

**2023-2024**  
**Mooreville High School**  
**Administration and Staff**

Wes Upton.....	Principal
Christen Owens.....	Assistant Principal
Zachary Love.....	Assistant Principal
Robyn Witty.....	Dean of Students
Laura Mikesell.....	Guidance
Sarah Iams.....	Guidance
Michelle Mitchel.....	Guidance
Amy Colbert.....	Guidance

**Safety/Security**

**Mooreville Consolidated School Corporation is committed to providing for the safety and security of our students, staff, and school community. Mooreville High School has a comprehensive safety plan developed by corporation specialists, 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.**

**SCHOOL INFORMATION**

School Colors	Blue and Gold
School Athletic Nickname	Pioneers
Name of School Newspaper	<i>Pulse</i>
Name of School Yearbook	<i>Wagon Trails</i>
Enrollment	1380
Academic & Athletic Conference	Mid-State

**SCHOOL SONG**

We're loyal to you, Pioneers  
We're loyal to you, Pioneers  
You're the best in the land, and  
We know you have sand, and  
We'll back you to stand, Pioneers  
Rah! Rah!  
Go crashing ahead, Pioneers  
Go crashing ahead, Pioneers  
You are our famed protectors.  
On team, for we expect a Victory  
from you, Pioneers

**ALMA MATER**

Mooreville High,  
Mooreville High  
We'll always strive for right;  
And may thy children  
everywhere  
Keep our colors bright.  
Mooreville High, Oh,  
Mooreville High  
Let our voices ring;  
We love thee, Mooreville  
To thee we sing. Rah! Rah!

## SCHOOL DAY

The school day for students begins with classes starting at 7:50 a.m. and ends at 2:40 p.m. Students may enter the building at 7:15 a.m. Before school, students are not to go to their lockers, be in the upstairs hallway or be in unauthorized areas unless they have a written pass from a teacher or administrator.

Students are not expected to be in the building after dismissal unless they have business with teachers or other staff members. Students are not to be in the building unsupervised. **Students are expected to leave the building by 2:55 p.m. unless other arrangements with staff members have been made.**

## ASSISTANCE DIRECTORY

Athletic Questions	Athletic Office ext: 6013	Locker Problems	ext: 6007
Attendance Questions	Attendance Office ext: 6002	Lost and Found	Student Services ext: 6002
Medicals	Attendance Office ext: 6002	New Students	Guidance Office ext: 6003
Tardy Slips	Attendance Office ext: 6002	Withdrawals	Guidance Office ext: 6003
Book Rental	Bookstore ext: 6005	Leaving Early	Attendance Office ext: 6002
Scheduling, Career Information	Guidance Office ext: 6003	First Aid/Illness	Clinic/Main Office ext: 6015/6000
Transcripts	Guidance Office ext: 6003	Student Aides	Guidance Office ext: 6003
Personal Problems	Guidance Office ext: 6003	Technology Questions	Guidance Office ext: 2047
Newspaper	.Ada Clark ext: 6702	School Nurse	Guidance Office ext: 6015
Yearbook	Ada Clark ext: 6702		

## ACADEMICS

### GRADUATION REQUIREMENTS

To be eligible for graduation a student must meet all graduation requirements as set forth by the IDOE, State Board of Education, and state law. Students who have earned a credit in a course at MHS with a grade lower than a C- may retake the course to better master its content or to meet minimum grade requirements to qualify for a Core 40 with Academic Honors or Core 40 with Technical Honors diploma. When retaking a course, the grade earned when the class is retaken will be on the student's transcript, and the original grade will be changed to an audit. The grade for the class retaken will be the one that factors into the student's GPA. Only those students who have completed all requirements for graduation may participate in commencement exercises.

### VALEDICTORIAN AND SALUTATORIAN

The student of the senior class who has the highest cumulative weighted GPA after 7 semesters is declared the valedictorian. The student with the second highest cumulative weighted GPA shall be the salutatorian.

### TOP 20

A student earns a spot in the Top 20 of his/her class based on his/her academic performance in 7 semesters of high school. The 20 members of the senior class with the highest class rank after 7 semesters will be invited to the Top 20 Banquet.

### Graduation Honors Designation

Students who successfully complete the following requirements will be awarded the corresponding graduation honor.

Designation	Diploma Type	Minimum GPA (after 7 semesters)	Co/Extra-Curricular Participation (Club, Sport, Show Choir, etc.)
Summa Cum Laude (Highest Honors)	Core 40 with Academic and/or Technical Honors	4.2	At least 2 each school year
Magna Cum Laude (High Honors)	Core 40 with Academic and/or Technical Honors	4.0	At least 1 each school year
Cum Laude (Honors)	Any Core 40 Diploma	3.8	At least 1 for 50% or more of school years

### NATIONAL HONOR SOCIETY

Any junior or senior who has a minimum of a 3.4 Weighted GPA at the end of the first semester is eligible to apply to the National Honor Society. These students receive an activity form to complete and must write an essay about why they would like to be a member of NHS. Selection is based on four criteria: **scholarship, leadership, service and character.**

### STUDENT COUNCIL

Student Council Representative Positions are open to all students who meet the following requirements:

1. Must intend to be a full-time student in good standing
2. Obtain 50 signatures from their class members.
3. Conduct a responsible and fair campaign. Signs are the responsibility of the candidate.

Responsibilities:

Conduct in public (in school and out) should be above reproach. Observation or reports of misconduct will be reviewed by the sponsor(s) and the administration. Disciplinary actions will be taken as deemed necessary.

Member's grades must meet the guidelines, which have been established for all Mooresville High School extra-curricular activities (Students must be passing 5 classes). A member will be suspended from attending meetings and functions during the 9-weeks grading period following their failure to maintain acceptable grades. If a member's grades are not brought up during the next 9-weeks period, dismissal will follow.

### CRITERIA TO START A CLUB

Any student or group who wishes to start a club must first secure a staff member to sponsor the activity. After a sponsor is selected, that sponsor must fill out a Club Sponsorship Request Form. This form is available in Student Services and must be returned to the office upon completion. School administration will review requests for final approval.

### HOMEWORK POLICY

Students who miss school with an excused absence will be allowed 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 Canvas/Skyward for class assignments. If absent for at least two days, a parent or student can submit a request for homework to the guidance office. Requests need to be made either by phone or in writing and allow 24 hours for collection. Only assignments not posted on Canvas/Skyward will be collected. Students who are suspended from school will be allowed to make up assignments during their suspension. All

assignments are due the day these students return to school. **Failure to complete assignments may result in loss of the privilege to request further assignments through the guidance office.**

## **GENERAL INFORMATION**

### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the administration office. An accident report needs to be completed for each accident.

### **ACTIVITY CONFLICTS**

Where sports or other school activity conflicts occur, the following policy will apply:

1. The "Performance" i.e. the athletic game or meet in sports, concert or contest in a non-athletic school activity, has priority over any practice or extra rehearsal. In the event a practice, extra rehearsal, or even final dress rehearsal is at the same time as an athletic game or meet, the student who is participating in both is required to attend the game or meet without penalty from the other group. Conversely, in the event the non-athletic school activity "Performance" conflicts with an athletic practice (even a final practice), the "Performance" takes priority and non-participation will not result in a penalty.
2. In the event the practice occurs at the same time in both the non-athletic school activity and sports, the practice time is divided equally between the two activities. The two parties involved will work out a mutual agreement.
3. If a "Performance" and an athletic competition conflict in time, the student is permitted a choice without penalty. In the event of a continued conflict, the high school principal or designee will act as an arbitrator.

### **ANNOUNCEMENTS**

Those wishing to publish an announcement need to have it delivered to Mr. Marine by 2:30 pm the day prior to the announcement being posted.

### **ATTENDANCE**

It is each individual student's responsibility to keep track of his/her own attendance records. All attendance questions should be handled by the student working with his/her teachers, counselors or an administrator. Students will not be given computer printouts by the attendance secretary. For specifics on attendance guidelines see attendance policy in this handbook.

**TARDINESS:** Students will be considered tardy to school or class if they are not in assigned areas by the tardy bell and within the first 10 minutes of class.

### **BULLETIN BOARDS AND SIGNS**

Organizations wishing to post bulletins or signs in the hallways must submit the material to the office for approval by a designee. Bulletins and signs must also be removed by the students posting them when the event is over.

### **BULLYING**

Bullying IC 20-33-0.2 is continual verbal or physical harassment directed at an individual in an attempt to exercise power over that person. Bullying can take many forms, and will not be tolerated. Anyone attempting to bully or intimidate another will be subject to the full range of disciplinary measures. Anyone who feels victimized should report the incident to a staff member immediately. The discipline rules may be applied regardless of the physical location in which bullying behavior occurred, whenever:

- the individual committing the bullying behavior and any of the intended targets of bullying behavior are students attending a school within a school corporation; 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  
*A record of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.*

### **CHANGE OF ADDRESS**

Inform your guidance counselor as soon as possible if you change your address or telephone number.

### **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying or allowing another student to copy an assignment;
2. Working with others on projects that are meant to be done individually;
3. Looking at or copying another student's test or quiz answers;
4. Allowing another student to look at or copy answers from your test or quiz;
5. Using any other method to get/give test or quiz to others;
6. Taking a test or quiz in part or in whole to use to give to others;
7. Copying information from a source without proper attribution;
8. Taking and or submitting papers from other students, publications, or the Internet.

Violation of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, or other factors. Disciplinary measures include, but are not limited to: receiving a failing grade on the project/test, Friday Detention, Suspension, or Expulsion.

### **CLASS STANDING**

A student's class standing will be determined by the year in which the student began attending high school full-time. This follows the state education guidelines for graduation cohort groups.

Freshman	Student's 1st year of high school
Sophomore	Student's 2nd year of high school
Junior	Student's 3rd year of high school
Senior	Student's 4th year of high school

**NOTE:** A student's class standing will determine some of the activities they can participate in, such as Prom, Post Prom, or Yearbook Grade/Picture Placement.

### **CELLULAR PHONES/ELECTRONIC DEVICES**

All cellular phones/electronic devices may not be used during class periods unless directed by the teacher for an educational purpose. Students will be permitted to use these devices before/after school, during passing periods, or at lunch. Cellphones 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 and the school. Mooresville High School is not responsible for devices that are lost or stolen.**

**1<sup>st</sup> Offense Friday School**

**2<sup>nd</sup> Offense In School Suspension**

**3<sup>rd</sup> Offense Out of School Suspension**

### **COLLECTIONS POLICY**

Any paying student who leaves MHS with a balance of \$50 or more will be turned over for collections. Any student who is on Free/Reduced lunch who has lost or not returned a book or has any outstanding debt to an extra-curricular activity may also be turned over to collections.

## **DANCE POLICY**

Only Mooresville High School students are permitted to attend school dances unless approved by administration. Outside guests will be allowed at the dances if:

1. The appropriate guest form (found in Student Services) has been completed.
2. The guest is a student in good academic standing.
3. The guest has been approved by administration (upon review of completed form).
4. The guest is under the age of 21 and agrees to carry and display valid identification upon request.

## **MOORESVILLE HIGH SCHOOL STUDENT EXPECTATIONS**

### **Leadership Skills**

Mooresville High School believes in teaching and promoting the following leadership skills in our students to better prepare them for the future:

**Balance**  
**Cooperation**  
**Empathy**  
**Focus**  
**Integrity**  
**Prioritization**

**Character**  
**Courage**  
**Fairness**  
**Diversity**  
**Respect**  
**Vision**

**Commitment**  
**Discipline**  
**Humility**  
**Initiative**  
**Responsibility**  
**Renewal**

## **EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

### **In order for a student to participate:**

1. To be eligible to perform, play, or travel with any extra-curricular, or school-related activity, students must be in good standing.
2. Students who are not in good standing are considered on probationary status and may continue to practice but not participate in any events.
3. Clubs/Organizations may add additional requirements.

### **Definitions:**

1. Extracurricular: any supervised school activity that occurs outside of the school day.
2. Good Standing: passing classes thereby earning 5 credits and complying with the school drug testing program.
3. Probation Status: not passing 5 classes and/or not complying with the drug testing policy, and/or being a habitual offender of the discipline code.

## **FIRE DRILLS**

A sign is placed in each room to show the proper exit procedure for the fire drills. When the fire alarm sounds, walk rapidly and DO NOT TALK. Remain outside with your class until the all clear signal is given. **Activating a false fire alarm subjects a student to EXPULSION FROM SCHOOL and other penalties outlined by state and federal laws.**

## **FOOD OR DRINK**

All food and beverages served by the Mooresville High School Cafeteria staff are to be kept in the cafeteria and other designated areas. Outside food and drinks delivered or brought into the school building **will not be accepted or permitted**. Students violating this policy will be subject to the full range of disciplinary measures which could include loss of privileges.

## GANGS

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. School officials will work closely with local law enforcement officials in controlling gang-related activities. The principal will report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action. No student on or around school property or at any school activity shall: wear, possess, use, distribute, display, or sell any jewelry, emblem, badge, symbol, sign or any other item that evidences or reflects membership in or affiliation with any gang; engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang; engage in any action which furthers the interest of any gang or gang activity including but not limited to: soliciting membership in or affiliation with any gang; soliciting any person to pay for "protection" or threatening any person, explicitly, with violence or with any illegal or prohibited act; painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property; engaging in violence, extortion, or any other illegal act or other violation of school policy; soliciting any person to engage in physical violence against any other person.

## GUN-FREE SCHOOLS

It is the policy of the Mooresville Consolidated School Corporation that any student who brings a firearm of any type to school - **except in the case of that firearm being part of a bona fide project, demonstration, or other educational activity which was arranged with school administrators in advance - will be expelled automatically from school for not less than one year.** This automatic one-year expulsion for this misconduct is in compliance with federal requirements of the "Gun-Free Schools Act of 1994" and supersedes state statute currently in place.

## IMMUNIZATION REQUIREMENTS AND RECOMMENDATIONS

[2023-2024 Indiana Required and Recommended School Immunizations \(English\)](#)

[2023-2024 Indiana Required and Recommended School Immunizations \(Spanish\)](#)

## INSUBORDINATION

All Mooresville personnel, including administrators, teachers, substitute teachers, instructional assistants, secretaries, custodians, and food service workers are responsible for the supervision of Mooresville High School students during all Mooresville High School activities. All students are expected to comply with direction given by all adults. Failure to do so is insubordination and will result in disciplinary consequences. Examples of insubordination include, but are not limited to:

- **Failure** to comply with direction or instruction of a staff member or adult: Failure to follow any reasonable direction given by a staff member or adult in charge.
- **Refusal** to work in class: Failure to do assigned work in class or complete homework.
- **Refusal** to report to office: Failure to report to Student Services when directed.
- **Refusal** or failure to identify oneself: Failure to identify oneself when directed.
- **Failure** to respond truthfully: Failure to answer completely and/or truthfully
- **Refusal** to hand over cell phone: Failure to give cell phone to staff member when student is caught in violation of school cell phone policy.
- **Refusal** to attend 8<sup>th</sup> Period or Friday School

## LOCKERS

All students will have the option of using a school locker by signing up with student services. All lockers are school property and are subject to searches by school administrators at any time without parent or student consent. **Mooresville High School is not responsible for any item/property that is lost or stolen from a student's locker.**

**It is the responsibility of the student to lock up valuables in athletic locker rooms.**

## **LOST AND FOUND**

A lost and found department is maintained in Student Services so that the articles may be returned to their rightful owners. Please make an early effort to locate missing articles. Unclaimed articles will be given away to a charitable organization.

## **LOSS OF PRIVILEGE**

Students at MHS are afforded many privileges. If a student does not comply with school policies and is a habitual offender of school rules, one or all of these privileges could be taken from the student. Some examples of privileges are, but not limited to: Athletics, Vending, Passing Periods, Extra-Curricular Activities, Driving to School, Field Trips.

## **MEDIA TAMPERING**

Any student tampering with the presentation, broadcast, or dissemination of information or inappropriate use of school property will be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.

## **MEDICATIONS AND PRESCRIPTION DRUGS**

State law regarding the administration of medicine during school hours has been revised. The following rules now apply to the administering of your student's medication by school personnel.

1. All medication must be sent to school in its original container **accompanied with an authorization form.** (Ask your pharmacist for a second labeled bottle for school; then use it to send only the amount of medicine which will be needed during school hours.)
  - a) Over the Counter Medication Authorization Form
  - b) Prescribed Medication Authorization Form
2. Over the counter drugs will be administered only in accordance with manufacturer's recommended dosage unless a doctor designates otherwise with written directions.
3. All medication must be stored in the nurse's office/or other place designated by the principal.
4. Only the nurse or other personnel designated by the principal will administer medicine.
5. The nurse or other designated personnel may refuse to give any medication.
6. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed written authorization with the building principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:
  - a. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. The student is authorized to possess and self-administer the prescribed medication.

We realize that these rules may be inconvenient at times, but in order that we may comply with the law, no exceptions will be made. Remember, you as a parent are always welcome to come to school and administer your student's medication at any time. Direct any questions regarding medication to the school nurse.

## **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 has been experienced, persons may direct written inquiries about procedures that are available and for consideration of complaints alleging such discrimination to: Central Office



Administration or Building Administration, Mooresville Consolidated School Corporation, 11 West Carlisle, Mooresville, IN 46158.

### **PROM POLICY**

During the spring semester of our students' junior and senior years, they are welcome to participate in Prom and Post Prom activities **if they are a student in good standing**. Prom is a formal dance and Post Prom is an after the Prom activity. Both of these activities are opportunities for the students to have fun in a safe environment. The requirements will be as follows:

1. Formal dress.
2. Guests must fill out the prom guest request form and be approved by administration.
3. Individuals must be under the age of 21 and ID's of both students and non-students could be checked at prom or post prom.
4. Students must attend Prom or Post Prom within the first hour of the doors opening in order to enter, and once they leave, they are not allowed back in the venue.
5. Portable Breathalyzer Tests may be conducted at both activities.
6. Appropriate behavior is a must.
  - a. No lewd or suggestive dance.
  - b. School rules apply.
  - c. Dress must be appropriate - This will be approved by administration.

### **PUBLIC ADDRESS SYSTEM**

It is important that you give your undivided attention to information being disseminated over the Public Address System. Emergency announcements and information may be announced at any time. Most announcements will relate to school activities or other school-related information.

### **REFUND POLICY**

#### Withdraws – 1<sup>st</sup> semester

- 1<sup>st</sup> week – Full refund (workbooks must be returned unused)
- 2<sup>nd</sup> week – Textbook rental/Fees/Supplies (except activity fee)
- 3<sup>rd</sup> week – 50% 1<sup>st</sup> sem. Textbook rental/full 2<sup>nd</sup> sem. Textbook rental
  - NO REFUND on workbooks/fees/supplies
  - NO REFUND for 1<sup>st</sup> sem. at the end of the 9 weeks

#### Withdraws – 2<sup>nd</sup> semester

- 1<sup>st</sup> week – Full refund on textbook rental
- 2<sup>nd</sup> and 3<sup>rd</sup> weeks – 50% refund on textbook rental
- NO REFUNDS on workbooks/fees/supplies

#### Schedule Changes

- NO REFUNDS if change is due to failure
- NO REFUNDS on workbooks/fees unless Guidance scheduling error (they must note on schedule change form)
- Transfer to an Alternative Placement – NO REFUND on fees/supplies on original bill under \$20 (all textbooks must be verified returned)

AP Classes - NO REFUND (students sign off on policy at time of scheduling)  
All workbooks will be purchased through high school

### **RIGHTS AND PRIVILEGES**

Although students might feel their rights are being challenged if they openly disagree with school policy, they need to realize there is a distinct difference between rights and privileges. Students must recognize the difference between the two and strive to understand that rules and regulations are necessary to maintain a safe, fair environment. Rights are earned through legal or moral standards; privileges are granted. Rights are "inalienable"; privileges are not.

## SAFE SCHOOLS

A student who brings a **firearm** to school or school property or is in possession of a firearm on school property **shall be expelled for at least one calendar year**. A student who brings a **deadly weapon** to school or on school property **may be expelled for not more than one calendar year**.

"Deadly Weapon" means: a weapon, device, laser, stun weapon, equipment, or chemical that is ordinarily used or intended to be used and is readily capable of causing serious bodily injury. (Also includes any animal capable of causing serious bodily injury and used in the commission of a crime.)

## SCHOOL LUNCH PROGRAM

An excellent cafeteria is provided for students and staff where noon meals are provided at a low cost. There is to be no cutting or shoving in the lunch line. Those students wishing to bring lunches from home are expected to eat them in the cafeteria or designated areas. **All food and beverages are to be in designated areas only**. Exceptions to this policy must be secured by permission from the administration.

## SECLUSION AND RESTRAINT IN SCHOOLS 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 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.

## 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, or email sent during the school day that is threatening or inappropriate in any way will 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.***

## SMOKE-FREE SCHOOLS AND FACILITIES

Mooresville High School and its facilities are a Smoke-Free environment. In accordance with its goal to provide a drug-free and healthy environment in the workplace, the Board prohibits the use of tobacco products in all buildings, vehicles, and on property belonging to the School Corporation. This ban on smoking and use of tobacco products is in effect during school and non-school hours during both school and non-school events.

## STUDENT AIDES

All student aides must be approved by the principal or his designee.

## STUDENT DRESS

It is the belief of Mooresville High School that the purpose of education is to consider each student's total well-being and to help students to assume a productive role in today's society. We believe that developing a reasonable standard of school attire and grooming is a part of the educational process. For this reason, students must adhere to the following guidelines **upon entering the building and remain in effect throughout the school day**.

### Student Clothing

1. Students must wear shoes or sandals.
2. No reference to drugs, alcohol, tobacco, sex, or gang identification.
3. No clothing containing inappropriate language, phrases, designs, or pictures making references to drugs, alcohol, sex, or tobacco.

4. Students are prohibited from wearing chains or hooks.
5. No hats, headbands, bandanas, or sunglasses.
6. All student's shirts must have sleeves, be appropriate and not revealing.
7. All students' shorts, skirts, and dresses must be fingertip length.
8. Jewelry must not be excessive, distracting, or create a safety concern.

***The student dress code is not all-inclusive and the appropriateness of student dress at school will be determined by the administration. Extremes in fashion will not be permitted.*** If a student's dress or appearance is considered inappropriate or a disruption of the educational environment parents may be called to bring a change of clothes or disciplinary action may be taken.

### **STUDENT DRIVING**

The school corporation assumes responsibility only for those students who utilize school corporation transportation. Students who ride to school in private cars are the responsibility of their parents and of the drivers of the autos. Those students who want to drive to school or park on Mooresville Consolidated School Corporation property must have their car registered and be part of our drug testing program (students testing positive for drugs may have their driving privileges revoked). **Students must also purchase a permit for \$10 and have this permit visible.** Students with an outstanding balance in the bookstore could be denied or have driving privileges revoked. **Students are to park properly and are not permitted to park in the Northwood parking lot, the east lot along E Hallway, or up next to the high school building. Cars improperly parked are subject to being fined and/or towed away at the owners' expense.** Students are urged to use extreme caution while driving on school property. Any individual operating a motor vehicle in a reckless manner on school property should be reported to school personnel. A license number and/or description of the car should be included in the report. Penalties as well as loss of driving privileges may result from careless or reckless driving. Mooresville High School assumes no liability for damage done to or theft from vehicles. Permits are limited by the number of parking spaces available and will be sold until there are no more permits available. Painted spots are reserved spots on School Days from 7am-3:30pm.

### **STUDENT ID'S**

Students must have possession of their student ID or access to their mobile ID via Skyward during the school day.

### **STUDENT PROPERTY**

Students are responsible for all items brought to school. Lockers are not totally secure. Theft or damage of a student's property should be reported to Student Services. The school assumes no liability for lost or stolen items. It is the student's responsibility to lock up items in athletic locker rooms.

### **TELEPHONE MESSAGES**

The office is glad to assist in any type of emergency; but messages cannot be delivered to students unless the situation is deemed a true emergency. When a student knows that an item is being brought to school, he/she must go to the Welcome Center to pick it up. It will not be delivered. Please have the person making such a request identify himself/herself when calling in an emergency.

### **TOBACCO PRODUCTS**

Possession of Tobacco Students' possessing or using tobacco products anywhere on school grounds or in the building immediately before, during, or after school, or at any school sponsored event on or off campus, is not permitted. Leaving school grounds to use tobacco products is not permitted. *For the purpose of this policy, tobacco use may be in the form of cigarettes, electronic cigarettes, vapor pens, chew, dip, snuff, or any other form of tobacco.* A student caught in possession of or using tobacco products may face the following consequences.

**1<sup>st</sup> Offense: 1 Day Out of School Suspension. Tobacco Citation from Law Enforcement.**

**2<sup>nd</sup> Offense: 3 Days Out of School Suspension and placed on probationary agreement. Tobacco Citation from Law Enforcement.**

**3<sup>rd</sup> Offense: Placed into alternative school (PASS) for the remainder of semester / school year. Tobacco Citation from Law Enforcement.**

### **TRESPASSING**

Students are not to be on school grounds or in the building outside the regular school day unless under supervision or they 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. Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.

### **VISITORS**

All visitors must report to the Welcome Center upon arrival within the building. This would include, but not limited to the following: Guest speakers, parent(s)/guardians. Anyone wishing to visit a staff member during the school day must do the following:

1. Get approval prior to the visit from an administrator.
2. After approval, the front desk secretary should be notified of the visit.
3. The visitor must report to the main Welcome Center upon entering the school building and receive a visitor's badge.
4. The secretary will call the teacher and ask them to come to the Welcome Center to meet the visitor.
5. The visitor must sign out in the Welcome Center at the conclusion of the visit.

During school hours, **ALL** visitors must enter Door #1 and be subject to entry protocols of the Mooresville Consolidated School Corporation. Any deviation from this procedure will be considered trespassing and subject to prosecution. **Visitors are only permitted during a teacher's prep time.**

## **MOORESVILLE HIGH SCHOOL ATTENDANCE POLICY**

It is the policy of the Mooresville Consolidated School Corporation that each student enrolled in Mooresville High 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 Mooresville High School that will best benefit a student's education. The following policy has been adopted by the Mooresville Consolidated School Corporation Board of Education.

### **REPORTING ABSENCES**

1. When a student is absent from school, a parent or guardian is required to call the attendance office at 831-9203 before 10:00 a.m. 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. A note must be provided for any absence to be considered excused.

### 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 attendance office at 831-9203 before 10:00 a.m. 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 a 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 absence request form must be completed in every aspect.
- c. Pre-arranged absence request forms must be filed in person in Student Services.
- d. Pre-arranged absence 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.

### **Career/College Days**

Seniors – 2 days

Juniors – 2 days

Sophomores – 1 day

Students are encouraged to explore colleges and/or careers during their high school experience.

Students are required to request day(s) 5 days prior to the career/college day through their guidance counselor. Verification is required for the day to be considered a field trip.

### **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 are 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.

### **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. Invalidation of his/her driver's license
- c. Loss of work permit
- d. Referral to Department of Child Protective Services

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).

### **TARDINESS**

Tardy to class is defined as any student who is not in his or her assigned location at the designated time. It is the responsibility of each student to get to every class on time. The following consequences will be assigned for tardies to individual classes each semester.

- 1. The first and second tardy to class: Conference with classroom teacher.
  - 2. The third and fourth tardy to class: After School Detention (8<sup>th</sup> Period) and parent notification via Skyward.
  - 3. The fifth, sixth, and seventh tardy to class: Friday School & parent contact
  - 4. The eighth tardy to class: possible Out of School Suspension from Mooresville High School.
- \*Students earning nine or more tardies could be suspended for multiple days and may face placement in an alternative educational setting.

### **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 are also not allowed to go to their cars unless they are supervised by a staff member.

**Students leaving without proper permission or not signing out in the attendance office will be considered truant and the absence unexcused.**

### **General Statements under Attendance**

- 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 states 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. Students will be subject to a three (3) day suspension from all classes after being truant three (3) times from study halls.
3. A student who is late to school must sign in and receive a pass from the attendance office to be admitted to class.
4. 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.
5. 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.
6. 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.
7. 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 as well as the Department of Child Services.
8. 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.
9. A student who is failing a class and has also accumulated eleven (11) days of absence will receive a grade of (F) in that class.

## MOORESVILLE HIGH SCHOOL DISCIPLINE POLICY

### DISCIPLINE PHILOSOPHY

The purpose of discipline is to ensure an atmosphere which promotes the best possible environment for all those involved in the educational process. The discipline plan provides a standardized procedure which will ensure that all students will be dealt with in a consistent and fair manner. Each building may have minor differences in procedure, but maintaining a positive learning environment and protecting individual rights are vital to the success of a fair and consistent discipline policy. Success can only be achieved with the full cooperation and support from the school, the family, and the community.

### PROCEDURES FOR POLICY BASED ON INDIANA LAW:

Mooresville High School will execute all student due process rights as provided by law.



## ESTABLISHED POLICIES, RULES, AND PROCEDURES

This printing is intended, in general terms, to describe some of the rights and responsibilities of students while attending Mooresville High School. The Board of School Trustees and Superintendent of Schools may establish written policies, rules and regulations governing student conduct in all schools. In addition, the principal may establish certain written rules and regulations not inconsistent with those established by the School Board, School Superintendent, or the State of Indiana.

### ADMINISTRATION OF DISCIPLINE (STUDENT DUE PROCESS)

1. No disciplinary action will be made without affording the student an opportunity to the following:
  - a. a written or oral statement of the charges against him/her
  - b. an opportunity to explain his/her conduct if the student denies the charges.A notice and an informal hearing shall precede the administration disciplinary action. Except where the nature of the misconduct requires immediate removal, a notice and an informal hearing shall precede disciplinary action of the administration.
2. Each incident will be evaluated based upon its own circumstances, and the appropriate course of action will be implemented.

### COURSES OF ACTION

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 discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8 administrators and staff members may take the following actions:

**Counseling/Conferences:** Conference with the student and/or parents.

**Removal from class or activity:** a high school teacher will have the right to remove a student from his/her class or activity for the class period. ***Students removed from class are to report directly to Student Services. Failure to report to Student Services will result in further discipline.***

**8<sup>th</sup> Period (After School Detention):** 8<sup>th</sup> Period is Tuesday-Friday 2:45pm - 3:45pm designed to provide an opportunity for students demonstrating Category I misbehaviors to increase academic performance and build positive relationships.

**Friday School Detention (2:45-5:45pm):** Friday Detention is in session on designated Fridays during the school year for repeated Category I & II offenses as well as Category III offenses. Friday Detention begins promptly at 2:45pm and ends promptly at 5:45pm. Transportation is not provided by the school. Parents are responsible for transportation home after Friday Detention.

**In-School-Suspension (ISS):** Students who are assigned In-School-Suspension for disciplinary reasons will report to Student Services. Students will be supervised and required to complete homework and take tests for credit. Students assigned to In-School-Suspension are expected to comply with all school rules associated with serving this penalty. Students who misbehave while in In-School-Suspension will be assigned additional consequences.

**Out-of-School Suspension:** 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. The student may not participate in any extracurricular activities, ride buses, or be on school grounds during the length of the disciplinary action. Absences due to suspension do **NOT** count toward the 10-day attendance rule. Students will be allowed to do class assignments during their

suspension. All students who are suspended may be required to meet with an administrator upon returning to MHS.

**Expulsion:**

1. Expulsion means disciplinary action whereby a student:
  - a. is not allowed to attend school or school functions for a period not to exceed ten (10) days;
  - b. is not allowed to attend school for the balance of the current semester or current year (unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year);
  - c. is subject to the compulsory school attendance laws, but due to the student's behavior resulting in the expulsion, the student is assigned to attend an alternative school or alternative educational program.

**Police Referral:**

If referral to the police is recommended after due process has been followed, the administrator will do the following:

1. inform the student that a referral will be made to the police;
2. inform the parents or guardian by phone that such a referral is being made;
3. provide the police with the facts of the offense which has been committed by the student;
4. write a follow-up letter to the police stating the facts of the offense and the student's name and address;
5. write a letter to the parents or guardian confirming that a referral has been made to the police.

**Driver's License Invalidation:**

I.C. 9-24-2-1. A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. a habitual truant
2. is under at least a second suspension from school for the school year
3. is under an expulsion from school
4. has withdrawn from school, for a reason other than financial hardship

**9-24-2-5. Judicial hearing** - Court's order as appealable final judgment.

- a. A person whose driving privileges have been invalidated under section 4 (I.C. 9-24-2-4) of this chapter is entitled to a prompt judicial hearing. The person may file a petition that requests a hearing in a circuit, superior, county, or municipal court in the county where:
  1. the person resides; or
  2. the school attended by the person is located
- b. The petition for review must:
  1. Be in writing; and
  2. Be verified by the person seeking review and:
    - (A) Allege specific facts that indicate the suspension, expulsion, or exclusion was improper; or
    - (B) Allege that due to the student's emancipation or dependents that an undue hardship exists which requires the granting of a restricted driving permit
- c. The hearing conducted by the court under this section will be limited to the following issues:
  1. Whether the school followed proper procedures when suspending, expelling, or excluding the person from school including affording the person due process under I.C. 20-33-8-18
  2. Whether the bureau followed proper procedures in invalidating the student's license or permit
  3. Whether an undue hardship exists that requires the granting of a restricted driving permit
- d. If the court finds:
  1. That the school failed to follow proper procedures when suspending, expelling, or excluding the student from school; or

2. That the bureau failed to follow proper procedures in invalidating the student's license or permit; the court may order the bureau to reinstate the student's driving privileges
- e. If the court finds that an undue hardship exists, the court may order a restricted driving permit limiting the petitioner to essential driving between home, work, and school only. The restricted driving permit must state the restrictions related to time, territory, and route. If the court orders a restricted driving permit for the petitioner, the court shall do the following:
  1. Include in the order a finding of facts that states the petitioner's driving restrictions
  2. Enter the findings of fact and order in the order book of the court
  3. Send the bureau a signed copy of the order
- f. The prosecuting attorney of the county in which a petition has been filed under this section will represent the state on behalf of the bureau with respect to the petition. A school that is made a party to an action filed under this section is responsible for the its own representation.
- g. In an action under this section, the petitioner has the burden of proof by a preponderance of the evidence.
- h. The court's order is a final judgment appealable in the manner of civil actions by either party. The attorney general shall represent the state on behalf of the bureau with respect to the appeal.

## **GROUND FORS FOR EXPULSION OR SUSPENSION**

### **Indiana Code 20-33-8-14**

Sec. 8. (a) The following are grounds for student suspension or expulsion:

1. Student misconduct
2. Substantial disobedience

The following are some examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constitutes 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) Preventing of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property
  - (f) Continuously and intentionally making a 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 educational function under this supervision
2. Causing or attempting to cause substantial damage to 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. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way which 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, with the intent of, obtaining money or anything of value from the student

6. Knowingly possessing, handling, or transmitting a knife 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. Using a drug authorized by a medical prescription from a physician is not a violation of this subdivision
8. Engaging in the unlawful selling or distribution of a controlled substance or engaging in a criminal law violation which constitutes a danger to other students or constitutes an interference with school purposes or an educational function
9. 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 educational function
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function
11. Violating or repeatedly violating any rules which are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law including but not limited to:
  - (a) engaging in sexual behavior on school property;
  - (b) disobeying administrative authority;
  - (c) willfully being absent or tardy;
  - (d) knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - (e) possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
  - (f) engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function.
13. Possessing a Firearm:
  - a. No student will possess, handle, or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm under this rule:
    - (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - (2) the frame or receiver of any weapon described above
    - (3) any firearm muffler or firearm silencer
    - (4) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
    - (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
    - (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
    - (7) an antique firearm
    - (8) a rifle or a shotgun which the owner intends to use solely for sporting, recreational or cultural purposes
  - c. The penalty for possession of a firearm: suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one (1) year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

- d. The superintendent will notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension or expulsion listed above (#1-13) apply when student is:
  - (1) on school grounds immediately before, during, and after school hours and at any time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event;
  - (3) traveling to or from school or a school activity, function, or event
14. 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/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 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 must take place prior to a student returning from a suspension of three days or more. This meeting may include: Student, Parent/Guardian, Administrator or Designee.
5. Students will be allowed to complete assignments during their suspension. Students should be prepared to turn in their assignments upon their return.

### **OTHER POLICIES**

**COLLECTIBLES:** There is to be no trading of collectible memorabilia (i.e. trading cards, figurines, key chains, etc.) Violation of this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.

**COMPUTER POLICY:** All students are to have a completed consent form on file before using computer facilities, equipment, and software. A copy of this policy may be secured in the library.

**DELIVERIES:** All deliveries should be taken to the Welcome Center. Students must pick up materials that have been dropped off for school related activities. Flowers, balloons, birthday cakes, and personal gifts are not considered school related materials. School administration will determine what is appropriate.

**HAZING:** Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means an intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office, or maintaining membership in any organization, club, or athletic team whose members are, or include, other students.

Any student engaging in hazing **will** be subject to discipline.

## **DRIVERS LICENSE INVALIDATION:**

### **Indiana Code 20-33-2-11**

- Sec. 1 (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
- (1) Is a habitual truant under I.C. 20-33-8-12
  - (2) Is under at least a second suspension from school for the school year under I.C. 20-33-8-14 or I.C. 20-33-8-15
  - (3) Is under expulsion from school under I.C. 20-33-8-14, I.C. 20-33-8-15, or I.C. 20-33-8-16.
  - (4) Has withdrawn from school for a reason other than financial hardship and the withdrawal was reported under I.C. 20-8.1-3-24
    - (a) before graduating
    - (b) At least five (5) days before an exit interview is held under I.C.20-8.1-3-17
- (b) (2), the school corporation shall give notice by certified or personal delivery to the student, the student's parents, or the student's guardian of the following:
- (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
  - (2) If the principal determines that the reason for the student's withdrawal is not financial hardship:
    - (a) The student and the student's parent or guardian will receive a copy of the determination and
    - (b) The student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section

### **Invalidation and revalidation of licenses; suspended, expelled, and withdrawn students SECTION 2 I.C. 9-24-2-4**

- Sec. 4. (a) If a person is younger than eighteen (18) years of age and is a **habitual** truant, is under a suspension or an expulsion, or has withdrawn from school as described in section 1 of this chapter, the bureau will, upon notification by the student's principal, invalidate the student's license or permit until the earliest of the following:
- (1) The student becomes eighteen (18) years of age
  - (2) One hundred twenty (120) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer
  - (3) The suspension, expulsion, or exclusion is reversed after the student has had a hearing under I.C. 20-33-8
- (b) The bureau will promptly mail a notice to the student's last known address that states the following:
- (1) That the student's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice
  - (2) That the student has the right to appeal the invalidation of a license or permit
- (c) If an aggrieved student believes that:
- (1) the information provided was technically incorrect; or
  - (2) the bureau committed a technical or procedural error; the aggrieved student may appeal the invalidation of a license under I.C.-9-25
- (d) If a student satisfied the condition for reinstatement of a license under this section, the student may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred
- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the student's license or permit.
- (f) A student may not operate a motor vehicle in violation of this section
- (g) A student whose license or permit is invalidated under this section may apply for a restricted driving permit under I.C. 9-24-15.

- (h) The bureau shall revalidate the license or permit of a student whose license or permit was invalidated under this section who has done the following:
  - 1) Established to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the student's license or permit that the student has:
    - (a) enrolled in a full-time or part-time program of education and
    - (b) participated for thirty (30) or more days in the program of education
  - (2) Submits to the bureau a form developed by the bureau that contains:
    - (a) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
    - (b) notification to the bureau that the student has complied with subdivision (1)
- (1) A student may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

**Violation of Policy:** Students who violate this policy will be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.

**Habitual Offender:** Any student who habitually breaks the school rules and is sent to Student Services **six or more times (per semester)** is considered as failing in a substantial number of instances to comply with school rules and may be suspended pending expulsion and/or placed in an alternative educational setting.

## **MOORESVILLE HIGH SCHOOL DISCIPLINE PLAN**

This plan encompasses offenses for which students are referred to Student Services during the academic year. This plan is not meant to be a prescriptive plan for all situations regarding discipline; however, we have tried to address the most common violations and their penalties.

### **Philosophy:**

The discipline philosophy at Mooresville High School is a collaborative effort of students, teachers, administrators and parents. Discipline is not viewed as punishment; but rather an effort to change student behavior and development of attitudes which lead students to respect the need for rules, procedures and policies that govern Mooresville High School.

The following categories are examples of how Mooresville High School utilizes progressive discipline. Although the following scales are examples of how progressive discipline is handled, administrators must also take into consideration the severity of each offense as well as the prior discipline record of each individual student. As discipline issues with individual students increase in number and/or severity, the likelihood of suspension and/or expulsion will also increase. The following are examples of Category 1-5 level offenses. These may include but are not limited to the following:

### **CATEGORY 1**

- 1. Dress Code Violations
- 2. Minor Classroom Disruption
- 3. Public display of affection
- 4. Tardies

**Minimum penalty- Counsel with Administrator**

**Maximum penalty- Friday School**

### **CATEGORY 2**

- 1. Academic Forgery/Cheating
- 2. Insubordination, Disrespectful, Uncooperative

3. Harassment (Student)
4. Refusal to comply with student driving or parking regulations
5. Truancy (classes, but less than a full day)

**Minimum penalty - After School Detention or Friday School**

**Maximum penalty - Out of School Suspension**

### **CATEGORY 3**

1. Truancy (school day)
2. Destruction of school and/or personal property. Students must make restitution.
3. Repeated Insubordination or Defiance
4. Intimidation
5. School disruption
6. Racial Slur
7. Endangerment

**Minimum penalty - Friday School or In School Suspension**

**Maximum penalty - Out of School Suspension/Possible Expulsion/Possible Arrest**

### **CATEGORY 4**

1. Bullying
2. Sexual Harassment
3. Provocation
4. Vandalism of school and/or personal property greater than \$100. The student must make restitution.
5. Threat to a student
6. Theft
7. Habitual offender
8. Extreme profanity directed towards school personnel
9. Major Insubordination
10. Tobacco

**Minimum penalty - 1 Day Out-of-School Suspension**

**Maximum penalty - Out of School Suspension / Possible Expulsion / Possible Arrest**

### **CATEGORY 5**

1. Drugs
2. Alcohol
3. Fighting
4. Threat to a teacher
5. School Threat
6. Possession or use of a weapon or look-a-like
7. Attempted battery/battery on staff and/or other students
8. Habitual Offender

**Minimum penalty - 5 days Out-of-School Suspension**

**Maximum penalty - Out of School Suspension / Possible Expulsion / Possible Arrest**