

# Student Handbook

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# Connersville Middle School

<http://www.fayettein.cms.schooldesk.net>

## **2017-2018**

Property of: \_\_\_\_\_

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

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

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## **WELCOME**

Whether you are returning to this school or entering for the first time, we want each of you to know how important you are to the staff. This can be your most productive year, academically and socially. We want to help you achieve your highest potential.

## **TEAM APPROACH**

Creating smaller schools is an important strategy for fostering supportive relationships between teachers and students. Our teams consist of four or more teachers and the group of students they instruct. Together, teachers on a team teach all the core academic subjects. Each team of teachers formulates rules and guidelines for students to follow.

## **ARRIVAL TIME**

The school day is from 8:15 a.m. to 3:30 p.m. Students should not arrive at school earlier than 7:45 a.m. Students are to report directly to the Spartan Bowl upon arrival at school. Students being transported to school by parent/guardian need to enter the building on Indiana Avenue and report directly to the Spartan Bowl. Please do not drop students off in front parking lot unless accompanied by an adult into the building. All students are to be out of the building and off school property by 3:45 p.m. unless they are staying for a supervised activity.

## **TEXTBOOKS**

The school rents textbooks to all students. Reasonable wear is expected as a result of daily use; however, most book damage is caused by carrying papers or pencils in them. Therefore, papers and pencils found in textbooks may be thrown away. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for immediately.

## **HARMONY PARENT PORTAL**

The Harmony Parent Portal is available online to reference your child's academic progress. After securing a username and password, parents will be able to access live data regarding their child's attendance, behavior and grades. The Harmony Parent Portal can be accessed from the CMS Website.

## **MEDIA RELEASES**

From time to time the school releases students' pictures, names, etc., to the media. This may be in the form of a group picture or individual picture in the paper about some school activity, a recording of a student's voice on the radio promoting a school project, a video clip on TV, etc. If parents object to their child(ren) being included in such releases, they must notify the school in writing of their objections within two weeks of the enrollment date.

## **EMERGENCY DRILLS**

Emergency drills will be held periodically throughout the school year. Instructions for such drills are posted in each classroom. Students should become familiar with the posted procedure in case an emergency should arise. It is essential for the safety of all that quiet be maintained throughout the fire and tornado drills.

## **LOCKERS**

Students are assigned a locker with a combination lock. The locker should be kept neat and locked at all times. Students shall not change lockers without permission of an administrator. Students are not to share combinations or use of lockers with others unless directed by teacher or team. The lockers are property of the school and are subject to inspection by authorized personnel (IC 20-33-8-32). The school is not responsible for stolen items. The Fayette County School Corporation may periodically conduct drug searches. The administrative team, along with local or state law enforcement agencies, may utilize drug dogs in conducting these searches.

## **HALLS**

Students should be in the halls only at the beginning and close of school, and while changing classes. Students in the halls during class time must have a pass. Students are asked to be courteous at all times and to keep to the right while moving through the halls and on the stairs. Appropriate behavior will be taught through Positive Behavioral Interventions and Supports (PBIS) lessons.

## **INSTRUCTIONS FOR HALL PASSES**

1. Passes in the handbook are used for student initiated requests to leave the classroom (ie. restroom, drink, locker, etc.).

2. There will be a total of nine (9) passes per nine-week grading period.
3. When the nine-week grading period is over, the passes for that grading period are void.
4. Passes are a privilege and requests may be DENIED.
5. Passes are not transferable to any other student.
6. Students must put their names in the handbook and on the passes.
7. Any pass removed from the handbook is void.
8. Students are **NOT** to be out of class without a pass.

## **MEDIA CENTER**

The media center has books and magazines for assigned study and recreational reading. The media center is open from 7:30 a.m.-4:00 p.m. A student who wishes to go to the library during his/her lunch period must get a pass from a principal or aide in the cafeteria prior to the lunch period. For additional information about the media center, go to <http://fayettein.cms.schooldesk.net/>

## **COUNSELING AND GUIDANCE**

The Guidance Office is open to all students. You will find information on dealing with educational choices, careers, and personal concerns. The goal of the CMS Counseling and Guidance Department is to seek to help each student reach his/her fullest potential as a student, individual, and citizen. Individual students may arrange counseling meetings by filling out request slips available in the Guidance Office.

Students are assigned to counselors as follows: Mrs. Roberts –8<sup>th</sup> grade students, Ms. Smejkal–7<sup>th</sup> grade students.

## **TEAM LEAD**

Team LEAD is a bystander leadership program for schools and communities based on student empowerment and broad-based education of staff and student to reduce incidences of harassment/bullying. A key component of the program involves student bystander leadership groups formatted as extra-curricular clubs, which meet, preferably during the school day.

## **SCHOOL HEALTH ASSISTANT**

The school health assistant is available to students who become ill or are injured while at school. Students should use a clinic pass signed by a teacher if they need to see the school health assistant. If the school health assistant is not in, students should report to the office. Students are not to stay in a restroom. Students should not report to the school health assistant between class periods. Written notification from a physician must be given to the school health assistant in order to be excused from class.

## **MEDICATION**

I. No medication shall be administered to a student without a signed and dated Medication Authorization Form signed by the student's parent/guardian. The signed Medication Authorization Form shall be valid only for the period specified on the Authorization Form and in no case longer than the current school or program year. The signed Medication Authorization Form will give designated school employees the authority to dispense prescription or nonprescription medicine.

II. The Board strongly recommends that parents/guardians NOT allow students to transport prescription medicine to and from school. Whenever possible, it is strongly recommended that parents request their physician (M.D. or D.O.) to arrange for medication times to be given at home, i.e., twice a day medication could be given before and after school, or medication scheduled for three times a day could be given before school, after school, and at bedtime. An example of an exception to this would be "Ritalin" which requires a specific daily medication time.

1. Prescription and Non-prescription medication (not considered Controlled Substances) may be transported to or from school by students if the student's parent/guardian provides written permission prior to transporting the medication.

2. Medications considered Controlled Substances may not be transported to or from school by students. Medications considered Controlled Substances must be picked up by a parent/guardian or an individual who is at least 18 years of age and has been authorized in writing by the student's parent/guardian to transport the medication.

III. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by written instructions from the medical doctor, a copy of the original prescription, or the pharmacy label indicating specific times for dispensing. If the medication is to be terminated prior to the date on the prescription, the written and dated consent by a physician (M.D. or D.O) or withdrawal of consent of the parent/guardian is required. The written consent of the parent/guardian and the written order of the physician via the prescription container, shall be kept on file at the student's school.

- IV. Herbs will not be given in school without written and signed orders from a medical doctor.
- V. All nonprescription medicine to be administered to a student shall be in the original container and accompanied by a statement from a parent describing the medicine, the dosage, and the time for it to be administered to the student.
- VI. No student shall be allowed to keep medicine (i.e. inhalers) in his/her possession at school except when ordered by a physician (M.D. or D.O.) Any medicine to be administered to a student shall be kept in a secure place in either the principal's /director's office, school nurse's office, or in another location approved by the building principal/director. 1. A physician's written order for a student to possess and self-administer medication must be submitted annually and state that: a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication; b. The student has been instructed in how to self-administer the medication; and c. The nature of the disease or medical condition requires emergency administration of medication.
- VII. Medication shall be administered in accordance with the parent's/guardian's statement (in the case of nonprescription medicine) or the physician's (M.D. or D.O.) order (in case of prescription medicine) only by a school nurse or other staff member designated by the principal/director. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering emergency medication or a blood glucose test by a finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing.
- VIII. Medical procedures performed during school hours must have a physician's order (M.D. or D.O.) with specific instructions and written permission from the parent/guardian to perform a procedure during the school day. All training of unlicensed personnel will be supervised and documented by the school nurse.

## **SCHOOL LUNCH PROGRAM**

We have a closed lunch program and all students must eat in the cafeteria. Students have the choice of eating the school lunch or bringing a sack lunch. Milk can be purchased separately from the school lunch. Lunches may not be charged. Money deposited into the student's lunch account must be given to the cashier in the cafeteria. Fast food is not to be brought in or delivered to school.

## **SCHOOL CLOSING**

In the event of severe or inclement weather or other unforeseen circumstances, starting time may be delayed or school may be closed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio stations. WHON- AM 930, WLPK-AM 1580, WIFE-FM 94.3, WQLK-FM 96.1, and WFMG-FM 101.3. The following TV Stations will announce closings and delays: CTV Local Access Channel 3, WTTV Channel 4, WLWT Channel 5, WRTV-TV Channel 6, WISH-TV Channel 8, WTHR-TV Channel 13, and WXIN-TV Fox 59. If no report is heard, it can be assumed that school will be in session. Parent and students may visit [connersvillecommunity.com](http://connersvillecommunity.com) to receive alerts on school cancellations and delays. Please do not call the school.

## **HONOR ROLL**

A student must achieve at least a 3.0 grade point average to be eligible for the Honor Roll. The grading scale is as follows:

100 - 99 - A+	89 - 88 - B+	79 - 78 - C+	69 - 68 - D+
98 - 92 - A	87 - 82 - B	77 - 72 - C	67 - 62 - D
91 - 90 - A-	81 - 80 - B-	71 - 70 - C-	61 - 60 - D-
			59 - 0 - F

Letter grades are equated on the following scale:

A+ 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	
A- 3.7	B- 2.7	C- 1.7	D- 0.7	

To arrive at your grade point average, add the points for each grade earned and divide by the number of subjects taken.

## **CONNERSVILLE MIDDLE SCHOOL HONOR SOCIETY**

Membership eligibility in Connersville Middle School Honor Society is based on scholarship, service, leadership, character and citizenship. Student selection is based on GPA after the 3<sup>rd</sup> nine-weeks grading period during the seventh grade year.

## **ACADEMIC EXPECTATIONS**

All students must have their agenda book, reading book and classroom materials in order to be prepared for classroom instruction.

## **HOMEWORK POLICY**

The Homework Policy at Connersville Middle School is instituted by individual teams and/or teachers. The teams and/or teachers will inform the students of the homework policy in their classroom, the rules and stipulations of the policy, and the consequences of not following the policy.

## **CMS PROMOTION/RETENTION POLICY**

Promotion of 7<sup>th</sup> and 8<sup>th</sup> grade students to the next grade level is determined by the student passing both the English/Language Arts and Mathematics portions of the state standardized assessment or earning a minimum of 12 of the 16 points possible in each academic year in the core subject category. Core subjects include English, math, science, and social studies.

Zero (0) to four (4) points can be earned during each grading period. One point is awarded for each passing grade in the core subject area. Zero (0) points are recorded for final a grade of "F" (failing).

Students failing math or English/Language Arts class two or more times during the school year will be required to attend summer school. Students receiving less than twelve (12) points from core subject classes will be placed in summer school. Upon successful completion of summer school, these students will be promoted or assigned to the next grade level. Students not passing the English/Language Arts and Mathematics portions of the state standardized assessment will have the option of taking summer school.

All students receiving less five points will be referred to the retention committee for final grade placement.

## **ATHLETIC PROGRAM**

Nickname-- Spartans  
School Colors--Red-White

### **Fall Sports /Activities**

<b>Boys</b>	<b>Girls</b>
Football	Volleyball
Swimming	Swimming
Cross Country	Cross Country
	Cheerleaders
	Energizers

### **Winter Sports /Activities**

<b>Boys</b>	<b>Girls</b>
Basketball	Basketball
Wrestling	Cheerleaders
	Energizers

### **Spring Sports/ Activities**

<b>Boys</b>	<b>Girls</b>
Track	Track
Golf	Golf

## **ATHLETIC GRADE REQUIREMENTS**

The grades of the preceding grading period will be used to determine eligibility. All 7<sup>th</sup> grade students, except retainees, will be considered eligible for the first grading period.

## **CMS ATHLETIC ELGIBILITY**

- Nine-week grade reports will be used to determine eligibility.
- Student must have a 1.5 G.P.A. to start/tryout for a season.
- A student will be required to attend study tables to maintain eligibility if the student's G.P.A. is between 1.5 and 2.0.
- Students with a GPA under 1.5 will become academically ineligible until the next grading period begins.
- Study Tables will take place on Tuesday and Thursday when school is in session.
- Students assigned to study tables will go to the tutoring room from 3:35-4:30pm.
- If a student misses a study table (unexcused as per school attendance requirements), then he or she is ineligible to practice or compete that day and the following day.
- Student is required to bring work, including a reading book. If the student does not bring work, then the study session will not count.

- If a student misses 25% of the remaining study tables in a season, then he or she becomes ineligible for the remainder of the school year, unless the student's G.P.A. is at least 1.5.
- Ineligible means no participation or practice.
- **An athlete must be in school the entire school day on the day of an athletic contest or practice in order to participate. The regular school day begins at 8:15am and lasts until 3:30pm. \*The only exception is a Doctor's excuse, Funeral or Death in the family. The Principal or Coordinator of Athletics must approve excused absences to be eligible for participation in practice and/or games that same day.**

## **LOST/DAMAGED ITEMS**

The school is not responsible for any loss/damage/theft of personal property, including medication, while on school property. This is the responsibility of the student and parent. Parents are encouraged to carry homeowner's insurance to cover loss of property.

## **DISCIPLINE RULES & GUIDELINES**

### **FAYETTE COUNTY SCHOOL CORPORATION GENERAL RULES**

All "rules of conduct" listed in the "Student Code of Conduct" bulletin issued by the Fayette County School Corporation are in effect at all school events, on and off school grounds.

"This student handbook, including the Student Code of Conduct, should be read in conjunction with the Fayette County School Corporation Policy Manual. This handbook and the Student Code of Conduct are intended to implement FCSC Board policy. Although the provisions of this handbook are intended to be consistent in all respects with applicable Board policy, any apparent conflict between the provisions of Board policy and this handbook shall be resolved in favor of the provisions of FCSC Board policy."

Violation of any of these rules will be grounds for suspension or expulsion of students from school. Suspension and expulsion are defined in the bulletin.

## **GUIDELINES FOR STUDENT BEHAVIOR**

The plan for student behavior is intended to provide general guidelines by which students are to conduct themselves. The plan may include, but is not limited to, the specific violations/consequences listed below, nor does it limit the discipline by the administration.

## **CONNERSVILLE MIDDLE SCHOOL STUDENT CODE OF CONDUCT**

In order to provide a safe and healthy environment where all students can learn, certain rules and regulations are necessary. When a student chooses to violate these rules, he/she can expect certain negative consequences to occur. Likewise, when rules are followed, positive consequences will occur. In addition to school-wide guidelines, each classroom teacher and team will develop a set of rules and appropriate consequences. Please refer to the PBIS matrix for appropriate behaviors.

## **PBIS AT CONNERSVILLE MIDDLE SCHOOL**

Positive Behavioral Interventions Support is a system based on all staff teaching expected behaviors and providing performance feedback for appropriate behaviors to all students in the school. PBIS is not a curriculum but rather a school wide approach designed to be responsive to social and educational challenges. The focus is on prevention through instruction.

Behavior expectations are taught by all staff to all students in the building. Lesson plans for teaching a specific objective are provided. Teaching appropriate behavior takes more than verbally telling a student what is expected, therefore; the lesson plans are written with suggestions and examples for student practice of expected behaviors. Teachers should feel free to adjust a lesson to fit their teaching style. Lessons should be followed by pre-corrects or cues to students to use the behaviors throughout the school day, or anytime on the school campus. Lessons should include positive specific performance feedback for appropriate behaviors, and specific corrective feedback for non-compliance.

### **PBIS Incentives**

Students will receive positive reinforcement, recognition, and "tickets" when they display positive behaviors. On designated days,



tickets may be redeemed at the bookstore for school supplies, spirit-wear, and special privileges. Students may redeem tickets before school or during lunches in the bookstore.

## **POSITIVE RECOGNITION**

Outstanding achievement will be recognized with such awards as Perfect Attendance, Spartan of the Week, Team Recognition, and “Good News” postcards which are sent to parents.

## **GENERAL INFORMATION**

To ensure the safety of all persons, there is to be no running, shoving or pushing in halls, on stairs, or in crowded areas. Throwing of objects including snowballs, paper wads, books, etc., and spitting are prohibited. Cellular phones, MP3 players, CD players, other electronic equipment, laser lights, and headphones are not to be used during school hours (see page 14). All items listed above must be powered down upon entering the building and left in the student’s locker during the school day (7:30-3:45).

Excessive noise such as shouting, whistling, slamming or kicking lockers is not acceptable. Negative or derogatory symbols, such as Confederate flags, swastikas, etc., are prohibited on school property.

Taking or displaying inappropriate pictures (digital or otherwise) at school, on the school bus or at a school sponsored event or function, with or without the consent of the student or staff member, is a violation of school rules.

Students shall not roller blade, roller skate, heely skate, hoverboard, skate board, or perform bike stunts on school grounds at any time, during or after school hours. For purposes of this ban, school grounds shall include all school buildings, parking lots, paths, playground and stairwells leading to school building entrances.

Gum within the classroom may be allowed at the discretion of the teachers, teams, and /or administration. At no time should gum be in the cafeteria, media center, computer labs, choir, band, auditorium, or during physical education classes.

**Respect For Others** – It is important that we all get along with each other and treat one another with respect. Any time one human being does something which is damaging to another’s self-image, a problem exists. A few examples are name-calling, threatening, and making inappropriate sexual comments or gestures. These are not to occur at school.

**Book Bags and Purses** – After arriving at school, book bags and purses are to be put in the student’s locker. Book bags and purses are not to be carried to class or in the halls during the day.

**Care of School Building and Equipment** – Students will not deface the school property in any way. This includes school furniture and equipment, hallways, lockers, restrooms, etc. Tape should not be used on the inside or outside of hall lockers.

**Fire Alarm** – Students are not to tamper with the fire alarm, fire extinguishers or any electrical system except in the case of an emergency. Violators who activate the fire alarm or fire extinguishers other than in case of an emergency will be expelled and reported to legal authorities.

**Elevator** – Students are not to tamper with the elevator. Violators may be suspended or expelled.

**Profanity** – The use of profanity, obscene language, or lewd comments, either written or verbal, in communicating with other students or school personnel is not acceptable. This includes the use of obscene gestures, signs, pictures and clothing determined to be inappropriate for school. If the violation is of such a nature that it disrupts the educational process or occurs more than once, the student will be referred to the office. Students who violate rules will receive appropriate disciplinary consequences.

**Drug Possession** – Possessing, using or providing to another person any substance which contains or is represented as alcohol, marijuana, narcotic, or a controlled substance is prohibited. Possession of drug paraphernalia is also prohibited. Violators will be suspended 10 days recommending expulsion from school and reported to legal authorities.

A student has an obligation to inform school officials of a potential danger or threat. Failure to do so may result in disciplinary action.

If a student is threatened or involved in name-calling, the student should discuss the problem with his/her teacher, counselor, assistant principal, or principal. Students who continue to be involved in name-calling will receive appropriate disciplinary consequences.

**Detention** – This involves keeping a student before, after school or during lunch for discipline or attendance reasons. Students and parents are to be notified at least one day prior to the before/after-school detention to allow them to arrange transportation.

**Loss of Privileges-** This includes but is not limited to excluding the student from convocations, field trips, extra-curricular activities, eating lunch with peers, hallway passes, passing periods, etc.

**Isolated Instruction (II)-** This type of discipline occurs when a teacher removes a student for the instructional period. Students may be placed in the office conference room or the ISS room to complete an assignment. Teachers may assign students to Isolated Instruction (II) for up to 5 class periods.

**In-School Suspension (ISS)** – This is an alternative to out-of-school suspension. The student is permitted to attend school, but is placed in an alternative educational setting where specific lessons and activities are provided. The student is to report to isolated instruction before the morning tardy bell and remain there until dismissed. Guidance personnel are available to counsel students while they are assigned to in-school study. Parents will be notified as soon as reasonably possible by phone or by mail when a student is assigned.

**Behavior Contract** – To avoid more serious consequences and/or expulsion, the student must achieve the behavioral goals outlined in the contract. Positive expectations for behavior may be established.

**Project Extended Day** – Project Extended Day is an alternative to out-of-school suspension for habitual behavior problems that have not been modified through the standard disciplinary actions. The program is based on the recommendation of an administrator requiring the student to attend school from 7:30 a.m. to 6 p.m. for a minimum of 5 days. Counseling and tutoring are additional components of the program to assist students.

**Out-of-School Suspension** – The principal may remove a student from school for up to ten days. Before a suspension from school, the student shall be afforded an opportunity for an informal hearing with a building administrator. A parent conference is also requested prior to re-admittance to school. Any student suspended out of school may not be on any school property during the length of the suspension.

**Expulsion** – This is a disciplinary action whereby a student is removed from school attendance for a period of longer than ten days, usually for the balance of the current semester or school year. In the event that expulsion proceedings are brought against a student, the school will follow the due process procedure as established by Indiana statute.

## **STUDENT DRESS**

**Student Dress** – Personal appearance is very important and affects school spirit and self-image. Since we tend to act in accordance with the way we are dressed, it is expected that all students will dress in an appropriate manner.

The following dress and grooming requirements are to be followed by all students:

1. Footwear is to be worn at all times. Flip-flops, soccer sandals and house slippers are not appropriate footwear for school due to safety reasons.
  2. Any clothing that deviates from normal street clothes is prohibited. Sleeveless, transparent or low cut shirts/blouses, short shorts, bicycle shorts, yoga pants, midriff shirts are not appropriate school wear. Shorts and skirts must be below mid-thigh. Other thin, tight-fitting articles should not be worn unless covered by appropriate length shorts, shirt or dress. Camisole tops must be covered with another top/blouse.
  3. Baggy jeans or pants must be fastened at the student's waist by a belt. No flannel or pajama pants are to be worn.
  4. Double-lined or baggy hooded sweatshirts should remain in locker during school hours. This includes heavy winter coats.
  5. Hats, caps, gloves, headbands, bandanas, coats, and non-prescription glasses or sunglasses are to be removed upon entering the building and left in the student's locker.
  6. Alterations to appearance that disrupt the educational process should not be worn; i.e., face paint, custom colored contact lens, unnatural hair color such as green, purple, etc.. Tattoos/body art should be covered at all times.
  7. No pants or jeans with rips, tears, or holes, no tripp pants, and no chains or straps hanging from pants or clothing are allowed.
  8. Attire depicting drugs, alcohol, tobacco, violence, sex, weapons, or gang activity is not acceptable attire.
  9. No wallet chains, dog chains, long-strap key chains, and studded chokers, bracelets, arm-sleeves or armbands, etc., are to be worn.
  10. Body piercing jewelry must be limited to the ears with no gauging. No piercing should be in the eyebrows, tongue, or other visible places. Nose piercings are permitted with a stud only.
- Any other piercing, besides nose and ear piercings, should be covered by clothing.

## **SEARCHES**

According to the Fayette County School Corporation Student Code of Conduct, students, their possessions, and their lockers may be searched if there is reasonable suspicion to believe the search is necessary in the aid of maintaining school discipline and order.

## **CLASSROOM RULES**

Teachers will develop guidelines that reflect state, school, and team expectations for student behavior within their individual classrooms. Failure to comply with the following guidelines will be addressed by the classroom teacher on an individual basis. Students are expected to be responsible, respectful and ready to learn.

## **VIOLATIONS AND CONSEQUENCES**

*The plan for student behavior is intended to provide general guidelines by which students are to conduct themselves. This plan includes specific violations/consequences listed below, but does not limit the disciplinary consequences imposed by the administration.*

### **LEVEL 1**

#### **Possible Infractions**

Being in an unauthorized area  
Excessive noise  
Failure to follow classroom rules  
Improper behavior, horseplay, throwing objects, running, shoving, pushing, etc.  
Dress code violation  
Inappropriate public display of affection on school property, or at school events  
Classroom disruption  
Failure to have a reading book

#### **Disciplinary action**

1<sup>st</sup> offense – Before, After or Lunch Detentions, Loss of Privileges, Team referral, or Team Isolation  
2<sup>nd</sup> offense – Friday Night School  
3<sup>rd</sup> offense – In-School Suspension  
4<sup>th</sup> offense – 2 Days In-School Suspension and loss of privileges  
5<sup>th</sup> offense – 3 Days In-School Suspension and loss of privileges or Extended Day  
6<sup>th</sup> offense – 3 Days Out of School Suspension  
7<sup>th</sup> offense – 5 Days Out of School Suspension  
8<sup>th</sup> offense – 10 Days Out of School Suspension pending Expulsion from school

### **LEVEL 2**

#### **Possible Infractions**

\*Defacing/markings on school property  
Cheating  
Failure to serve a team detention  
Disrespect to other students  
\*Damage to another student's property  
Inappropriate behavior during a safety drill  
Inappropriate use of the internet  
\*\*Misuse of school computer or electronic equipment (Includes iPads)  
Profanity: to include gestures, inappropriate written and spoken language  
Deception  
Truancy from class

Electronic Devices/ Cell Phones, laser lights, MP3 players, or other such electronic equipment brought into CMS are to remain turned off and in student lockers during school hours (7:30 a.m.-3:45 p.m.). If found outside of the student's locker during the school day, the device will be confiscated, taken to the office and available for pick up by the student's parent/guardian.

### **Disciplinary action**

1<sup>st</sup> offense – Friday Night School/Before School Detention

2<sup>nd</sup> offense – 1 Day of In-School Suspension and loss of privileges

3<sup>rd</sup> offense – 2 Days of In-School Suspension and loss of privileges

4<sup>th</sup> offense – Extended Day Program

5<sup>th</sup> offense – 1 Day Out of School Suspension

6<sup>th</sup> offense – 3 Days Out of School Suspension

7<sup>th</sup> offense – 5 Days Out of School Suspension

8<sup>th</sup> offense – 10 Days Out of School Suspension pending Expulsion from school

\*Students may also be required to make restitution in cases of defacing/markings on school property or damage to another student's property.

\*\*Internet privileges may be revoked or suspended.

## **LEVEL 3**

### **Possible Infractions**

Physical/ Written/Verbal harassment

Inappropriate sexual comments/gestures or possession of pornographic material

Obscene drawings

Plagiarism

Failure to serve afterschool detention

Possession of lighters, matches

Failure to report a fight

False reporting of an incident

Disrespect to school personnel

Repeatedly failing to follow instructions of school personnel

Not telling the truth to school personnel

Words/actions that create a verbal or physical altercation

### **Defiance/Insubordination (willful disobedience)**

a. Refusal to follow directions

b. Refusal of consequences

c. Behavior that interferes with the educational process

### **Disciplinary action**

1<sup>st</sup> offense – 2 Days of In-School Suspension and loss of privileges, student will have to talk to school counselor

2<sup>nd</sup> offense – 3 Days of In-School Suspension and loss of privileges

3<sup>rd</sup> offense – Extended Day Program

4<sup>th</sup> offense – 3 Days Out of School Suspension

5<sup>th</sup> offense – 5 Days Out of School Suspension

6<sup>th</sup> offense – 10 Days Out of School Suspension pending Expulsion from school

## **LEVEL 4\*\*\***

### **Possible Infractions**

Sexual activity

Indecent exposure

Throwing objects with intent to inflict harm to students or staff, or damage to property

Vandalism – Intentionally damaging, defiling, or defacing school property

Removal from ISS

\*\*Possession or use of tobacco or look-a-like

Possession or Use of Electronic Cigarettes (with or without nicotine)

Harassing, threatening, intimidating, or bullying another person for any purpose

**Bullying** – Bullying by a student or groups of students against another student or staff member with the intent to harass, ridicule, humiliate, intimidate or harm the other student through overt, repeated acts or gestures, including verbal, written, telephonic (including text messaging), electronic, or computer (email, web page, blog, etc.) communication transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Bullying may not be interpreted to impose any burden or sanction on, or include in the definition of the term, participation in any of the activities or events listed in IC 20-33-8-0.2(b).

Students engaging in such conduct may be disciplined in accordance with IC 20-33-8.

**Cyberbullying:** “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) under a person’s true or false identity that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner.

1. Any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students will refrain from using personal communication devices or district property to harass or stalk another.
2. The administration will take any report of cyberbullying seriously and will investigate reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.
3. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. The school corporation may also report individuals to law enforcement if necessary.

**Sexting:** Sexting is defined as using a cell phone, or other electronic or personal communication device to send text or email messages, or to knowingly possess text or email messages, or disseminate, transfer or share images or messages reasonably interpreted as indecent, sexually suggestive, lewd, obscene, or pornographic.

1. Sexting is prohibited.
2. In addition to taking any disciplinary action up to and including suspension or expulsion, cell phones or other personal communication devices will be confiscated.
3. Students should be aware that sending or possessing any images or messages suspected of violating criminal laws will be referred to law enforcement authorities. Sexting may constitute a crime under federal and/or state law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

**Racial Harassment** – Consists of unwelcome racial comments and other inappropriate/demeaning verbal, written, or physical conduct of a racial nature.

**Sexual Harassment** – Consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

**Extortion** – Intimidation with intent for personal gain

### **Theft**

- a. Knowingly and willfully removing school or another person’s property
- b. Possession of stolen property
- c. Being an accomplice to a theft

### **Disciplinary action**

1st offense – 1-3 Days Out of School Suspension

2nd offense – 3-5 Days Out of School Suspension

3rd offense – 10 Days Out of School Suspension pending Expulsion from School

\* Additional disciplinary actions in this level may include restitution and/or removal from the school setting by law enforcement officers.

\*\*Tobacco offenses – Students may be required to participate in a Tobacco Awareness Program if available.

## **LEVEL 5\*\*\***

### **Possible Infractions**

Fighting – Aggressive physical contact by both parties.

Simple Battery – Aggressive physical contact by an individual or group of individuals toward another individual

### **Disciplinary action**

1st offense – 3 Days Out of School Suspension

2nd offense – 3-5 Days Out of School Suspension

3rd offense – 10 Days Out of School Suspension pending Expulsion from school

## **LEVEL 6\*\*\***

### **Possible Infractions**

False reporting of fire alarms, 911 calls, bomb threats, or other emergency situations

Verbal, written or physical threats to school personnel (bullying, intimidating, harassing)

Serious Battery- Physical attack on another person

Spitting on another person

Battery by bodily fluids

### **Habitual Offender**

A student who chronically exhibits disruptive behavior that interferes with an educational function or school purpose. A student who continues to choose inappropriate behaviors regardless of repeated discipline interventions.

### **Possession of a firearm, weapon, firecrackers, knife, razor blades, explosives, or destructive devices**

#### **A destructive device is:**

- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

### **Drugs**

a. Possession of, under the influence of, selling, representing as

1. Marijuana
2. Alcohol
3. Paraphernalia (drug related)
4. Inhalants
5. Narcotics
6. Controlled substance (prescription)
7. Over-the-counter drugs
8. Any other illegal drug or substance

b. Misuse or abuse of over-the-counter or prescription drugs

### **Disciplinary action**

10 Days Out of School Suspension pending Expulsion from school

The above list does not encompass all potential violations of the Discipline Rules and Guidelines. Known facts of a violation may alter the final penalty assessment. Although a student may be suspended or expelled for any of the enumerated grounds set forth above, the following guidelines for the imposition of specific disciplinary sanctions will generally apply, related circumstances, or past conduct warrants a greater or lesser disciplinary sanction than specified in the guidelines set forth above. However, in no case shall the disciplinary sanctions exceed the maximum penalty allowed by IC 20-33-8.

*\*\*\*The infractions mentioned in levels Four, Five and Six will be reported to the appropriate legal authorities.*

## **SCHOOL BUS DISCIPLINE PROCEDURE**

- 1. Verbal warning by administration**
- 2. 1 day suspension from bus**
- 3. 3 day suspension from bus**
- 4. 5 day suspension from bus**
- 5. 10 day suspension from bus**
- 6. Suspension from bus for remainder of the semester**

## **SELF-INFLICTED INJURY**

**Self-inflicted Injury** – Any injury caused by the student to themselves. This includes cutting, *bruising*, burning or friction burns. Other injuries using a sharpened instrument to mark/pierce the skin would be included in this category.

### **Disciplinary action**

**1st Incident** – 1. School counselor/administrator meets with parents. 2. Referral for immediate evaluation by a licensed care provider. 3. Student/Parent provides school with scheduled appointment time. 4. Paperwork provided from licensed care provider upon student return. 5. If no paperwork is provided, student will be placed in Isolated Instruction and school will contact provider for substantiation and treatment plan. 6. Child Protection will be contacted if no referral action has been taken.

**2nd Incident** – 1. School counselor/administrator meets with parents. 2. Care provider contacted by school to determine treatment status. 3. If care is not provided, either by lack of initiation by parent or student refusal, it will be referred to Child Protection.

## **ATTENDANCE GUIDELINES**

A good attendance record is vital to ensure the future success of the students at Connersville Middle School. If a student is absent, he/she is unable to benefit from the interaction, discussion, and teacher support which is available during class time. These elements are important to the learning process. The Indiana Code (IC 20-33-2) and the policy established by the Board of Trustees of the Fayette County School Corporation will be followed. Parent/guardian must notify the school and report an absence within 48 hours of the absence. If the absence is not reported, it will be unexcused.

## **PERFECT ATTENDANCE REQUIREMENTS**

To achieve Perfect Attendance for the school year, a student must attend every day of school with no excused and/or unexcused absences/tardies to class/school.

## **TARDIES TO CLASS**

A student is tardy if not in his/her seat or assigned work area when class begins.

## **TARDY TO SCHOOL**

Students will be counted tardy if they arrive at school after 8:15 a.m. Upon the 4th unexcused tardy to school, the student will be assigned to noon detention. Friday Night School will be assigned on the 6<sup>th</sup> unexcused tardy and continue to be assigned on even numbered tardies thereafter. If excessive tardies (10 or more) to school occur, a letter will be sent to the prosecutor's office. If a student accumulates twelve or more tardies to school, the student will be placed in the CMS Extended Day Program.

## **PREARRANGED ABSENCES**

The following absences are to be **ARRANGED IN ADVANCE** through the school office.

- Medical and dental appointments
- Funerals
- Serving as a page or honoree at the Indiana General Assembly
- Family vacation

\*\*\*Absences involving family vacations must be prearranged. A written request must be made by the parent/guardian to the principal/director at least **one week** prior to the absence, and all school assignments must be completed within one week after the student's return to school. The student will be considered unexcused if the absences are not prearranged or exceed 4 days in the semester. The student will receive credit for the work assigned on the day of the absence.

## **EXCUSED ABSENCES and TARDIES**

- Illness
- Medical appointment with documentation from a licensed medical care provider
- Prearranged absences
- Death in the family
- Quarantine
- Military connected families – deployment and return (military will provide letter regarding Family Day.)

## **UNEXCUSED ABSENCES and TARDIES**

- Absences not approved by the office
- Missing the bus
- Car trouble
- Oversleeping
- Absence from school without notification by the parent/guardian
- Absence not reported within 48 hours is considered truancy
- Excess of 8 days absences without medical excuse per year (4 semester one and 4 semester two if not used)

### **Make-up Work for Unexcused Absences**

Students are to complete their work assigned on the days of the absences. Teachers will give credit for the work assigned on the day of an absence that is unexcused with the exception of truancy when no credit is given.

Students will be required to attend after-school detention for unexcused absences to receive credit for school-work missed.

## **EXCESSIVE ABSENCES/TARDIES**

When a student is absent for the 4th day in a semester, the parent/guardian will receive a letter informing them that a doctor's note will be required for any additional absences. After the 4th absence, a doctor's excuse will be required to excuse the absence.

Any unexcused absence will result in an after-school detention to make up lost instruction time.

A student may not have more than 4 unexcused absences. After the 4th unexcused absence, the Fayette County prosecutor will be notified of a violation of the mandatory attendance law and the student will be placed in the Extended Day Program.

***A mandatory student/parent meeting with administration will be required after 10 days absences for any reason.***

## **TRUANCY (IC 20-33-2-11)**

Truancy from school: is defined as a student's absence from school without the permission of a parent/guardian. Truancy from class: is defined as an act of skipping a class/or part of a class, failure to report to an assigned area, being outside the building during the school day, or similar actions without permission from the school. Once students arrive, they are not permitted to leave the school premises without the knowledge and consent of the school. If the student continues to be truant, a report will be filed with the prosecuting attorney. Truancy is considered an unexcused absence.



Zero credit will be given for the assignments given while the student is truant. The Prosecutor's office will be notified after the second truancy.

### **Disciplinary action**

**1<sup>st</sup> offense** –Assign Extended Day Program

**2<sup>nd</sup> offense** – Notify the prosecutor and assign 5 days of In-School Suspension

**3<sup>rd</sup> offense** – Notify the prosecutor and suspension from school for up to 10 days and/or a recommendation for expulsion.

*The above list does not encompass all potential violations of the Discipline Rules and Guidelines. Known facts of a violation may alter the final penalty assessment. Although a student may be suspended or expelled for any of the enumerated grounds set forth above, the following guidelines for the imposition of specific disciplinary sanctions will generally apply, related circumstances, or past conduct warrants a greater or lesser disciplinary sanction than specified in the guidelines set forth above. However, in no case shall the disciplinary sanctions exceed the maximum penalty allowed by IC 20-33-8.*

## **HABITUAL TRUANT**

- I. A student who has more than ten (10) days of unexcused absence during the school year shall be considered an habitual truant.
- II. If a student is an habitual truant, the following action will be taken:
  - A. The Superintendent or school attendance officer will report the student as habitually truant to the prosecutor and/or the Department of Child Services. The intake official of the Department of Child Services is required to take certain action in accordance with Indiana law, IC 20-33-2-25.
  - B. If the student is at least thirteen (13) years of age, but less than fifteen (15) years of age and is an habitual truant, the Board or its designee will submit to the Bureau of Motor Vehicles pertinent information concerning an individual's ineligibility as an habitual truant student to be issued an operator's license or a learner's permit based upon the requirements of IC 20-33-2-11

## **INVALIDATION OF DRIVING PRIVILEGES**

Ineligibility/Invalidation due to expulsion or suspension

Indiana law provides that a student less than eighteen (18) years of age is ineligible for an operator's license or learner's permit when that student:

1. is under at least a second suspension from school within one school year; or
2. is under an expulsion from school for any reason; or
3. is withdrawn from school rather than face a second suspension or expulsion. Indiana law provides that when a student less than (18) years of age and is under a second suspension, or expulsion, the Indiana Bureau of Motor Vehicles shall, upon written notification by the student's principal, invalidate the student's license or permit until the earliest of the following events:
  1. Student becomes eighteen (18) years of age.
  2. 120 days have passed since the student's second suspension.
  3. 180 days have passed since the student's expulsion.
  4. Suspension or expulsion is reversed after the student has had a hearing.

## **SCHOOL BOARD POLICIES**

Fayette County School Board Policies can be viewed by using the following link:

<http://fayettein.schooldesk.net/Administration/AdministrationBuilding/tabid/6898/Default.aspx>

**This student handbook, including the Student Code of Conduct, should be read in conjunction with the Fayette County School Corporation Policy Manual. This handbook and the Student Code of Conduct are intended to implement FCSC Board policy. Although the provisions of this handbook are intended to be consistent in all respects with applicable Board policy, any apparent conflict between the provisions of Board policy and this handbook shall be resolved in favor of the provisions of FCSC Board policy.**

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Fayette County School Corporation not to discriminate against any otherwise qualified individual on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Law (IC22-9-1), Titles VI and VII of the Civil Rights Law of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973 or any other state or federal law governing non-discrimination in education programs or employment applicable to Indiana public school corporations.

Inquiries regarding compliance with this policy should be directed to the Human Resources Director of the Fayette County School Corporation, 1401 Spartan Drive, Connersville, Indiana, 765-825-2178 or the Section 504/ADA Coordinator, 900 Spartan Drive, Connersville, Indiana, 765-827-5498, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.