



CONNERSVILLE MIDDLE SCHOOL

# STUDENT HANDBOOK

**2026-2027**

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<https://cms.fayette.k12.in.us>

The mission of Connersville Middle School is to provide students with a quality education that helps them effectively transition from elementary school to high school in an overall effort to help them become successful, lifelong learners. This year has the potential to be your most productive year, both academically and socially, let us help you achieve your highest potential.

(Revised 03/20/26)



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**ATTENDANCE**- The Fayette County School Corporation believes that improving student attendance requires a partnership between schools, families, and the community. The Corporation is committed to removing barriers, providing support, and ensuring that every student has the opportunity to attend school regularly and succeed. To report an absence call 825-1139 - press 1 to leave a message. Messages are accepted 24 hours, 7 days a week. Parents/guardians must report an absence within 48 hours. Unreported absences are unexcused.

**1. PURPOSE**- The Fayette County School Corporation recognizes that regular school attendance is essential to student academic success and overall well-being. This policy is designed to:

- Comply with Indiana Code (IC 20-33-2)
- Reduce chronic absenteeism (defined as missing 10% or more of enrolled school days)
- Promote early identification and intervention for attendance concerns
- Support students and families in maintaining consistent school attendance

The Corporation is committed to a proactive, supportive approach that emphasizes prevention and intervention over punitive measures.

**2. EXPECTATION OF ATTENDANCE** - Students are expected to attend school every day school is in session. Regular attendance provides students with essential instructional time, peer interaction, and access to academic support. Absences will be monitored cumulatively throughout the school year to ensure students remain on track and do not approach thresholds for chronic absenteeism.

### 3. DEFINITIONS

**Excused Absence** -Per Indiana law, excused absences count toward chronic absenteeism calculations unless otherwise exempted by Indiana law. Absences for reasons permitted by Indiana law or approved by the Corporation, including but not limited to:

- Illness (parent or physician verified)
- Medical, dental, or legal appointments
- Death in the family
- Religious observances
- Court appearances
- School-sponsored activities
- Approved family circumstances

**Unexcused Absence** - Any absence not meeting the criteria above or not properly reported within the required timelines.



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**Exempt Absence** - Certain absences authorized by Indiana law may not be counted as absences for state reporting purposes. Exempt absences include, but are not limited to:

- Service as a page or honoree of the Indiana General Assembly pursuant to IC 20-33-2-14.
- Service on a precinct election board, as an election helper, or for a political candidate or political party on Election Day pursuant to IC 20-33-2-15.
- Appearance as a witness in a judicial proceeding pursuant to a subpoena under IC 20-33-2-16.
- Active duty service with the Indiana National Guard for not more than ten (10) days during a school year under IC 20-33-2-17.
- Duty or authorized activities with the Indiana Wing of the Civil Air Patrol under IC 20-33-2-17.2.
- Participation in an educationally related nonclassroom activity that is consistent with and promotes educational philosophy and goals under IC 20-33-2-17.5.
- Exhibiting or participating in the Indiana State Fair for educational purposes under IC 20-33-2-17.7.
- Participation in approved FFA, 4-H, or related agricultural educational activities under IC 20-33-2-17.8.
- Religious instruction conducted in accordance with IC 20-33-2-19.
- Any additional absence specifically designated by Indiana law as exempt from compulsory attendance requirements.

Students and families may be required to provide documentation verifying eligibility for an exempt absence as required by law or Corporation procedures. The Corporation shall classify exempt, excused, and unexcused absences in accordance with Indiana Code and Indiana Department of Education attendance reporting guidance.

**Chronic Absenteeism** - A student is chronically absent if they miss **10% or more of enrolled school days**, regardless of whether absences are excused or unexcused.

**Habitual Truancy** - Defined as **ten (10) or more unexcused absences** in a school year, in accordance with IC 20-33-2-11.

**4. ATTENDANCE MONITORING AND INTERVENTION (TIERED SYSTEM).** The Corporation will implement a tiered system of supports to proactively address attendance concerns:

### **Tier 1: Universal Prevention (0–3 Absences)**

- Daily attendance monitoring
- Positive communication with families regarding attendance expectations
- School-wide attendance awareness efforts



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### **Tier 2: Early Warning (4–5 Absences)**

- Parent/guardian notification
- Review of attendance patterns
- School staff outreach to identify potential barriers to attendance

### **Tier 3: Intervention (5 Absences – State Required Threshold excused or unexcused)**

- Written notification to parent/guardian
- Required attendance at the conference within ten (10) instructional days
- Development of an **Attendance Plan**- The Attendance Plan will:
  - Identify barriers to attendance
  - Outline supports and interventions
  - Define expectations for improved attendance
  - Establish a monitoring timeline (not to exceed 45 instructional days)

### **Tier 4: Chronic Absenteeism Risk (6–9 Absences or Patterns of Concern)**

- Ongoing monitoring of the attendance plan
- Assignment of a staff member to monitor progress
- Consideration of additional supports (mentoring, counseling, transportation assistance, etc.)

### **Tier 5: Chronic Absenteeism (10% Threshold)**

- Intensified intervention and administrative review
- Revision of Attendance Plan
- Coordination with internal and external support services as needed

### **Tier 6: Habitual Truancy (10 Unexcused Absences)**

- Required reporting to appropriate authorities in accordance with Indiana law
- Coordination with juvenile court, prosecuting authorities, the Department of Child Services, or other agencies as appropriate
- Continued implementation of intervention strategies

**5. ATTENDANCE CONFERENCE AND PLAN** In accordance with Indiana law, the Corporation will hold an attendance conference within ten (10) instructional days after a student reaches five (5) absences. Participants shall include:

- School representative
- Teacher
- Parent/guardian



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- Student (as appropriate)
- Additional support personnel, if applicable

The Attendance Plan may include:

- Wraparound services
- Behavioral expectations
- Referrals to counseling or support services
- Community resource referrals
- Monitoring and follow-up procedures

**6. COMMUNICATION WITH FAMILIES** - The Corporation will communicate proactively with families at key attendance thresholds. Communication will emphasize:

- The importance of regular attendance
- The impact of absences on student success
- Available supports to assist families

**7. MAKE-UP WORK** - Students will be provided the opportunity to make up work for absences in accordance with school guidelines. Timelines for completion will be determined by the teacher.

**8. EQUITY AND SPECIAL CONSIDERATIONS** - The Corporation recognizes that certain student populations may face additional barriers to attendance. Attendance interventions will be aligned with applicable plans and legal requirements. Additional supports will be provided for students who are:

- Experiencing homelessness
- In foster care
- Pregnant or parenting
- Managing significant medical conditions
- Receiving services under an IEP or Section 504 Plan

**9. DATA MONITORING AND ACCOUNTABILITY** - Each school will:

- Monitor attendance data on a regular basis
- Identify students approaching chronic absenteeism thresholds
- Implement timely interventions
- Review attendance data to improve school-wide practices

**10. COMPLIANCE WITH STATE LAW** - The Corporation will comply with all requirements of the Indiana Code related to compulsory attendance, reporting, and intervention, including:



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- Reporting habitual truancy as required
- Conducting attendance conferences
- Maintaining documentation of attendance plans and interventions

**11. DISCIPLINE LIMITATIONS** - Consistent with Indiana law, students shall not be suspended or expelled solely because they are chronically absent, an Absent Student, or habitually truant. Attendance concerns shall be addressed through intervention, support, and legally authorized reporting procedures.

**12. COMPLIANCE WITH STATE LAW** - The Corporation shall comply with all requirements of Indiana law related to compulsory attendance, attendance intervention, documentation, and reporting. This includes maintaining documentation of attendance conferences, attendance plans, interventions, and required referrals.

**TARDY POLICY-** Students will be counted tardy if they arrive at school after 8:20 a.m. Students are tardy to class if not in his/her seat or assigned work area when class begins. Consequences for tardies to class will be as follows.

- 1st tardy - teacher warning
- 2nd tardy - teacher warning & call home notifying of consequences (below)
- 3rd tardy - 1 lunch detentions (teacher call home)
- 4th tardy - 2 lunch detentions & student call home
- 5th tardy - 1 hr. after school (admin. call home)
- 6+ tardies - Admin (2 hours after school, call home)

**ARRIVAL / DEPARTURE-** The school day is from 8:20 a.m. to 3:20 p.m. Students should not arrive at school earlier than 7:50 a.m. Students are to report directly to the Spartan Bowl / Cafeteria upon arrival. 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.

- Car drop off / pick up - students transported to school by a parent/guardian should enter the building through the **Arena entrance on Indiana Avenue** and report directly to the Bowl / Cafeteria.
- Bus drop off / pick up - students transported by bus enter / exit through the **Bowl entrance on Grand Ave.** Grand Ave. between 19th and 20th is closed from 3:15 - 3:30 pm for dismissal

**SCHOOL CLOSING-** During severe/ inclement weather or other unforeseen circumstances, starting time may be delayed or school may be closed or dismissed early. School closing, delayed starting time, or early dismissal will be announced over local radio and television stations. Parents and students may visit <https://www.fayette.k12.in.us/live-feed> to receive alerts on school closing and delays. Parents can also opt in to School Messenger by texting "Y" to 76587. Please do not call the school.



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**ACADEMICS**- Our building utilizes a team approach; creating small communities within the school to foster supportive relationships between teachers and students. Teams consist of four core teachers: English/Language Arts, Math, Science & Social Studies and the group of students they instruct. Students also participate in encore courses including Art, Music, Choir, Band, Health, Family/ Consumer Science, Foreign Language Exploration, College / Careers, Digital Media & Physical Education. Each team of teachers works with their students to formulate expectations that ensure successful progress through 7th & 8th grade. Teams are assigned as part of scheduling. Current 7th grade teams are: Racecars & Eagles and 8th grade teams are: Diamonds & Windjammers.

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

**POWER SCHOOL PARENT PORTAL**- PowerSchool offers parents real-time access to grades, attendance, and class information. All information is secure and only available to parents/guardians. PowerSchool can be accessed by typing the following web address: <https://powerschool.fayette.k12.in.us/public/> into any web browser.

**PROMOTION/RETENTION POLICY**- Students may be retained if they are unable to demonstrate mastery of grade level skills and/or standardized state assessments. Students may be required to attend summer school if available.

**TEXTBOOKS / CHROMEBOOK**- Textbooks, Chromebooks and chargers are issued 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 may result in repair or replacement fees. **Insurance is available for purchase and highly recommended.** School issued student device (Chromebook) usage guidelines are as follows:

1. Students should follow the FCSC “Responsible Use of Technology” policy and all classroom rules.
2. Students have no right to or expectation of privacy when using their School-Issued Student Device(s) including, but not limited to, privacy in the context of their personal files and emails. The school-issued device is the property of CMS 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.
3. 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.
4. Students must ask permission prior to recording audio and taking photos/videos of classmates and staff.
5. Students should not private message teachers on any items except for homework questions. Additionally they should not private message other students through any form (Google Doc, Google Classroom, etc.).
6. 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 their teacher.
7. Students must ask permission before printing any assignment.
8. Students should only use AI (*Artificial Intelligence*) tools in support of their learning -getting ideas or explanations- while still doing their own thinking and work. Students should use AI responsibly, follow school rules, and never use it to cheat, copy, or submit work that isn't their own.



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**HONOR ROLL-** A student must achieve at least a 3.0 grade point average to be eligible for the Honor Roll. *To calculate grade point average (GPA), add the GPA for each individual grade and divide by the total number of grades.*

| percent | letter grade | GPA | percent | letter grade | GPA | percent | letter grade | GPA | percent | letter grade | GPA |
|---------|--------------|-----|---------|--------------|-----|---------|--------------|-----|---------|--------------|-----|
| 100-99  | A+           | 4.0 | 89-88   | B+           | 3.3 | 79-78   | C+           | 2.3 | 69-68   | D+           | 1.3 |
| 98-92   | A            | 4.0 | 87-82   | B            | 3.0 | 77-72   | C            | 2.0 | 67-62   | D            | 1.0 |
| 91-90   | A-           | 3.7 | 81-80   | B-           | 2.7 | 71-70   | C-           | 1.7 | 61-60   | D-           | 0.7 |
|         |              |     |         |              |     |         |              |     | 0-59    | F            | 0.0 |

**HONOR SOCIETY-** Membership eligibility in CMS Honor Society is based on scholarship, service, leadership, character and citizenship. Student selection is based on GPA after the 3<sup>rd</sup> grading period of 7th grade year.

**FOOD & DRINK-** CMS has a closed lunch program, all students must eat in the cafeteria. Students have the choice of eating school lunch or bringing food from home. Lunch may not be charged. Money deposited into the student's lunch account must be given to the cashier in the cafeteria. **Fast food may not be delivered.** Plastic or metal (NO GLASS) water bottles, mugs and other liquid containers with sealable lids are permitted in classrooms but should be limited to water. **Energy drinks and sodas should not be brought to school.** Gum may be allowed at the discretion of staff.

**LOCKERS-** On the first day of school students are assigned a locker with a combination lock. The locker should be kept neat, locked and free of open food and drink containers at all times. Students should not change lockers without permission. Students are not to share combinations or use of lockers with others. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. School Corporation lockers are subject to inspection by authorized personnel (IC 20-33-8-32). The Fayette County School Corporation may periodically conduct drug searches in lockers. The administrative team, along with local or state law enforcement agencies, may utilize drug dogs to conduct these searches.

**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 semester. Two weeks after the semester all remaining items will be donated to local charities or discarded.

**MEDIA CENTER-** The media center has books and magazines for assigned study and recreational reading. The media center is open from 7:45 a.m.-3:45 p.m. For additional information about the media center, go to: <https://cms.fayette.k12.in.us/o/cms/page/media-center>



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**BEHAVIOR**- Each classroom teacher develops a set of expectations and appropriate consequences for their classroom. All teachers are expected to discuss with students and agree upon classroom behaviors and norms. Once expectations and norms are established, staff remind and encourage students to use the behaviors throughout the year.

**POSITIVE RECOGNITION**- Outstanding achievement and positive behavior is recognized with awards such as Perfect Attendance, Honor Roll, Spartan of the Week, "Good News" postcards and Day Maker awards.

**RESPECT FOR EACH OTHER** - It is important that we all get along and treat one another with respect. To help encourage students to develop a caring, empathetic, sense of community we utilize a curriculum called Kindness 101.

- **Threats** -If a student is threatened or involved in name-calling, they should discuss the problem with their teacher, counselor, or administrator. Students involved in threats or name-calling will receive appropriate consequences. Students should inform school officials of any potential danger or threat, failure to do so may result in discipline.
- **Profanity** -Use of profanity, obscenity, or lewd comments, written or verbal is unacceptable. This includes gestures, signs, pictures and clothing determined to be inappropriate for school. If the violation disrupts the educational process or occurs more than once, appropriate discipline will be administered.
- **Horseplay** -There should be no running, shoving or pushing in halls, stairs, or any areas outside of the PE department. Throwing objects including snowballs, paper wads, books, etc., and spitting are prohibited.
- **Photos/Symbols**- Negative or derogatory symbols; confederate flags, swastikas, etc., are prohibited on school property. Taking, displaying or sharing inappropriate pictures (digital or otherwise) at school, on the bus or at sponsored events or functions, with or without the consent of the student or staff member, is not permitted.
- **Emergency Drills**- Emergency drills (fire, severe weather, lockout & lockdown\*) are held throughout the school year. Instructions for drills are posted in each classroom. Students should become familiar with the procedures in case of emergency. Students are expected to remain quiet and follow instruction throughout the drills. Students are not to tamper with the fire alarm, fire extinguishers or any electrical system except in the case of an emergency  
*\*Parents will be emailed prior to all scheduled lockout/lockdown drills and support/counseling can be provided to anyone in need of it.*

**RESPECT FOR PROPERTY** - Students should not deface school property in any way, including furniture, equipment, hallways, lockers, restrooms, etc. Students who cause damage may be subject to discipline and restitution.

- **Cell Phones / Ear Buds**- *Based on Indiana State Law (SB 78)* Cell phones, electronic equipment, laser lights, and earbuds/headphones are not to be used during school hours unless they are used to manage a student's health care (*medical documentation is needed*). All items listed above should be powered down upon entering the building and **secured in the student's locker during the school day** (8:20-3:20).
- **Hallways / Restrooms**- Students should be in the halls only at the beginning/end of the school day, and while changing classes. Students are asked to be courteous at all times and to keep to the right while moving through halls and stairs. Excessive noise, shouting, screaming, whistling, profanity, slamming or kicking lockers is not acceptable. During class **Hall Passes** should be used to leave class (restroom, drink, locker, etc.). Passes are not transferable and are a privilege, requests may be denied.
- **Skating**- Students shall not rollerblade, roller skate, Heely skate, hoverboard, skate board, or perform bike stunts on school grounds, during or after school hours. Including all buildings, parking lots, paths, playground and stairways.



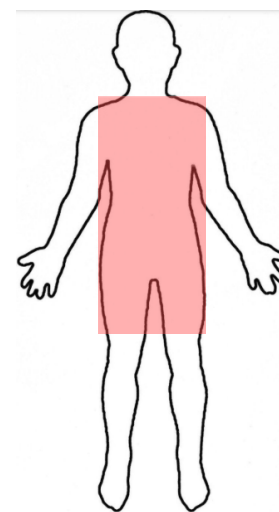
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**DRESS/ATTIRE**- Connorsville Middle School strives to be a place where all students feel safe, comfortable and accepted. CMS encourages students to dress in ways that allow them to express their individuality without fear of unnecessary discipline or shame. Students have the right to be treated equitably and should not face barriers to school attendance. With these principles in mind the following guidelines, to ensure student safety and that there are no disruptions to educational programs, are established for student dress.

Clothing - must cover all areas shaded red in the diagram to the right. →

No clothing designed or altered to reveal buttocks, torso (*the body apart from the head, neck, arms, and legs*), midsection of the body, undergarments, or the lack of undergarments. No strapless tops or spaghetti straps. Ripped jeans may be worn, as long as underwear is not exposed. Attire depicting drugs, alcohol, tobacco, violence, vulgar language, sex, weapons, hate speech, the confederate flag, swastikas or gang activity is not acceptable attire.



Footwear is to be worn at all times. Activity specific shoe requirements are permitted for PE and other laboratory based courses.

Hats, hoods, caps, gloves, bandanas, stuffed animals, blankets, non-prescription glasses or sunglasses are to be removed upon entering the building and, when not attached, left in the student's locker. (*exceptions for clothing / headgear worn for religious or medical purposes*)

Wallet chains, dog chains, or any other large chains, animal collars, collars or bracelets with metal studs, spikes, nails or fish hooks are prohibited.

Bags and Backpacks – backpacks, book bags, large purses and duffels are to be put in lockers upon arrival at school and should remain there until dismissal. **3 ring zipper Binders Trapper Keepers** are permitted. **Small Clutch Bags** - approximately the size of a hand, with or without a handle or strap (*no larger than 4.5" x 6.5"*) are also permitted.

### Approved



### Non Approved



**Personal Electronic Devices** - Based on Indiana State Law (SB 78) Cell phones, are **not to be used during school hours**. Cell phones, other electronic equipment, laser lights, and earbuds/headphones should be powered down prior to the start of school and left in the student's locker during the school day (8:20am - 3:20pm).



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**VIOLATIONS/CONSEQUENCES** – The plan for student behavior in addition to the [FCSC Student Code of Conduct](#) 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. 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

**MINOR OFFENCES**– Minor offences 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: use of 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 electronics (Includes School-issued devices)
- Use of Electronic Devices/ **Cell Phones**, laser lights, **earbuds**/headphones, or other such electronic equipment. If found outside of the student's locker during the school day, the device may be confiscated, taken to the office and available for pick up by the student's parent/guardian.

### Possible Disciplinary Actions for minor offences

- 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.*



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**MAJOR OFFENCES-** Major offenses are managed by administrators. Consequences for these behaviors are assigned by administration and designed to hold students accountable, while encouraging growth, development & learning. 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, etc.), threatening, intimidating, or bullying<sup>2</sup> 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 (sexting<sup>3</sup>). 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, matches<sup>1</sup>. E-cigarettes may be tested for THC<sup>5</sup>
- **Failure to report** a fight, **False reporting** of an incident, 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, spitting or battery by bodily fluids
- **Habitual Offender** -identified by administration as chronically exhibiting disruptive behavior interfering with educational function or continues to choose inappropriate behaviors regardless of repeated discipline interventions.
- **Possession of a firearm, weapon, firecrackers, knife, razor blades, explosives, or destructive devices**<sup>4</sup>
- **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

### Possible Disciplinary Actions for major offences

- 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

**SCHOOL BUS DISCIPLINE-** When students are transported on a school bus, they are under the supervision, direction, and control of the bus driver and are subject to the disciplinary measures listed below:

1st offence: Verbal warning by administration  
2nd offence: Written warning  
3rd offence: 1 day suspension from bus  
4th offence: 3 day suspension from bus

5th offence: 5 day suspension from bus  
6th offence: 10 day suspension from bus  
7th offence: Suspension from bus for remainder of the semester



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**STUDENT SERVICES**- is open to all students, with the goal of helping each student reach their fullest potential as a student, individual, and citizen. 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 have offices on site and are available for consultation during the school day after families complete enrollment documents.

**SELF INFLICTED INJURY / 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 contact the parent/guardian of the student to request permission for a school based licensed provider to complete a risk assessment or 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. School Counselor, Social Worker, or Principal will discuss assessment results with parents and/or licensed providers, document the event and follow recommendations of licensed providers.

**CLINIC (NURSE)**- 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 should not report to the school health assistant between class periods.** Written notification from a physician must be given to the school health assistant / office to be excused from class or PE activities. **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. Any medication a student needs during the day, including over the counter and prescription meds **MUST** be administered by the Health Assistant. See appendix for details.

**EXTRACURRICULAR ACTIVITIES**- CMS offers a variety of extracurricular activities for our students.

**Academic Teams**: Academic teams are an opportunity for students to come together and explore higher level concepts in Math, English, Science and Social Studies. Students demonstrate their knowledge competing against other schools.

**Clubs & Activities**: There are a variety of activities available for students with varying interests including: Peer Mediators, Student Council, Leaders in Training (LIT), Homework Help and Future Farmers of America (FFA)

**Athletic Teams**: CMS offers a variety of athletic opportunities for students

| Fall Season   | Winter Season                                      | Spring Season |
|---------------|----------------------------------------------------|---------------|
| Football      | Basketball                                         | Track         |
| Volleyball    | Wrestling                                          | Baseball      |
| Cross Country | Cheerleading ( <i>fall &amp; winter</i> )          | Softball      |
| Boys Soccer   | Energizers dance team ( <i>fall &amp; winter</i> ) | Golf          |
| Boys Tennis   | Swimming                                           | Girls Tennis  |

**Participation Requirements**- to participate in extracurricular activities students must pass 5 of 7 classes to try out/participate. 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. Additional expectations can be found at [Student Athlete Handbook 2026-27](#)



# CONNERSVILLE MIDDLE SCHOOL

## STUDENT HANDBOOK 2026-2027

**SCHOOL BOARD POLICIES**- 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. Fayette County School Board Policies can be viewed by using the following link: <https://go.boarddocs.com/in/fayettecounty/Board.nsf/Public>

**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).

**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.

**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.



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### APPENDIX

#### Disciplinary Action Definitions

**Detention** – Keeping a student before, after school or during lunch for discipline or attendance reasons. Students and parents are to be notified 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**- CMS 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 restorative chats and the Kindness 101 curriculum. 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.

**Isolated Instruction (II)**- occurs when a teacher removes a student for the instructional period. Students may be placed in 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)** – an alternative to out-of-school suspension. The student is permitted to attend school, but placed in an alternative educational setting where classroom lessons and activities are provided. The student reports to isolated instruction before the morning tardy bell and remains there until dismissed. Prior to returning to classes, student(s) may participate in a restorative conversation with administration and/or teachers. Guidance personnel are available to counsel students while 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. Restorative conversations with the student, team teachers, and/or administration may take place to restore relationships and harm done throughout the course of the contract. Adjustments to the behavior contract may be made as part of this process. Parents/guardians will be notified of any changes.

**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 team 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.

<sup>1</sup> **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,



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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.

<sup>2</sup> 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 any electronic communication device (computer, computer system, computer network, cellular telephone, or other wireless 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.

- 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.
- 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.
- 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..

<sup>3</sup> 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.

- Sexting is prohibited.
- In addition to taking any disciplinary action up to and including suspension or expulsion, cell phones or other personal communication devices will be confiscated.
- Students should be aware that sending or possessing any images or messages suspected of violating criminal laws will be reported to local law enforcement and/or the Indiana Department of Child Services (DCS), as required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.



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

<sup>5</sup> 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.

### **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



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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.

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.