

Connersville High School

Student Handbook



2026-2027

CHS ADMINISTRATION

Principal:	Ms. Kelly Pflum
Assistant Principal:	Mr. Shane Russell
Assistant Principal:	Mrs. Whitney Gillman
Assistant Principal:	Mr. Jake Hedrick
Athletic Director:	Mrs. Andrea Van Meter
SLC Coordinator:	Ms. Sara Shaver

<https://chs.fayette.k12.in.us/o/chs>

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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 year has the potential to be your most productive year, both academically and socially. We want to help you achieve your highest potential.

ARRIVAL TIME- The school day is from 8:25 a.m. to 3:30 p.m. Students should not arrive at school earlier than 8:00 a.m. Students being transported to school by parent/guardian should enter the building through the Fieldhouse main entrance. Please do not drop students off in the staff parking lot unless approved by administration for medical purposes.

DAILY SCHEDULE

- 1st Period: 8:25 – 9:10 (Announcements @ beginning)
- 2nd Period: 9:15 – 10:00
- 3rd Period: 10:05 – 10:50
- 4th Period: 10:55 – 11:40
- 5th Period: 11:45-1:00
 - **Lunch A 11:40-12:10**
Class 12:15 – 1:00 (45 min)
 - **Lunch B 12:05-12:35**
Class 11:45 -12:05 (20 min)
Class 12:35-1:00 (25 min)
 - **Lunch C 12:30-1:00**
Class 11:45-12:30 (45 min)
- 6th Period: 1:05-1:50
- 7th Period: 1:55-2:40
- **8th Period: IMPACT- 2:45-3:30**
- **CHS Today: 2:45-2:55**
- Dismissal: 3:30

Early Release- Mondays 2:50pm (No IMPACT) *First Monday of the Month Only

6th Period: 1:05-1:50

7th Period: 1:55-2:40

CHS Today: 2:40-2:50

*AM WCC released to CHS @ 11:25 & report directly to café or courtyard until 5th period (11:40)

*PM WCC students are released @ 11:35 for lunch and leave for WCC @ 12:00pm

*PM WCC students will return to CHS for 8th period IMPACT

MOTOR VEHICLES, REGISTRATION, PARKING, AND DRIVING

REGULATIONS- All motor vehicles must be registered in the main office and parking pass displayed.

Students MUST park their vehicles in Waterloo or Columbia lots from 7:00 a.m. to 3:40 p.m.

Driving to school is a privilege, and with this privilege comes certain obligations-

1. Students must ride only in passenger compartments of vehicles on school grounds.

2. Reckless and careless driving could result in the loss of driving privileges and/or the towing of your car at the owner's expense.

(Speed limit 5 MPH in parking lots)

3. Lock your car.
4. Assist in keeping the lot clean and safe.
5. Report any accidents or thefts immediately to an administrator who will assist in contacting the police.
6. Students are not to be in the lot or a car during school hours unless arriving or leaving. *Permission from an administrator must be obtained to go to the vehicle during school hours.
7. Students shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. It is understood that school officials have the right to search a vehicle any time it is parked on school property.
8. Any student who drives to school will be required to enroll in the drug testing program.

*CHS is not responsible for any damage or loss of property while vehicles are parked in the lots on campus.

DRUG TESTING POLICIES AND PROCEDURES- Students who drive to school are required to be in the drug testing program. Consequences for failed or refused drug test are the loss of driving privileges (to school) until proof is provided of a negative drug test and/or that the student is enrolled and participating in an approved substance abuse program (paid for by the student and/or guardian). Students who are in extracurricular activities which have performances and/or competitions and fail or refuse a drug test will follow the Spartan Code. Consequences will be determined by the sponsor and an administrator for students who are in extracurricular activities without competitions or performances.

TEXTBOOKS / CHROMEBOOK- Textbooks, Chromebooks and chargers are provided to all students. Reasonable wear is expected as a result of daily use. School staff may be able to make minor repairs, however, unreasonable damage or loss of materials may result in repair or replacement fees.

Insurance is available for purchase.

MEDIA RELEASES- From time to time the school releases students' pictures, names, etc., to the media. This may be in the form of group or individual pictures, voice or video recordings in public media or school hosted social media formats. 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, including active shooter 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. For the safety of all, students are expected to remain quiet and follow instruction throughout the drills.

LOCKERS- Lockers are available upon request only. See an administrator to request a locker. Students should keep their lockers locked at all times. Under IC 20-33-8-32, a student who uses a locker that is property of a school corporation has no expectations of privacy in those lockers or the locker's contents. The principal or other designated members of the administrative staff may inspect such lockers or their contents.

LOCKER LOCATIONS

A85-A240	Jackson 1 st Floor	A781-A840	Jackson 2 nd Floor
A421-A446	Jackson 1 st Floor	B1-B234	Jackson 2 nd Floor
A453-A464	Jackson 1 st Floor	C1-C177	Jennings 1 st Floor
A241-A252	Jennings 2 nd Floor	D309-D344	Jennings 2 nd Floor
A262-A267	Jennings 2 nd Floor	D345-D356	Jackson 2 nd Floor
A325-A330	Jennings 2 nd Floor	D357-D500	Waterloo 2 nd Floor
A489-A728	Jennings 2 nd Floor		

HALLWAYS- Students should be in the halls only at the beginning/end of the school day, and while changing classes. Students in the halls during class time should 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.

MEDIA CENTER- The Media Center is intended as a quiet place for students to do related class work. Books from the general collection and magazines may be checked out for a period of three weeks. Reference books may not be taken from the Media Center. Students must pay for unreturned books or replace them. Students may come to the Media Center with their class or with a pass from their teacher during class when they must sign in and out. In addition, students are welcome before school and after school for study. The Media Center is open 8:00am-3:30pm.

GUIDANCE/STUDENT SERVICES- The Student Services Office is open to all students. You will find information on dealing with educational, health, social and emotional concerns. The goal of the CHS Student Services is to help each student reach their fullest potential as a student, individual, and citizen. Counselor services are designed to serve the needs of individual students in preparation of academic schedules, long-range school programs, vocational or college planning, course adjustment, and personal matters. Individual students may arrange to be seen by filling out a request in Google Classroom.

Counseling and mental health services are available on site through **Centerstone & Meridian**. Both agencies are available for consultation during the school day after families complete enrollment documents.

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. Written notification from a physician must be given to the school health assistant to be excused from class.

SCHOOL LUNCH PROGRAM/CAFETERIA- CHS has a closed lunch program and all students must eat in the cafeteria or courtyard; not in the bathrooms or other buildings. Students have the choice of eating the school lunch or bringing a sack lunch. Lunch may not be charged. Money deposited into the student's lunch account must be given to the cashier in the cafeteria or paid online. Fast food is not to be brought in or delivered to school. During lunch, students are to be in the courtyard, library (with permission), and/or cafeteria only.

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. Parents can also opt in to School Messenger by texting “Y” to 76587. Please do not call the school.

HONOR ROLL- In order to be included on the CHS Honor Roll, a student must be a full-time student taking at least five academic courses. The student must have a grade point average (G.P.A.) of at least 3.0. There can also be no more than one grade of “CR” (credit) in order for a student to qualify for the honor roll. All “I’s” that are changed after the semester ends will be recorded and the correct grade placed in the student’s academic history.

CHS GRADING SCALE

Marks	Description of Marks	Letter Grades	Numerical Value	Points	Weighted (Add)	Weighted Total Points
A	Superior	A+	99-100	4.0	.3	4.3
	Good	A	92-98	4.0	.3	4.3
	Average	A-	90-91	3.7	.3	4.0
B	Passing	B+	88-89	3.3	.3	3.6
	Failure	B	82-87	3.0	.3	3.3
	Incomplete	B-	80-81	2.7	.3	3.0
C	Withdrawal	C+	78-79	2.3	.3	2.6
	No Credit	C	72-77	2.0	.3	2.3
	Credit	C-	70-71	1.7	.3	2.0
D		D+	68-69	1.3		
		D	62-67	1.0		
		D-	60-61	.7		
F		F	59 and below	.0		
I	Incomplete					
W	Withdrawn					
NC	No Credit					
CR	Credit					
P	Pass					

GRADING -Nine-week grades are determined by total assignment points in an enrolled course, unless it’s a weighted course or a dual credit course and the partnering university requires category weighting. Assignments include items such as quiz scores, lab reports, project grades, classwork, tests, etc. Semester grades are determined by averaging the two nine-week grades. If a final exam/project is given, each nine-week grade is evenly calculated into the semester grade once the final exam/project weight is determined. A student will have the number of school days absent, plus one day, to make up class assignments. This will begin on the day the student returns to class. Examples: if a student misses Tuesday and comes back Wednesday, the classwork covered on Tuesday will be due on Friday (1 school day plus 1 day), or if a student misses Tuesday and Wednesday and comes back Thursday, the classwork from Tuesday and Wednesday will be due the following Tuesday (2 school days plus 1 day). Teachers are encouraged to identify missing assignments in gradebooks and can revise the grade(s) once class work is submitted and graded. In the case of extenuating circumstances, teachers have the discretion to adjust this policy to allow additional time or waive/exempt work as long as mastery can still be determined. All late work and make-up work should be turned in by the last day of the grading period with the exception of dual credit courses. In the case of extenuating circumstances, work may be submitted after the grading period ends, with approval on a case by case basis, and with the understanding that published academic recognitions/awards will not be altered.

Students who pass high school courses while in middle school will have their credits uploaded when they enter CHS as freshmen.

EXTRA CREDIT-This work should be directly related to class instruction. Extra credit shall not exceed 2% of the total grade for that grading period. Credit is not to be given for attending or participating in outside activities unless cleared by the administration.

REPORT CARDS- Paper copies of report cards may be requested every nine weeks to notify parents and guardians of student progress. All grades for each quarter can be accessed through PowerSchool. The PowerSchool program can be accessed by using any web browser by typing the following web address: <https://powerschool.fayette.k12.in.us/public/>

GRADE POINT AVERAGE-Grade point average (G.P.A.) is obtained by dividing the total classes or credits attempted into the total points accumulated. For college/university admissions, scholarships and honor graduates, accumulated G.P.A. will be computed at the end of the sixth (6th) and seventh (7th) semesters of the student's eight semesters of high school curriculum. Final class standing will be based upon eight semesters.

PROMOTION/RETENTION-A course credit is issued to a student when the student has demonstrated the appropriate educational performance set forth by the course requirements and evaluation by the teacher. To earn credit, a student must receive a passing grade. Students stay in their graduation cohort once entering 9th grade, regardless of the number of credits earned.

PROGRAM/SCHEDULE CHANGES- Student schedules will be set, finalized, and available for students at registration. The only reason for a schedule change at the beginning of each semester are for the following reasons:

1. Failure of a class necessary to graduate;
2. A class needed by a senior for admission into a post-secondary school;
3. A physical ailment or injury that necessitates a change; or
4. Schedule conflict of courses in schedule.

No other reasons for a schedule change (teacher change, lunch change, etc.) will be granted at any time other than for the reasons above. These changes must take place the first two weeks of each semester. After the first two weeks, any class change will result in a withdrawal F on the transcript (W/F), in accordance with Indiana DOE policies.

GRADUATION REQUIREMENTS/DIPLOMA TYPES- The [new Indiana diploma structure](#) includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Students who do not earn a seal must still complete components 2 and 3 of Graduation Pathways.

Base Diploma (Minimum Requirements)

All students in Indiana High Schools starting with the class of 2029 will follow the new diploma requirements.

Requirements:

8 credits Language Arts	5 credits Social Studies	7 credits Mathematics	7 credits Science	1 credit College & Careers
1 credits Physical PE	1 credit Health	12 credits Electives		42 CREDITS TOTAL

INDIANA GENERAL DIPLOMA

***Class of 2026, 2027, & 2028 are eligible for this or may opt into the new diploma**

Without a Core 40 diploma, the student may not be able to attend most four year colleges in Indiana. However, Ivy Tech Community College and Vincennes University would be viable options. Also, without a CORE 40 diploma, the student may not be eligible to receive the maximum amount of financial aid from a degree granting college in Indiana.

Requirements:

(Major differences between CORE 40 and Indiana General: Geometry and Algebra 2 are not required, Economics is not required)

8 credits Language Arts	4 credits Social Studies	4 credits Mathematics
2 credit PE	1 credit Health	4 credits Science
17 credits Electives		

- Cohort 2023 and beyond: Must complete Graduation Pathway (see information below)
- All students must take a Math or Quantitative Reasoning Course every year

ALTERNATE DIPLOMA

An Alternate Diploma now requires students to complete the following:

8 units English	4 units Social Studies	4 units Mathematics	4 units Science
2 units PE	1 unit Health	10 units Electives	

GRADUATION PATHWAYS

Students must complete **all 3** of the following graduation pathway requirements:

1. **Meet the State of Indiana requirements for a high school diploma** (General, Core 40, Academic Honors Diploma, or Technical Honors Diploma)
2. **Learn and demonstrate employability skills (choose one of the following)**
 - a. Project based learning
 - b. Service based learning
 - c. Work based learning
3. **Postsecondary/Readiness Competencies (students must complete at least one of the following):**
 - a. Honors diploma (Academic or Technical)
 - b. ACT College Ready Benchmarks (18 in English r 22 in Reading and 22 in Math or 23 in Science)

- c. SAT College Ready Benchmarks (480 in EBRW, 530 in Math)
- d. ASVAB (minimum score of 31)
- e. State and Industry Recognized Credential or Certification
- f. CTE Concentrator (earn “C” average in at least 6 high school credits in career sequence)
- g. Dual Credits (3 dual credits with C or higher)

DUAL COLLEGE CREDIT COURSES- The Fayette County School Corporation, IVY Tech Community College and Indiana University have developed dual-credit agreements for some CHS courses. A student successfully completing a dual-credit course and meeting certain testing or GPA requirements may earn high school and college credit. Many courses have been designated as Indiana Core Transfer Library (CTL). These courses will transfer among all Indiana public college/university campuses. A current CTL course list can be found at www.transferin.net. The courses earning dual-credit can be found in the Career Planner under ECHS.

Many Whitewater Career Center programs offer dual-credit. In addition, students may also opt to take a course through an IVY Tech campus or on-line. See Student Services for more information.

POLICY ON ACADEMIC MISREPRESENTATION- Connersville High School considers academic integrity a serious issue. Students assigned projects, reports, and research papers are expected to analyze material being studied and synthesize the information into an original product. Students are therefore expected to acknowledge sources of ideas, opinions, statistics, and/or quotations that contribute to the final product. A project or paper is expected to be the original work of the student, not in collaboration with others unless so assigned, and free from fabrication or plagiarism.

Academic misrepresentation will result in a grade of “zero” for the assignment, and there may also be disciplinary consequences. Plagiarism includes the following but is not limited to these examples:

1. Turning in another student’s work as one’s own
2. Published work submitted by a student as if the student had written it
3. Fabrication of research information and/or sources
4. Absence of citation
5. Retaining the same sentence structure and wording from a source
6. Quoted material not indicated as quoted and not cited
7. Presenting the results that are the product of an artificial intelligence (“AI”) platform as one’s own where the use of AI was not specifically allowed by the teacher as part of the assignment

Copying or allowing others to copy homework or other assignments is also considered academic misrepresentation and will result in a grade of “zero” for all students involved.

EXTRACURRICULAR ACTIVITIES- As part of school life, extracurricular activities are offered to the student body. The objectives of these programs are to create student-learning experiences in citizenship, leadership, cooperation, and loyalty above and beyond those offered through the regular educational program. Participation by students in these programs is voluntary and is provided as a privilege. In accepting that privilege, the student and his/her parent/guardian accept the responsibility that accompanies such participation as a representative of the student body and school community.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS- In order to participate in extracurricular activities students are expected to be passing 5 of 7 classes to try out/participate in a season. Nine-week grade reports (*from the preceding grading period*) will be used to determine eligibility. Students must be in school the entire school day on the day of an athletic contest, practice or activity in order to participate. The regular school day begins at 8:25 am and lasts until 3:30 pm. *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.

Additional expectations can be found in the [Student Athlete Handbook](#).

Any student interested in running for Homecoming, Snoball, or Prom King/Queen and/or Court must comply with the extracurricular rules and guidelines and not have any extracurricular code violations. The principal/designee will also consider student behavior to determine eligibility. No middle school students may attend high school dances. Students not currently enrolled at CHS must have a signed permission slip by administrator to attend a school function. Administration reserves the right to deny permission slips of outside guests to any extracurricular event.

ORGANIZING CLUBS- Any group or individual wishing to establish a school organization should present to the administration a written description of 1) the purpose, 2) how it will serve the student and school community, 3) organizational structure, 4) rules of membership, and 5) name of faculty sponsor. Approval will be taken to the school leadership committee and will be decided based upon student interest and the manner in which the organization would fit into the Connersville High School goals and extracurricular structure.

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. Lost and found items will be kept through the end of each quarter. One week after the quarter begins, all remaining items will be donated to local charities or discarded.

POWER SCHOOL PARENT PORTAL- PowerSchool offers parents real-time access to grades, attendance, and class information. An Internet connection is the only requirement for access. All information about your child is secure and only available to parents/guardians. The PowerSchool program can be accessed by using any web browser by typing the following web address:
<https://powerschool.fayette.k12.in.us/public/>

SCHOOL-ISSUED STUDENT DEVICE (Chromebooks)

GUIDELINES- Students should follow the FCSC "Responsible Use of Technology" policy and all classroom rules. Students have no right to or expectation of privacy when using their School-Issued Student devices, including but not limited to privacy in the context of their personal files and emails. The school-issued device is the property of CHS and can be inspected at any time without notice. Internet activity is monitored and filtered, whether at school or at home and students are responsible for any activity on the school-issued device. Students should not delete or tamper with any of the settings and/or configurations on the school-issued device. They should report any damage, issues, problems, or messages on the school-issued device immediately. Students must ask permission prior to recording audio and taking photos/videos of classmates and staff members. Students must not plagiarize or claim

material found through the school-issued device as their own. If another person's picture or words are used, they will cite the reference in the correct format requested by the teacher.

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

IX. A school nurse may administer emergency stock medication (Albuterol, Epinephrine, or Naloxone, as an overdose intervention drug, to students at the school if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at school or the individual's prescription is not available.

SELF-INFLICTED INJURY or SUICIDAL IDEATION- Any time an injury is caused by the student to themselves or a student expresses in words or writing a desire to no longer live staff will follow the below protocol.

1. A school counselor, social worker, or principal will contact the parent/guardian of the student to request permission for a school based licensed provider to complete a risk assessment or to request they take the student to a licensed provider of their choice to complete a risk assessment. If assessment is declined the student will be released to their parent/guardian.
2. School Counselor, Social Worker, or Principal will discuss assessment results with parents and/or licensed providers.
3. Recommendations by licensed providers will be followed.
4. School counselors, social workers, or principals will document.

SUBSTANCE ABUSE POLICY- When a student voluntarily seeks help for a drug or alcohol problem before being found in violation of any CHS substance abuse rule, the school will not view it as a matter of discipline. The student will be referred to the appropriate place for help. A student who voluntarily enters treatment is expected to successfully complete it. If a student ends treatment against medical advice, all the time spent away from CHS will be considered an excessive absence. This policy does not include sale or distribution of drugs or alcohol.

ALCOHOL TESTING- Staff members who have reasonable suspicion that a student has consumed alcohol shall report such suspicion immediately to administrative staff. The student shall be escorted to a private location and a non-invasive field sobriety test or breathalyzer conducted by a school security officer or passive alcohol sensor test conducted by a school administrator. Students testing positive for alcohol consumption shall be disciplined pursuant to applicable school corporation policy.

MILITARY RELEASES - Military Recruiters – Parent Opt-Out Provisions under ESSA. The ESSA made changes to the Federal law (20 U.S.C. 7908; 10 U.S.C. 503) on military recruiters' access to student information. Under this law, upon a request by a military recruiter or an institution of higher education, the school will provide directory information of a student. Directory information is defined as the student's name, address, and published telephone number(s). The student's parent (or a student who is over the age of 18) may opt out of this requirement as the parent may request of the school that their student's information not be given to military recruiters. The law requires the parent's request to be in writing to the school. Schools are required to give notice of the parent's option to make this request.

EMANCIPATED STUDENTS- Students who are legally emancipated by the court shall be subject to all school rules and regulations. They shall assume all responsibilities normally assigned to parents or guardians and shall receive all school documents and communications usually sent to the parents or guardians. Students are to be in attendance as required by law. Emancipated, for the purpose of this policy, means generally self-supporting, independent of parental assistance, and living in a residence other than with the parents. Also, the student has a signed form from the parent that the student is not listed as a dependent on the parent's federal tax form. If an emancipated student receives a suspension, the principal or designee will conduct a conference with that student within twenty-four (24) hours. This conference will be in lieu of the normally expected parental conference.

WITHDRAWAL FROM SCHOOL- The procedure for withdrawal or transferring is as follows:

1. Schedule an appointment for the parent/guardian with principal
2. Obtain appropriate forms from an administrator
3. Obtain principal's consent to withdraw
4. Return all school property to the office
5. Make sure all fees have been paid
6. Provide information for transfer of transcript to another school if necessary

PESTICIDE APPLICATION NOTICE- Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school buildings and grounds. If you wish to be given notice of such pesticides applications please notify the Director of Maintenance. You will then be notified at least 48 hours prior to any application of pesticide that is scheduled during school hour activities. Every effort will be made to apply pesticides when students, staff, and or other individuals are not present in the area that is to be sprayed.

DISCIPLINE RULES & GUIDELINES

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 discipline by administration.

CONNERSVILLE HIGH 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. In addition to school-wide guidelines, each classroom teacher will develop a set of rules and appropriate consequences. All teaching staff are expected to discuss with students and agree upon classroom behaviors and norms, with a focus on building community. Once expectations and norms are established, staff should remind and encourage students to use the behaviors throughout the school day and anytime on campus. Discussions should include positive specific performance feedback for appropriate behaviors, and specific corrective feedback for non-compliance.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (SWPBIS)-The goal of school wide positive behavior support at CHS is to create a

positive learning environment through developing the characteristics of the RICHER Principles; respect, integrity, caring, harmony, excellence and responsibility.

BEHAVIOR EXPECTATIONS MATRIX

Location	Respect	Integrity	Caring and Harmony	Excellence with Responsibility
Entire school	•Respect others, self & environment	•Tell the truth always •Do the right thing even when no one is watching	•Remain in personal space •Use positive words	•Work to your potential •Help others •Follow school rules
Cafeteria	•Use a conversational tone of voice	•Go to lunch only when scheduled for you •Pay for all items •Remain in cafeteria or courtyard	•Enter through correct door •Be patient in line	•Report spills to adult •Push in chairs •Clean up/use trash cans
Classroom	•Respect others' opportunities to learn	•Bring needed materials •Do your own work	•Be open to, listen and consider ideas of others	•Clean up and leave area in great shape •Be an active learner
Convocations	•Sit in assigned area	•Listen quietly •Give appropriate response to performance	•Exit and walk to appropriate destination	•Represent your school in a positive way •Apply lessons to your own life
Courtyard	•Stay on pathways	•Place trash in receptacles	•Report problems to adults	•Keep paths/doors clear
Hallway	•Pull off-side to chat •Avoid collisions	•Go where you are supposed to go •Move to the right	•Lock your locker •Keep free of litter	•Open doors •Be on time
Locker Rooms	•Use a reasonable tone of voice •Keep free of litter and vandalism	•Use your locker •Secure personal items	•Handle only your belongings •Wash clothing	•Avoid conflict •Be prepared for class
Parking Lot	•Park in designated areas •Be a courteous driver	•Lock your car •Have only appropriate items in your car	•Drive carefully •Keep free of litter and vandalism	•Follow traffic laws and school rules •Stay out of parking lot during school hours
Restroom	•Be neat •Leave in good shape	•Report problems to an adult	•Keep area free of litter and vandalism	•Wash hands with soap and water

STUDENT ACKNOWLEDGEMENT SYSTEM–“Spartan Tickets” – School staff will give to students when they see those following school-wide positive behaviors. Staff will give extrinsic rewards (tickets or verbal praise/positive gestures) to acknowledge specific appropriate behavior. Students can purchase incentives using tickets they have earned at the bookstore.

GENERAL EXPECTATIONS- To ensure the safety of all persons, there should be no running, shoving or pushing in halls, stairs, or any outside areas. Throwing objects including snowballs, paper wads, books, etc., and spitting is prohibited.

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

Taking, displaying or sharing 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 rollerblade, 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 rule, school grounds shall include all school buildings, parking lots, paths, and stairways leading to school buildings.

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 in verbal, written, digital or other formats, including gestures.

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.

Care of School Building and Equipment – Students will not deface the school property in any way. This includes bathrooms, school furniture and equipment, hallways, lockers, restrooms, etc. Students who cause damage to school property shall be subject to disciplinary consequences and restitution for damages.

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 may be expelled and reported to legal authorities.

Elevator – Students with a doctor's order to avoid stairs may be allowed access to the 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.

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

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.

Restorative Practices- CHS has implemented restorative practices to enhance school culture, strengthen relationships, and inform the discipline process. Restorative practices seek to strengthen relationships through building community. Examples of these practices are community circles and restorative conversations. These practices provide the opportunity for students to learn how to communicate respectfully and listen with empathy. When confrontation arises, students are able to focus on the harm done. Restorative practices give a voice to the person(s) harmed. Incorporating these practices seeks to empower change through a collaborative problem solving approach that allows the offender to take responsibility for their actions and repair the damage done to the community. In situations where all parties are agreeable, discipline may be addressed through this lens.

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 classroom lessons and activities are provided. The student is to report to isolated instruction before the morning tardy bell and remain there until dismissed. Prior to returning to classes, student(s) will participate in a restorative conversation with administration and/or team teachers. This process allows the student to take responsibility for their actions and repair damage done. 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. Parents/guardians who prefer to be involved in the restorative process, may request this at the time of contact.

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. Parents/guardians will be notified as soon as reasonably possible by phone or by mail when a student is suspended. Suspended student(s) typically re-enter the school community by spending the first day back in ISS during that time they may participate in a restorative conversation with administration and/or teachers. This process allows the student to take responsibility for their actions and repair damage done. 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.

SEARCHES- Fayette County School Corporation [Student Code of Conduct](#), allows for students, their possessions, and their lockers to be searched if there is reasonable suspicion to believe the search shall produce evidence of a violation of a law, school rule, or condition that endangers the safety or health of the student or others.

METAL DETECTORS- In order to help provide for the safety in Fayette County School Corporation Buildings and to prevent weapons, dangerous items, and prohibited equipment/devices from being brought upon school premises, notice is given that occasional school-wide or random checks using hand held metal detectors may be conducted by trained Administrative Personnel or School Resource Officers.

The Administration may use hand held metal detection devices as an aid for finding possible weapons on school premises and/or preventing the same from being brought to the school. Metal detector checks may be performed when there is reasonable suspicion that a student has an illegal or unauthorized metal object or weapon. Metal detector checks may also be done randomly and on a neutral, non-discriminatory basis. These random metal detector checks will not be used to single out a particular individual or category of individuals. The metal detector may be used to check a student's person or personal effects. There shall also be a witness when such a search is conducted.

School Administration will notify parents immediately if a student refuses to consent to this safety measure or if any item is discovered in violation of our School Board Policies or Student Handbook Policies. Violation of state or local policies or laws related to the possession of weapons or threats to harm with weapons will result in School Administration turning the investigation over to local law enforcement.

School Board Policy information related to the use of metal detectors in Fayette County Schools is found in Board Policy 5.29.1 on the Fayette County School Corporation home webpage

ELECTRONIC DEVICES- Electronic devices may be utilized during class time for instructional purposes only. Senate Enrolled Act 185, a state law, bans cell phone use in classrooms during instructional time. While cell phones are generally prohibited, there are exceptions for educational purposes, emergencies, and students with medical or disability needs. Electronic equipment being used during class time without the teacher's permission or for non-instructional purposes will be a violation of the cell phone/electronic devices policy. Students violating the cell phone/electronic device policy may be subject to disciplinary action. Electronic equipment being used in violation of this policy **may be** confiscated by school personnel and parents/guardians may be required to pick up the equipment each time a student violates this policy. Students bring these items to school at their own risk. Fayette County School Corporation will not be responsible for loss, damage, or theft of any electronic device brought to school.

STUDENT DRESS & APPEARANCE

Connersville High School strives to be a place where all students feel safe, comfortable and accepted. CHS encourages students to dress in ways that allow them to express their individuality without fear of unnecessary discipline or shame. Students have the right to be treated equitably and should not face barriers to school attendance. All students and staff are responsible for managing their own personal distractions. With these principles in mind the following guidelines are established for student dress.

Clothing -

1. Footwear is to be worn at all times. Activity specific shoe requirements are permitted (*Physical Education, Lab based courses, etc..*)

2. Opaque (*not transparent*) clothing must cover the buttocks, genitals, nipples and torso (*including the abdomen*).
3. Undergarments must be worn with an opaque (*not transparent*) outer layer.
4. Ripped jeans may be worn, as long as underwear is not exposed.
5. Blankets, non-prescription glasses or sunglasses are to be removed upon entering the building.
**Exceptions for clothing / headgear worn for religious or medical purposes.*
- *Individual teachers may have classroom specific rules for hoods and hats and may result in disciplinary action if violated.***
6. Attire depicting drugs, alcohol, tobacco, violence, vulgar language, sex, weapons, hate speech, the confederate flag, swastikas or gang activity is not acceptable attire.
7. Wallet chains, dog chains, or any other large chains, animal collars, collars or bracelets with metal studs, spikes, nails or fish hooks are prohibited.

SCHOOL BUS DISCIPLINE PROCEDURE

When students are being transported on a school bus, the students are under the supervision, direction, and control of the bus driver and are subject to the disciplinary measures listed below:

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

VIOLATIONS AND CONSEQUENCES

The plan for student behavior in addition to the 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 teachers and/or administration.

Minor offenses- Typically minor offenses are managed and logged by teachers and/or staff. These behaviors, while not acceptable, are occasionally expected from developing adolescents. Consequences for these behaviors are assigned by administration and designed to hold students accountable, while encouraging growth, development and learning for students. Examples of minor offenses may include but are not limited to the following:

- Truancy from class or being in an unauthorized area
- Failure to follow classroom rules (failure to have classroom materials, plagiarism: including use of Artificial Intelligence ("AI"), cheating, deception)

- Improper behavior, disruptions, excessive noise, horseplay, throwing objects, running, shoving, pushing,
- Inappropriate public display of affection on school property, or at school events
- Defacing/markings* on school property or Damage* to another student's property
- Failure to serve a detention
- Disrespect to other students or Profanity: to include gestures, inappropriate written and spoken language
- Inappropriate use of the internet**, misuse of school computer or electronic equipment (Includes School-issued devices)
- Dress code violations

Possible Disciplinary Actions

Lunch Detention(s) After school Detention(s)

Restorative Conversation / Reflection / Coursework / Restitution / Community Service Hours

In-School Suspension(s) Out of School Suspension(s)

**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.*

Major offenses- Major offenses are managed and logged by administrators. Major offenses are occasionally committed by developing adolescents. Consequences for these behaviors are assigned by administration and designed to hold students accountable, while encouraging growth, development and learning for students. Additional actions may include restitution and/or removal from the school setting by law enforcement, in cases where laws are broken. Examples of major offenses may include but are not limited to the following:

- Physical / Written/ Verbal **Harassment** (racial,sexual, hate speech, etc..), threatening, intimidating, or bullying² another person or any form of harassment directed toward staff members
- Inappropriate sexual comments/gestures or possession of materials that are graphically violent, obscene or pornographic (sexting³). Sexual activity or indecent exposure
- Possession or use of **Electronic Cigarettes** (with or without nicotine), Possession or use of tobacco or look-a-like or possession of lighters, matches¹. E-cigarettes may be tested for THC⁵
- **Failure to report** a fight, **False reporting** of an incident, fire alarms, 911 calls, bomb threats, or other emergency situations, Words/actions that create a verbal or physical altercation
- **Disrespect** to school personnel or profanity, including gestures, inappropriate written or spoken language, **Defiance/Insubordination** (willful disobedience) refusal to follow directions,refusal of consequences, Failure to serve detention, behavior that interferes with the educational process, Removal from ISS
- **Vandalism** – Intentionally damaging, defiling, or defacing school property

- **Theft**, knowingly and willfully removing school or another person's property, possession of stolen property or being an accomplice to a theft. Extortion – Intimidation with intent for personal gain.
- **Fighting** – Aggressive physical contact by both parties. Simple **Battery** – Aggressive physical contact by an individual or group of individuals toward another individual. Throwing objects with intent to inflict harm to students or staff, spitting or battery by bodily fluids
- **Habitual Offender** - A student, identified by administration, 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**⁴
- **Drugs** - Possession of, under the influence of, selling, representing as [Marijuana, Alcohol, Paraphernalia (drug related), Inhalants, Narcotics, Controlled substance (prescription), Over-the-counter drugs, Any other illegal drug or substance] Misuse or abuse of over-the-counter or prescription drugs
- Violation of cell phone/electronic device policy

Possible Disciplinary Actions

Lunch Detention(s)-After school Detention(s)

Restorative Conversation / Reflection / Coursework / Restitution / Community Service Hours

In-School Suspension(s) Out of School Suspension(s) Expulsion

¹ **SMOKING/SMOKELESS TOBACCO/ELECTRONIC CIGARETTE** -Students are not permitted to smoke on the campus, in the school buildings, or at any school function. Students are not permitted to carry on their person, or in their vehicle, or use any smoking materials, including smokeless tobacco, and electronic cigarettes, while on campus, in the school buildings, or at any school function. Any student found smoking, using or possessing any tobacco products or electronic cigarettes on school grounds, in the school buildings, or at any school activity will be subject to immediate referral to the principal or his designee. Parents will be informed. IC 35-46-1-10.5 provides that a person less than eighteen (18) years of age who: 1. Purchases tobacco or an electronic cigarette 2. Accepts tobacco or an electronic cigarette for personal use; or 3. Possesses tobacco or an electronic cigarette on his person; commits a class C infraction under state law. A citation into criminal court will be issued.

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

² **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 (including text messaging/chats), 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. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to including expulsion. The school corporation may also report individuals to law enforcement, if necessary.

Cyberbullying: “Cyberbullying” is the use of an electronic communication device (computer, computer system, computer network, cellular telephone, or other wireless or cellular 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.

Reporting: All reports of bullying (reported here <https://www.fayette.k12.in.us/page/fscs-anti-bullying>) will be communicated to the parents of both the targeted student and the alleged perpetrator no later than 5 business days after the incident is brought to our attention..

³ 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 reported to law enforcement and/or the Indiana Department of Child Services (DCS), as required by law. 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.

⁴ A destructive device is defined in the FCSC [Student Code of Conduct](#) pg. 5

⁵ Testing for Cannabis and THC - Connersville Middle School is committed to maintaining a safe, orderly school to promote health and safety within the school setting, and to provide a school environment conducive to education. To combat student drug use in our schools, the District may utilize Marijuana Test Kits in order to verify whether confiscated contraband contains THC. This policy is applicable in all situations in which students are subject to school disciplinary rules including:

- On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event and/or traveling to or from school or a school activity, function, or event.

Marijuana Test Kit Screening Procedures: All confiscated contraband may be subject to screening. In the event marijuana test kit screenings are conducted:

- Marijuana test kit screenings of confiscated contraband shall be conducted in an orderly and safe manner, consistent with industry standards for use of the testing kits, and consistent with minimizing intrusion into students' privacy rights.
- Confiscated contraband belongings shall be screened by District employees using a testing kit owned by the District.

- Consistent screening techniques shall be used for each student's confiscated contraband.

The purpose of marijuana test kit screenings is to enforce school policy on possession of marijuana and/or any substance containing THC.

Disciplinary Action Disclaimer

The school administration is not required to follow the progressive discipline steps listed herein for attendance, cell phone possession and usage, and student conduct. Administrators may impose more severe disciplinary consequences when, in its judgment, such action is warranted by serious misconduct. Law enforcement officials may be involved if warranted by the nature of the incident.

The consequences listed herein do 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 below, the following guidelines for the imposition of specific disciplinary sanctions will generally apply. Related circumstances, or past conduct, may warrant a greater or lesser disciplinary sanction as 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

ATTENDANCE GUIDELINES

A good attendance record is vital to ensure the future success of the students at Connersville High 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. Parents(s)/guardian(s) must notify the school and report an absence within 48 hours of the absence. If the absence is not reported, it will be unexcused.

CHS ATTENDANCE POLICY- To report an absence call 825-5584. To speak to someone in the attendance office, call 825-1151 #24320. Calls accepted 24 hours, 7 days a week.

EXPECTATIONS- A student is expected to attend school every day. Five absences per class per semester (ten total for the year) may be excused by a parent by a call in or a note received by the CHS Attendance Office within 48 hours of the absence. If no documentation is received, the student is considered unexcused and possibly truant.

After five absences per class (per semester), the student will require documentation from a doctor. If no doctor's note is provided, the student is considered excessively absent and unexcused (Excessive Absences are any absence over five without a note from a doctor).

*State law requires that schools report students ages 15-17 who are (1) habitual truant under IC 20-33-2-11, (2) is under at least a second suspension from school for the school year, or (3) is under expulsion from school to the Indiana Bureau of Motor Vehicles. Those students may be unable to obtain a driver's license or have their license suspended.

A student is considered chronically absent when they miss 10% or more of the school year, regardless of whether the absences are excused or unexcused. This equates to roughly 18 or more missed school days in a standard 180-day school year.

This definition differs from "habitual truancy," which specifically refers to students missing 10 or more unexcused days.

After FOUR absences, a letter will be sent to parents from CHS Attendance. This letter will remind the parents of the CHS Attendance Policy and consequences of future absences.

In accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

Indiana General Assembly Page or honoree

Election board helper on Election Day

Serving in the National Guard on Active Duty for not more than ten (10) days per school year in accordance with IC 20-33-2-17, and participation in the Civil Air Patrol for not more than five (5) days in a school year in accordance with IC 20-33-2-17.2.

School sponsored events

Ordered to activity duty with the armed forces of the United States, including their reserve components, or the Indiana National Guard

State Fair Exhibitor for not more than five (5) days in a school year provided there is written approval from the parent/guardian and school administrator

National or Indiana FFA or a 4-H Club (if a student is in good academic standing as determined by the school corporation, up to six (6) instructional days)

Job Shadowing experience as authorized, scheduled and documented by a designated CHS staff member

Testifying in court under subpoena

These absences shall be considered excused and categorized as follows:

Medical- This includes:

Illness verified by a note from the parent

Illness verified by a note from a physician

Recovery from accident

Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

Funeral/Bereavement- Death in the immediate family or of a relative

Religious- Observation or celebration of a bona fide religious holiday, practice, or event that is significant to a student's faith.

Family Choice Planned- Planned absences due to maternity, or military connected families' absences related to deployment and return, or other reasons pre-arranged by the student's family and approved by the Superintendent or designee

Family Choice Unplanned- Unplanned absences due to maternity, or military connected families' absences related to deployment and return, or other reasons that occur unexpectedly due to unforeseen family circumstances or decisions and approved by the Superintendent or designee

Administrator Approved- Such other good cause as may be acceptable to the Superintendent or their designee or permitted by law, except family choice absences will be categorized pursuant to D. and E. above

Required Court Appearance

Suspensions

College/Career Day- (one (1) day for juniors and three (3) days for seniors) will be waived with documentation from the college/university or potential employer (including military)
School Nurse/Health Assistant requests that a parent pick up student

Such other good cause as may be accepted by Superintendent or permitted by law

Students will not be considered absent when authorized by a school official to be somewhere other than in their regularly scheduled class. For example, if the student is expected to report to a different location during his/her regularly scheduled class time for a meeting, conference with school personnel, testing, or field trip, the student shall not be considered absent. It is the responsibility of the student and/or the designated staff member to provide the teacher with written documentation to be permitted to be absent from class.

Students in Isolated Instruction/In-School Suspension will not be counted absent.

A student who, for any reason, is removed from Regular Attendance Register and placed on Homebound Instruction shall not be considered absent from their regular classes during this time.

A student absent from class for more than 15 minutes shall be considered absent for the class period.

Students may make up all work missed at 100% credit when arrangements are made with the teacher for the absence.

Family travel – Students may be absent from school without sanctions for family travel under the following conditions:

- a. The request must be made by the parent/guardian to the principal/director **at least one week prior to the absence;** and
- b. All school assignments must be completed within one week after the return to school. Requests for family travel must be approved by the building principal/designee.
- c. Appeals of the principal's/designee's decision shall be made to the superintendent and the superintendent's decision shall be final.

Truancy Prevention Policy

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student, except that for the 2025-2026 school year, except in the case of a virtual education program, a student will not be expelled or suspended solely because the student is chronically absent or a habitual truant.

Truancy is defined as willful refusal to attend school as required by the compulsory attendance law.

Absent student – A student is an “absent student” if the student is enrolled in kindergarten through grade 12 and is absent five (5) days within a ten (10) week period without being excused or being absent in

conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences be excused under the student's IEP, Service Plan (developed under 511 IAC 7-34), Choice Scholarship Plan (developed under 511 IAC 7-49), or a plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.

Parent Notice – The Corporation will immediately provide the following written notifications to the parent of an absent student :

- 1) The student is an “absent student” under the definition above.
- 2) The parent is responsible for monitoring the absent student's attendance and ensuring the absent student attends school in accordance with compulsory attendance laws.
- 3) The Corporation will be initiating truancy prevention measures regarding the absent student.
- 4) The parent is required to attend an attendance conference regarding such truancy prevention measures.
- 5) If the absent student meets the requirements of a habitual truant, the Superintendent or attendance officer of the school is required to report the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25. The juvenile court may determine that the student is committing a delinquent act as provided under IC 31-37-2-3. And the parent of the student may be subject to prosecution under IC 35-46-1-4.

Attendance Conference –The Corporation shall hold an attendance conference to discuss the absent student's absences and establish a plan for the student to prevent future absences. At least the following individuals must be present:

- 1) Representative of the school
- 2) Teacher of the absent student
- 3) Absent student's parent
- 4) Representative chosen by the absent student's parent who may provide insight into the student's absenteeism *if* the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

This attendance conference shall be held no more than ten (10) instructional days after the absent student's fifth absence, regardless of whether the absent student's parent or representative in (4) above is able to attend. The Corporation shall make all reasonable efforts to hold such a conference on a date and time that works for the schedule of the absent student's parent.

Absent Student Attendance Plan – Such plan may include:

- 1) wraparound services that are able to be provided to the absent student to ensure the absent student attends school;
- 2) a specific description of the behavior that is required or prohibited for the student;
- 3) any additional disciplinary action the school will take if the absent student does not comply with the plan;
- 4) if applicable, a referral to counseling, mentoring, or other services for the student;
- 5) if applicable, whether a parent is expected to attend the “additional services” described below; to the extent possible, the signature of the parent of the absent student agreeing to comply with the plan; and
- 6) the period for which the plan is effective, not to exceed forty-five (45) instructional days after the plan was established.

Additional Services – The Corporation will offer additional counseling or services to an absent student if the school determines that the absent student's absences are related to any of the following:

- 1) the absent student's pregnancy;
- 2) that the absent student is in foster care (as defined in IC 31-9-2-46.7);
- 3) that the absent student is homeless; or
- 4) that the absent student has a severe or life threatening illness or related treatment.

Providing Education for Students with Long-Term Medical Conditions

A long-term provider note is necessary when a student has been injured or suffers from an illness and is anticipated to be absent for a minimum of 20 instructional days over the course of the school year. The school will provide instruction to students under these circumstances if the parent provides documentation from a licensed healthcare provider with prescriptive authority indicating the student will meet the 20-day criteria due to a medical condition. This long-term medical documentation provides the information necessary for a school to create a plan for meeting the student's educational needs during these absences. Further consultation with the licensed healthcare provider may be necessary to determine the student's ability to engage in educational activities and instruction during these absences. If the student has a Section 504 Plan relating to the absences or the condition causing the absences, the plan under this policy must be consistent with the 504 Plan. If the student is also an eligible student with a disability, the student's Individualized Education Program (IEP) case conference committee will determine services during these absences in accordance with the law.

SCHOOL BOARD POLICIES

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

<https://go.boarddocs.com/in/fayettecounty/Board.nsf/Public>

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 POLICY- Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment and hazing. It shall be a violation of this policy for any employee or any student to discriminate against, harass or haze a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment/hazing.

Student discrimination/harassment/hazing will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature. Hazing is defined as an intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other student that:

- (1) endangers the mental, emotional, or physical health or safety of that student or

(2) induces or coerces a student to endanger that student's mental, emotional, or physical health or safety.

Hazing does not include physical contact associated with athletic events, athletic training, or with competition conducted under a coach's or sponsor's supervision. (Board Policy 6.304)

Mission Statement- The CHS mission is to provide a safe environment where all students acquire skills and knowledge to become productive members of society.

CHS ALMA MATER

Some the blue and gold do cherish;
Some the cream and crimson choose.
Ah, but we would rather perish
Than our red and white should lose.
Oh, the CHS is loyal
To her colors, all are true!
With a spirit rich and royal
Till her ship comes sailing through.

CHS SCHOOL SONG

CHS, our hats off to thee,
To our colors true we will ever be.
Firm and strong, united are we.
Rah, Rah, Rah for CHS.
Rah, Rah, Rah for CHS.
Rah, Rah for dear old High!



