS as: 8<sup>th</sup> graders passing 5 of 7 classes, and 7<sup>th</sup> graders passing 4 of 6 classes; complying with the school drug testing program; and not receiving excessive discipline referrals (excessive will be defined by the administration). Student academic performance will be monitored by a variety of school personnel, and student suspension from extra-curricular participation will be at the discretion of the school administration. **Students who do not meet the “good standing” requirements may also be assigned punitive measures, such as Friday detention.**

- The above standards also apply to elementary students who participate in middle school athletic events. If an elementary student receives more than two failing grades on a report card, the student will be ineligible and not in "good standing."

### **Drug Testing**

As per MCSC School Board Policy, all students participating in extracurricular activities including clubs, sports, cheerleading, and performing music will be required to sign a drug-testing waiver in order to participate. **Student drug testing can be required by school administration if there is "reasonable suspicion" that a student is under the influence of drugs while on school grounds.**

### **E-MAIL**

PHMS emails parents periodically with updated calendar information. Parents are asked to submit their email address for work and home to the PHMS Main Office as soon as possible. Athletics will be emailing parents of athletes regarding sports information. The Athletic Department also notifies parents with information using email.

### **FRIDAY SCHOOL**

Friday Detention is in session on designated Fridays during the school year. Friday Detention begins promptly at 2:45 p.m. and ends promptly at 5:45 p.m. Transportation is not provided by the school. Parents are responsible for transportation home after Friday Detention. Students who fail to serve Friday Detention could be suspended.

## **TRANSPORTATION**

### **SCHOOL BUS**

Student riders will receive a bus handbook with full detailed rules and procedures. Bus discipline will initially be handled by the driver, and persistent or severe actions will be referred to the building administration.

### **BUS PERMISSION SLIPS**

In order for a student to ride the bus as a guest of another MCSC student, both students must submit parent permission forms to the guidance office prior to boarding the bus. The forms should be submitted in a timely manner.

## **PAUL HADLEY MIDDLE SCHOOL ATTENDANCE POLICY**

It is the policy of the Mooresville Consolidated School Corporation that each student enrolled in Paul Hadley Middle School should attend school on all scheduled days. In order to ensure that each student receives the maximum benefits, good attendance is necessary.

It is also the policy of the Mooresville Consolidated School Corporation that parents and guardians are ultimately responsible for the attendance of their children in school. While correction of absenteeism and/or tardiness problems is the responsibility of the parents or legal guardians, the school will assist when possible.

Much consideration has been given to establishing an attendance procedure for Paul Hadley Middle School that will best benefit a student's education. The following policy has been adopted by the Mooresville Consolidated School Corporation Board of Education.

### **A. REPORTING ABSENCES**

1. When a student is absent from school, a parent or guardian is required to call the attendance office at 831-9208 before 9:00AM on the morning of the absence to report the reason his/her son/daughter is not in school. Calls will not be received from anyone other than a parent/guardian.
2. Written notes will not be accepted unless they are from a parent or guardian.
3. If there is no call from a parent or guardian on the morning of the absence, the absence will be recorded as unexcused.
4. Automated phone call notifications will be sent out for "unexcused" absences at 10:30am.

## **B. EXCUSED ABSENCES**

Under Indiana Law I.C. 20-33-2, there are four (4) reasons for which a student may be absent. They are as follows:

1. Service as a Page in the Indiana General Assembly
2. Service of a high school student as an election worker, including working for a political candidate or for a political party only if:
  - a. the absence is for an election day
  - b. the student's parent or guardian gives prior written permission for the student to participate (Forms are available in the guidance office.)
  - c. the student provides the school with written verification to the effect that he/she did so serve, which verification shall generally describe the duties which the student fulfilled, and if the verification is signed by the candidate, county chairman, or precinct officer
3. Court appointments where a student is subpoenaed to testify in a legal proceeding
4. For high school students who are ordered to active duty with the Indiana National Guard for a period of not more than ten (10) days of each school year, or serving with the civil air patrol for no more than five (5) days. The student must submit a copy of his/her orders for active duty upon returning to school.

We realize a student may be home ill or absent for other circumstances. As a courtesy, the school corporation will consider the following as excused absences.

## **STUDENT ILLNESS**

In the case where a student is ill, the parent or guardian must call the school (831-9208) before 10:00AM to report his/her son/daughter's absence and the reason for the absence. If the student has been attended by a physician, a medical statement should accompany the student upon his/her return to school. Medical statements provided later than the student's date of return may not be accepted and are left to the discretion of a school administrator or attendance officer. Medical statements must be turned in to the office no later than five (5) days after the student's return to school. If a student gets sick at school, he/she must report to the nurse for observation.

## **PRE-ARRANGED ABSENCES**

Requests to be absent **must** be made in advance of the absence. Such requests should be made through the attendance office by the student and his/her parent or guardian so that there will be no misunderstanding about how such an absence might affect the student's grades in classes missed. Except in extreme emergencies, students who fail to make such request prior to the absence will receive a zero in classes missed; and those days will be counted toward the total allowable days absent. All pre-arranged absences must be approved by the building principal or his designee. All such approvals shall be based on the following criteria:

- a. All requests for pre-arranged absences must be made five (5) school days prior to the absence.
- b. A pre-arranged form must be completed in every aspect.
- c. Pre-arranged request forms must be filed in person in student services.
- d. Pre-arranged request forms must be signed by the student's parent or guardian.
- e. Family travel may not exceed five (5) school days; additional days will result in unexcused absences.
- f. No requests for final exam days will be granted.

***It is the student's responsibility to make arrangements in advance concerning all details for making up missed tests and assignments.***

## **BEREAVEMENT**

Death or funeral of a member of the immediate family: (Immediate family is defined as a parent, sibling, stepparents, grandparents, or a member living in the home at the time of death.) Students should report to the attendance office to receive an early dismissal and return with documentation for the absence to be excused.

## **COURT APPEARANCES**

Court appearances are excused absences when a student is attending a legal proceeding but is not actually subpoenaed. Students are required to bring back documentation from a court designee verifying the date and time they attended.

## **DOCTOR OR DENTAL APPOINTMENT**

Students who plan to leave school earlier than their regularly scheduled time must have a parent call the main office or send a note. The student then will need to report to the attendance office before first period to obtain a pass, i.e., medical appointments. Students must return with documentation from the doctor for absence to be excused.

## **EXTENUATING CIRCUMSTANCES**

Extenuating circumstances for a student's absences must be presented at a parent conference with the student's guidance counselor and will be given careful consideration by the administration.

## **EXTENDED MEDICAL ABSENCE**

Parents/guardians of students who have a chronic medical disorder must request a **physician's statement of continuous illness form**, which after completing should be returned to the student's guidance counselor. *The guidance counselor will notify the principal, nurse, and attendance office.*

## **FIELD TRIPS AND SCHOOL SPONSORED EVENTS**

School sanctioned activities are exempt and are approved by the principal. Students who are not in good standing or are habitual offenders of the discipline code may not be allowed to participate in these activities. Final determination of participation will be made by the administration.

## **UNEXCUSED ABSENCES**

All other absences including truancy will be considered unexcused, and the student will not be given credit for work or tests missed. The student's whereabouts is unaccounted for and therefore would be considered as truancy. Any student whose absence is unexcused should report to the attendance office upon his/her return to school.

## **TRUANCY**

Truancy is defined as absent from school during any part of the school day without the consent of parent and/or proper school officials. Class work missed may not be made up and the student's grade will suffer accordingly. Truancy is subject to school penalties and legal proceedings. You are truant if you:

1. Leave school grounds once you arrive without following proper sign-out procedure.
2. Are absent from school without prior permission from your parent(s)/guardian(s) for illness, doctor's appointment, funeral.
3. Are absent from class without permission (skipping)
4. Obtain a pass to go to a certain place and do not report there or go somewhere else besides the destination on your pass.
5. Become ill and go home or stay in the restroom instead of reporting to the office, clinic, or notifying a school employee. **All students are to go to the clinic before calling a parent to go home ill.**
6. Come to school but do not attend classes.

## **HABITUAL TRUANCY**

Attendance in school is compulsory. Failure of a child to attend school even one (1) day without excuse is truancy. Habitual truancy may be evidenced by the following:

1. defiance of parental authority in the failure to attend school
2. a repeated, continuous pattern of absences over a period of time such as a grading period.
3. a large number of aggregate absences over a period of a school year
4. If a student is truant more than two times during the school year, he/she will be considered habitual truant and a report may be filed with the probation department.

A student exhibiting patterns of habitual truancy may encounter the following corrective measures:

- a. Loss of course credit
- b. Suspension or expulsion from school
- c. Invalidation of his/her driver's license
- d. Loss of work permit

e. Referral by the attendance officer to the Morgan County Prosecutor's Office

### **Habitual Truants I.C. 20-8-3-17.2**

- (a) Each governing body will establish and include as part of the written copy of its discipline rules described in I.C.20- 8-1-5.1-7
- (1) a definition of a student who is designated as a habitual truant;
  - (2) the procedures under which subsection (b) will be administered; and
  - (3) all other pertinent matters related to this action.
- (b) Notwithstanding I.C. 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or learner's permit, and subject to subsections (c) through (e) a student who is;
- (1) at least thirteen (13) years of age but younger than fifteen (15) years of age;
  - (2) a habitual truant under the definition of habitual truant established under subsection (a); and
  - (3) identified in a list submitted to the Bureau of Motor Vehicles under subsection (f) may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under I.C. 9-24 until the student is at least eighteen (18) years of age.
- (c) A student described in subsection (b) is entitled to the procedure described in I.C.20-8.1-3-17.2(b).
- (d) Each student described in subsection (b) who is at least thirteen (13) years of age and younger than eighteen (18) years of age is entitled to a periodic review of that student's attendance record in school in order to determine whether the prohibition described in subsection (b) shall continue. In no event may the periodic reviews be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the student's attendance record has improved to the degree that the student may become eligible to be issued an operator's license or a learner's permit.
- (f) Any time each year the governing body of the school corporation will submit to the Bureau of Motor Vehicles the pertinent information concerning a student's ineligibility under subsection (b) to be issued the license or permit.
- (g) The Department of Education will develop guidelines concerning criteria used in defining a habitual truant who may be considered by a governing body in complying with subsection (a).

### **C. TARDINESS**

Tardy to class is defined as any student who is not in his or her assigned station at the designated time. It is the responsibility of each student to get to every class on time. If the student is tardy to class they must retrieve a pass from the scanner in the Student Services.

1. Tardies 1 and 2 are warnings.
2. Tardies 3 and 4 will be after school detentions.
3. Tardies 5 on will be dealt with by the administration and the full range of school disciplinary measures will be used.

### **LEAVING SCHOOL GROUNDS**

Permission must be obtained from the attendance office to leave school at any time other than regularly released times. All students must sign out in the attendance office immediately before leaving school. Students are not permitted to leave the building without permission from the office. **Students leaving without proper permission or not signing out in the attendance office will be considered truant and the absence unexcused.**

### **ATTENDANCE: GENERAL STATEMENTS**

1. Students exhibiting patterns of repeated absences may have the following corrective measures applied:
  - a. When the student is absent from school, he/she must present a certificate from a licensed physician which state the reasons for repeated absences.
  - b. legal proceedings brought against the parent for educational neglect, or against the student for truancy
  - c. loss of course credit which could result in retention in that grade or non-completion of the course



- d. loss of driver's license
- e. loss of work permit
- f. suspension or expulsion from school

After an investigation or inquiry is made by the school administration, guidance counselor, and/or attendance officer, the above corrective measures will be used in the case of excessive absences.

2. A student who is late to school must sign in and receive a pass from the attendance office to be admitted to class.
3. Make-up work for an excused absence must be requested by the student upon returning to school or the grade will be marked with an "F" for the day missed. The teacher will make every effort to see that the student has an opportunity to make up the work.
4. Referral of a student with attendance problems may be made by a teacher to the counselor, the principal of the building, and/or the attendance officer. Once a referral is made to the attendance officer, legal action may be taken if attendance does not improve.
5. Students over sixteen (16) years of age who have lost more than half of their schedule of classes due to the accumulation of eleven (11) days may forfeit their right to remain in school for the semester. Each case will be individually reviewed by the administration.
6. After accumulating eleven (11) absences from one class, the student will not receive credit for the course that semester. However, the student will be encouraged to remain in the class for the remainder of the semester and receive a withdrawal grade (N). If the student elects to remain in class after having accumulated more than eleven (11) days of absence, he/she will be expected to do all class work required by the teacher.

The student may be dropped from the class after continued absences or if he/she becomes a discipline problem. If withdrawn for these reasons, the student will receive a grade of (W/F) for the semester. The grade of "N" will not affect the grade point average, but the grade of "W/F" will be computed as "F." The loss of credit is serious and can ultimately have an effect on graduation. **Exception:** Students who are under sixteen (16) years of age will not be dropped from classes for excessive absences; they will be referred to probationary officials of the juvenile court.

7. A student who is suspended from school for a disciplinary problem for any number of days will **NOT** have that number of days charged against the total of ten (10) days.
8. A student who is failing a class and has also accumulated eleven (11) days absence will receive a grade of (F) in that class.

## **SCHOOL RULES**

The following is a list of general school rules and is not meant to be an exhaustive list of all the school rules for behaviors where students might receive punishment or corrective action.

### **BEHAVIOR FOR STUDENTS**

As teachers and students are brought together in the educational environment of the Mooresville Consolidated School Corporation, a climate which permits an orderly and efficient operation of the school must be provided.

Students are expected to take ownership of and responsibility for appropriate behavior - abiding by the school rules and regulations. **Students are expected to follow the requests and directives of school personnel with immediate compliance demonstrating a spirit of cooperation.** When students show respect, offer apologies for and stop inappropriate behavior, problems are usually solved quickly. When students are defiant, disrespectful and uncooperative, problems and penalties escalate rapidly.

A breach of discipline may result in reprimand, corporal punishment, probation, referral to special personnel in the school, parent conferences, suspensions, or expulsion.

**\*\*\*SCHOOL RULES APPLY ANY TIME YOU ARE ON SCHOOL PROPERTY, 24 HOURS A DAY, 7 DAYS A WEEK!**

### **TREATMENT OF SCHOOL EMPLOYEES**

**Students are to treat every employee and volunteer of the Mooresville Consolidated School Corporation with courtesy and respect.**

## **HALLWAY, CLASSROOM, CAFETERIA, AND CONDUCT WHILE ON SCHOOL PROPERTY**

**Students are always to be respectful of one another as well as faculty and staff.** There is to be no running, pushing, shoving, tripping, "cutting in line" or other acts that may be considered horseplay at school. Students are to **keep their hands and feet to themselves.** They are also not to bother anyone else's property without permission. No student has any authority or power over any other student. If a student is being mistreated by another student and they have tried to solve the problem, (using appropriate non-violent methods and still suffer continued mistreatment) should notify a school official immediately. Fighting is classified as acting in a manner that can reasonably cause harm. If school officials determine students were fighting, they will be penalized with out-of-school suspension and possibly be recommended for expulsion.

## **BEFORE AND AFTER SCHOOL**

**No student should be in the building before or after school hours unless under the direct supervision of a staff or faculty member.** All students and all student athletes are expected to leave the building by 2:55 p.m. unless they are talking to a teacher/coach or their practice has started. **If athletic teams have late practice times, students should make arrangements to leave the building at the end of school and return at the designated practice or game time.**

## **PROFANITY**

Profanity is not permitted on school property. Students, regardless of emotional state, are to use appropriate language. Swearing at school officials is cause for suspension and possibly expulsion.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection which include but are not limited to: holding hands, kissing and hugging are behaviors that students are not to engage in at school. Students violating this rule will incur school penalties.

## **TARDIES**

Students will be considered tardy to school or class if they are not in assigned areas within the designated timelines as set forth by the administration. Students should report to the office when tardy only when the student is late for attending school and when sent to the office for excessive tardies by authorized school personnel.

## **PHMS BULLY POLICY:**

### **IC 20-33-8-.2**

**"Bullying" means: Overt (intentional) unwanted, repeated acts or gestures including:**

- **Verbal or written communication, 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 by the school.**
- **A more complete account of the district's bully policy can be found on the school board's policy site: 5517.04. Search for the term "bully."**

## **PHMS PHYSICAL ALTERCATION POLICY**

Unfortunately, there are occasions when physical altercations take place in the school setting. We make

every attempt to keep these incidents to a minimum, in hopes of eradicating them completely. In an attempt to accomplish this goal, PHMS staff is communicating clearly to parents, students, and the school community our policy on this matter.

1. First and foremost, if there is fear or concern for student safety or impending conflict (while in the school setting), PHMS students / parents are required to report to school personnel immediately in efforts to provide maximum protection and security for all students.
2. Students who actively engage in a "fight" WILL be suspended or expelled. Suspensions range from 1 school day to a full-year expulsion (depending upon the individual incident and prior history of the student(s) involved.) Standard policy for fighting in school will be:

- 1<sup>st</sup> offense = five (5) day suspension
- 2<sup>nd</sup> offense = ten (10) days pending expulsion

Ultimately, this decision will be made by the school administration.

3. The only exception to this rule is when a student is acting strictly in the practice of self-defense.
4. PHMS definition and requirements for self-defense:
  - a. it is the duty of the person threatened to use all prudent and precautionary measures to prevent the attack; including reporting to school personnel immediately upon awareness that an altercation is possible.
  - b. a person who is under attack should use all means to attempt to retreat or escape
  - c. A person using force in self-defense should use only so much force as is required to repel the attack.
  - d. To establish the defense, the person must be free from fault or provocation
  - e. The force used in self-defense may be sufficient for protection, but cannot be an excuse to prolong the attack or use excessive force.

When there is a mutual combat upon a sudden quarrel both parties are the aggressors.

## **MCSC SECLUSION AND RESTRAINT POLICY**

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

### **CLASSROOM VISITATION**

Visitations to a child's classroom by a parent/guardian are subject to the following guidelines:

1. Any visitation to the classroom requires advance notice and administrative approval.
2. A visit to a particular classroom also requires the teacher's consent.
3. The visit request will be on a period-by-period basis.
4. Each request will be considered on the basis of what is trying to be accomplished that could not be accomplished in a parent/student/teacher conference.
5. Visitation times will not be granted during all-school testing, convocations, or other school assemblies.

### **COATS**

Coats are to be kept in the student's locker.

### **BACKPACKS**

Backpacks are to be kept in the student's locker and are not allowed in the hallways or class.

### **BLANKETS**

Blankets are not allowed in lockers, classrooms, or hallways.

### **WATER BOTTLES**

Water bottles are not allowed in lockers, classrooms, or hallways unless a doctor's note is on file in the office.

## RECREATION NIGHTS AT PHMS

**ALL** school rules apply at PHMS recreation nights. This includes following school dress guidelines and appropriate behavior before, during, and after events while on school property. Students who are serving out-of-school suspensions, are not allowed to attend extracurricular events. Only Paul Hadley Middle School students are allowed to attend PHMS recreation nights. Parents must drop off and pick up students in a timely manner.

## FORGOTTEN ITEMS

Parents may bring forgotten items to school for students. It is the student's responsibility to check in the office for things being brought to school by parents/guardians.

## LOCKERS

**Students are responsible for all items brought to school.** Expensive items or money should never be left in lockers, as these lockers are not completely secure. Theft or damage should be reported to the assistant principal's office. **The school assumes no liability for lost or stolen items.** **Students are not to share lockers or give out their combinations to other students and are responsible for securing their possessions.** All lockers are school property and are subject to searches by school personnel at any time without parent or student consent.

## LUNCH PROGRAM

PHMS students and staff have access to an excellent cafeteria where breakfast and lunch meals are provided at a low cost. Those students wishing to bring lunches from home are expected to eat them in the cafeteria. All food and beverages are to be in designated areas only and not to be taken throughout the building. **PARENTS AND FRIENDS ARE ASKED NOT TO BRING FOOD TO STUDENTS AT SCHOOL DURING LUNCH.** Students are expected to return all trays, dishes and silverware to proper areas and containers. They are also expected to pick up after themselves and to properly dispose of all paper products. Paul Hadley has a closed campus and students are not to leave for lunch. **Parents may take their child only out to lunch if they sign them out in the office. Please make sure the child is back and not tardy for the next class.** Parents wanting to have lunch with students at school will be asked to use the office conference room or other designated area. If you choose to pre-pay for meals, students need to pay before school starts each morning in the cafeteria.

## MEDICATION

The school nurse is on duty daily to care for health problems. The nurse will determine if it is necessary to call home. You are requested to keep home numbers and emergency information up to date. State laws apply to administering medication by school personnel:

1. All medication must be sent to the office in its original container.
2. It must be accompanied by a parent note giving dosage and time.
3. Over-the-counter drugs will be given only in accordance with manufacturer's dosage, unless a doctor designates otherwise.
4. All medicine must be kept in the office.
5. Only office personnel will administer medicine.
6. Office personnel may refuse to give a medication.
7. Parents may send in a note giving permission for their student to take medication home during the school year.
8. Any medicine that contains aspirin or aspirin products will not be given unless a note is received from the student's physician.
9. All medical prescriptions must be prescribed to the student. Students in possession of prescription drugs that are not in the student's name may be subject to all rules and consequences that apply to illegal drug possession, up to and including expulsion.

We realize that these rules may be inconvenient, but no exceptions can be made. Parents may come at mutually agreed upon times to administer medicine. Students dispensing or receiving drugs/medication of any kind (prescription and/or over the counter) may be expelled.

## MESSAGES

The Paul Hadley Middle School administrative offices are extremely busy. We do know that situations arise of an emergency nature where parents want messages delivered to students during the school day. We cannot guarantee any message being delivered but will continue to work hard on behalf of parents and students to share information. Please call instead of faxing or emailing the school with emergency information so we can get needed clarification.

## NON-DISCRIMINATION POLICY

The Mooresville Consolidated School Corporation is committed to equal opportunity. It is an Equal Opportunity Affirmative Action employer and does not discriminate on the basis of age, race, color, religion, sex, national origin or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If alleged discrimination in such educational programs or activities have been experienced, persons may direct written inquires about procedures that are available and for consideration of complaints alleging such discrimination to the Superintendent's Office, 11 West Carlisle Street, Mooresville, IN 46158.

## PASSES

Students in class need passes to leave the classroom. During passing periods, students should share with their teacher for the upcoming class as to what business they may need to take care of, i.e., nurse office, guidance, or other, and have that teacher write them a pass. It is the student's responsibility to have a pass. Passes are at teacher discretion. Any student requiring special consideration for passes due to health problems should have a note on file in the office from the parents and attending physician.

## PROBATIONARY AGREEMENT

Any student violating school rules or refusing to follow the directives of school personnel may be placed on a probationary status (Behavior Contract). The parent and student will be asked to sign the Probationary Agreement (Behavior Contract) outlining the terms and conditions of being on probation. The decision to place a student on probation is solely at the discretion of the building level administration. A probationary agreement will be used to assign students to alternative educational opportunities.

## STUDENT DRESS CODE

**Student clothing should be clean and appropriate for school use.** Extremes in fashion are to be avoided. All skirts and shorts should be knee length or longer or have leggings underneath. All students are to wear shoes. Any accessories that make a reference to drugs, alcohol, sex, or gang identification are not allowed. Students are not to wear any apparel that contains inappropriate language, phrases, designs, or pictures which make references to drugs, alcohol, sex, or tobacco. Students are not to wear: spandex shorts, spandex or tight fitting pants (unless accompanied by a sweater, sweatshirt, tunic top or a reasonable facsimile that is finger tip length). No pants should have holes (hole is defined as a rip or tear in the material) and all pants should be worn at the student's waist. Students may wear leggings under pants with holes. Students are not to wear hats, sunglasses, half shirts, mesh shirts, midriff tops, or any other clothing that is tight, flimsy or short to the point of immodesty. Baggy or oversized clothing is not acceptable. Students will not be allowed to wear pants that have straps or hooks in front or back that could become a tripping hazard. Students are not to wear tank tops. All shirts should have sleeves (Girls are not to wear clothing with spaghetti straps or tops or dresses that are revealing / immodest). Jewelry must not be excessive, distracting, or create a safety concern. **Students are not to have body piercings that are extreme in fashion or that could result in danger to the student's well-being.** If a student's attire (clothes or grooming) is considered improper, parents may be called to bring a change of clothes, or the student may incur a penalty. We realize that dress is very personal and feel that the above guidelines allow a wide range for individual expression as well as maintaining appropriateness for all.

PARENTS: IF YOUR CHILD DECIDES TO WEAR SOMETHING THAT DOES NOT FIT THE ABOVE GUIDELINES OR IF IT IS SOMETHING BORDERLINE, PLEASE TELL HIM/HER NOT TO WEAR IT TO SCHOOL. THE APPROPRIATENESS OF STUDENT DRESS AT SCHOOL WILL BE DETERMINED BY THE ADMINISTRATION.

### **WEAPONS**

**ANY TYPE OF WEAPON, i.e., GUN, KNIFE, ETC., IS STRICTLY PROHIBITED FROM SCHOOL AND WILL BE CONSIDERED GROUNDS FOR EXPULSION. This includes the possession of “look-alike” weapons, or “toy” weapons.**

### **STUDENT PROPERTY**

All students should have basic educational items, including: pens/pencils, paper, notebook(s) and textbooks. However, students are not to bring personal electronic devices or headphones to school. All games, i.e., electronic devices, dice, and cards of any kind are prohibited at school. Furthermore, skateboards, roller blades, scooters, etc. are prohibited on school property at all times. Book bags may be used to transport school items to and from school. On occasion, students will be asked to bring various items to school for demonstration purposes, but they must secure permission from teachers or the administration.

### **STUDENT PROPERTY - CELL PHONES**

**Cellular phones can be disruptive to the educational process and are to be “off” and secured in a backpack or student locker during the school day. Exceptions to this rule occur when teachers give explicit permission for students to have their phone out during class.** Cell phones are not to be out for any reason in any facility locker room, restroom, or area where there is an expectation of privacy. At no time are students to take a picture or video of an individual during the school day without the permission of that individual. **Without explicit permission**, items are to be put away upon entering the building, and may be turned on at the conclusion of the school day. Students who violate this policy will have their cellular device confiscated by a staff member and turned in to the main office.

If required, parents need to make arrangements to pick up the electronic device between 7:30 am and 3:00 pm. The school is not responsible for these items if they are lost, stolen or damaged after they have been confiscated.

### **SOCIAL MEDIA STATEMENT**

Students are prohibited from accessing Social Networking Sites such as Facebook, Instagram, Twitter, Snapchat, Vine etc. during the school day, unless directed to do so for educational enrichment by their classroom teacher. ***Any post, text, email, or recordings sent/posted that disrupts the school day which is threatening or inappropriate in any way may result in disciplinary action up to and including expulsion from school. Any student who sends/posts a derogatory message concerning any staff member will face immediate suspension and possible expulsion.***

### **NATIONAL JUNIOR HONOR SOCIETY**

Any 7<sup>TH</sup> grade student who has a minimum of a 3.5 GPA at the end of Q3 is eligible for possible selection to National Junior Honor Society. These students receive an application form to complete and should have a generally clear discipline record. Selection is based on four criteria: scholarship, leadership, service and character.

### **SUSPENSION AND EXPULSION**

Students under out-of-school suspension and expulsion may not attend any classes. They may not participate in any extracurricular activities, ride school buses or be on school grounds during the length of the disciplinary action. Students will become eligible for activities the day following OSS.

## **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/her conduct
2. The meeting will 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 parent or guardian of a suspended student will be notified verbally or in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. A Re-admittance meeting may be required to take place prior to a student returning from a suspension. This meeting would include: Student, Parent/Guardian, Administrator or Designee.

## **GROUNDS FOR EXPULSION OR SUSPENSIONS**

Grounds for Expulsion or Suspension may include, but are not limited to the following:

(A) The grounds for expulsion in subsection (b) apply when 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.

(B) **The following types of student conduct constitute grounds for expulsion or suspension subject to the procedural provisions of this chapter:**

- (1) Using violence, force, noise, coercion, threat-verbal or written, intimidation, racial or discriminatory slurs, fear, passive resistance, 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 by this subdivision:
  - (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - (b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - (c) Setting fire to or substantially damaging any school building or property.
  - (d) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - (e) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - (f) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

- (2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal

school property of substantial value, or repeatedly damaging or stealing school property of small value.

- (3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
- (4) Intentional causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person ("fighting, physical altercation, etc.")
- (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 knife, taser, or any other object that can reasonably be considered a weapon.
- (7) Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. **This includes the possession of "look-alike" substance or paraphernalia.**

Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

a. All medical prescriptions must be prescribed to the student. Students in possession of prescription drugs that are not in the student's name may be subject to all rules and consequences that apply to illegal drug possession, up to and including expulsion.

- (8) The use or possession of tobacco products before, during or after school on school property is strictly prohibited. This rule also applies to any school-sponsored event on or off campus. Violators will be subject to suspension and or expulsion.
- (9) The use or possession of lighters, "E-cigarettes" or other "vapor" devices before, during or after school on school property is strictly prohibited. Violators will be subject to suspension and / or expulsion.
- (10) 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 education function.
- (11) Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.
- (12) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
- (13) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an education function.

In addition to the grounds for expulsion or suspension above, a student may be expelled or suspended 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.

## **20-33-8-14 GROUNDS FOR SUSPENSION OR EXPULSION**

Sec. 14.

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
  - (1) Student misconduct.
  - (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - (1) on school grounds immediately before or during school hours, or immediately after school hours, or 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.



## **20-33-8-15 UNLAWFUL ACTIVITY BY STUDENT**

Sec. 15.

In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES**

Sec.16.

- (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property; Must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a deadly weapon to school or on school property; or
  - (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

## **ALTERNATIVE TO EXPULSION**

The alternative program applies to first-time offenders. The objective of this program is to:

1. Continue to provide educational services and keep the student in a productive educational environment
2. To increase student and parental awareness of related issues
3. To increase student understanding of responsibility for unacceptable behavior
4. To develop communication, decision making, and goal setting skills which will enable students to cope more appropriately and effectively in their daily lives
5. Allow a student to continue his/her education in an alternative setting

Students must:

1. Agree to abide by ALL program guidelines and rules
2. Agree to counseling (at family expense) for a minimum of 10 hours or 6 sessions
3. Agree to wave their Due Process Rights

The principal (or his designee) retains sole authority to determine appropriate referrals to the Alternative Program in accordance with school policies and in allowing students to re-enter school after completion of

the program. This program is a one-time opportunity.

## **TELEPHONES**

The phones in the office are for business purposes only and are not for student use except in an emergency. Students using office phones will be subject to a time limit of five minutes or less.

## **TRESPASSING**

Students are not to be on school grounds, in or on the building outside of the regular school day unless under supervision or are engaged in a duly authorized school activity sanctioned by school officials. Trespassing is a violation of Indiana State Law as well as school rules and is subject to penalties under both.

## **VISITORS**

No students are allowed to have visitors except parents or guardians. All visitors must report to the office upon entering the building and present photo identification. All visitors must have a visitors pass from the Main Office to be out in the building.

## **ATHLETIC REGULATIONS:**

If you have any questions regarding your eligibility, it is your responsibility to contact the athletic director or coach. **ALL ATHLETES MUST HAVE A CURRENT IHSAA PHYSICAL (and) A DRUG TESTING FORM ON FILE IN THE MAIN OFFICE BEFORE THEY WILL BE ELIGIBLE TO PARTICIPATE. NO EXCEPTIONS.**

1. You are ineligible if:
  - a. **You do not qualify as a “student in good standing” (See requirements on pg. 3)** An athletic director, coach, or administrator can decide if the athlete may continue to practice with the team, as long as there is no participation in a contest. Semester grades will take precedence over the nine-week grades when applicable.
  - b. You were not eligible in the school from which you transferred.
  - c. You do not have the parent, student and physicians consent and release form on file with the athletic director prior to your first practice each school year. This form must be completed and re-filed each school year.
  - d. You are found in violation of enclosed school regulations.

**Paul Hadley Middle School does not carry athletic insurance for the student athlete. It is the responsibility of the parents to have sufficient funds to pay for any injuries to the student athlete.**

## **ATHLETIC PHYSICALS**

Paul Hadley Middle School offers a “physical night” at the end of each school year. Physicals are conducted by St. Francis doctors at a minimal charge and the physical will be good for the entire next school year. Note: Physicals must be after April 1 to be good for the next school year.

## **ACTIVITIES/SPORTS**

PHMS offers the following activities and sports: football, cross country, volleyball, tennis, basketball, wrestling, track, golf, baseball, soccer, softball, swimming, cheerleading, National Junior Honor Society, library and office staff, yearbook staff, PHTV production staff, Spell Bowl, and the Academic Super Bowl Team.

**\*\*\*Note: A student must be in attendance the full day of an extracurricular event to be eligible to participate in or attend that event. (Some extenuating circumstances serve as exceptions but must be approved by the athletic director). Some clubs and all sports require students to maintain certain grade requirements and students may ask their coaches or sponsors about these standards (see “student in good standing policy”). All athletes are subject to drug testing per school board policy.**

**\*\*\*SCHOOL RULES APPLY ANY TIME YOU ARE ON SCHOOL PROPERTY, 24 HOURS A DAY, 7 DAYS A WEEK! ALL STUDENTS ATTENDING ATHLETIC EVENTS WILL BE HELD TO THE SAME STUDENT CONDUCT CODE AS STATED ABOVE IN “SCHOOL RULES.”**