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**CHS ADMINISTRATION**

Principal:	Mr. Randal Judd
Assistant Principals:	Mr. Scott West Dr. Rickie Rose
Dean of Students:	Mr. Shane Russell
Athletic Director:	Mr. Brent Duncan

**ACADEMIC CALENDAR  
2016-2017**

August 10----- First Student Day  
 September 5----- Labor Day/No School  
 October 17-21----- Fall Break  
 November 24-25----- Thanksgiving Vacation  
 December 23-30----- Holiday Vacation  
 January 2-3----- Holiday Vacation  
 January 4----- School Resumes for Students  
 February 20----- Teacher In-service Day-no students  
 March 27-31----- Spring Break  
 April 14 ----- Good Friday – No School  
 April 17-----No School – Make-up Snow Day  
 May 22----- Last Student Day  
 May 29----- Memorial Day  
 June 4----- CHS Graduation  
 TBA----- CHS Summer School Session 1  
 TBA----- CHS Summer School Session 2

**Nine Weeks Grading Periods**

<u>End</u>	<u># St. Days</u>	<u>Reports</u>
Oct. 9	47	Oct. 14
Dec. 18	43	Jan. 6
Mar. 7	45	Mar. 11
May 18	45	May 25

**School Board Policies**

Fayette County School Board Policies can be viewed by using the following link:  
<http://goo.gl/PW6rwy>

**2-HOUR DELAY SCHEDULE**

Early Bird: 9:25-10:15  
Detention  
Study Table  
Period 1: 10:20-10:40  
Period 2: 10:45-11:05  
Period 3: 11:10-11:30  
(Includes TV News/No SRT)  
Periods 4,5,6,7 Normal Schedule

**2-HOUR DELAY SCHEDULE**

**WEDNESDAY**

If there is a 2 hour delay on a Wednesday, CHS will operate on a normal daily schedule with a 2 hour delay (see above). There will be no PLC and students will be in class until 3:40. There will be no early release.

**AM WCC** students need to be released from WCC @ 11:20 and report to 4<sup>th</sup> period.

**PM WCC** students need to be released @ 11:25 for lunch and then report to WCC by 12:05.

**Before school detentions** will still meet @ 9:25

**After school detention** is at normal time.

**EARLY RELEASE SCHEDULE**

**WEDNESDAY**

Early Bird: 7:28-8:15  
Period 1: 8:20-9:07  
Period 2: 9:12-9:59  
Period 3: 10:04-10:59  
(CHS Today begins @ 10:52)  
Period 4: 11:04-12:19  
Lunch A: 10:59-11:29  
Lunch B: 11:24-11:54  
Lunch C: 11:49-12:19  
Period 5: 12:24-1:11  
Period 6: 1:16-2:03  
Period 7: 2:08-2:55

**AM WCC** students released to CHS @ 10:55.

**PM WCC** students released for lunch at 10:59.

- They report to courtyard/café
- They report to WCC @ Noon.

**PM WCC** students who have a 7<sup>th</sup> period class @ CHS are released from WCC @ 2:00.

**PEP SESSION SCHEDULE**

Period 1: 8:20-9:05  
Period 2: 9:10-9:55  
Period 3: 10:00-11:10  
CHS Today: 10:45-10:52  
(AM WCC released at 11:05)  
SRT: 10:52-11:10  
Period 4: 11:15-12:30  
Lunch A: 11:10-11:40  
(PM WCC eats lunch A)  
Lunch B: 11:35-12:05  
Lunch C: 12:00-12:30  
Period 5: 12:35-1:20  
Period 6: 1:25-2:10  
Period 7: 2:15-3:00  
(PM WCC students with a 7<sup>th</sup> period class will be released at 2:05 from WCC.)  
**PEP SESSION:** 3:05-3:40

## LOCKER LOCATIONS

A1-240	Jackson 1 <sup>st</sup> Floor	A781-840	Jackson 2 <sup>nd</sup> Floor
A241-303	Jennings 2 <sup>nd</sup> Floor	B1-234	Jackson 2 <sup>nd</sup> Floor
A304-315	Jackson 1 <sup>st</sup> Floor	B235-236	Waterloo 1 <sup>st</sup> Floor by Neff
A316-348	Jennings 2 <sup>nd</sup> Floor	C1-177	Jennings 1 <sup>st</sup> Floor
A349-360	Jackson 1 <sup>st</sup> Floor	D201-308	Columbia
A361-414	Jennings 2 <sup>nd</sup> Floor	D309-344	Jennings 2 <sup>nd</sup> Floor
A415-488	Jackson 1 <sup>st</sup> Floor	D345-356	Jackson 2 <sup>nd</sup> Floor
A489-728	Jennings 2 <sup>nd</sup> Floor	D357-500	Waterloo 2 <sup>nd</sup> Floor
A756-780	Waterloo 1 <sup>st</sup> Floor by Neff	K1000-1071	Waterloo 1 <sup>st</sup> Floor

## CONNERSVILLE HIGH SCHOOL WELCOME

The faculty, staff, and administration welcome you to Connersville High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of Connersville High School is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at Connersville High School encourage you to become involved in the wide variety of activities that will be offered this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

The purpose of this information is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

### 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!

### MISSION STATEMENT

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

## **SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (SWPBIS)**

### **Goal**

The goal of school wide positive behavior support at CHS is to create a positive learning environment with minimal behavioral disruptions through developing the characteristics of respect, integrity, caring, harmony, excellence and responsibility in students, staff and community.

### **Expectations**

The behavioral expectations are RICHER:

- Respect
- Integrity
- Caring
- Harmony
- Excellence
- Responsibility

### **Staff and Student Leader Responsibilities**

- Staff and student leaders teach, model, and provide practice for the behavioral expectations of RICHER utilizing evidence-and research-based practices.
- Staff and student leaders perform active supervision (moving, interacting, and scanning – MIS) in common areas (hallways, cafeteria, restrooms, courtyard, convocations, and locker rooms).
- Staff and student leaders provide reminders concerning expectations in common areas and classrooms.
- Staff utilizes evidence-and research-based classroom management strategies.
- Staff acknowledges behaviors supporting RICHER.
- Staff corrects problem behaviors utilizing evidence-and research-based practices.

**BEHAVIOR EXPECTATIONS MATRIX**

Location	Respect	Integrity	Caring and Harmony	Excellence with Responsibility
Entire school	<ul style="list-style-type: none"> <li>•Respect others, self &amp; environment</li> <li>•Remove hats inside &amp; dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•Tell the truth always</li> <li>•Do the right thing even when no one is watching</li> </ul>	<ul style="list-style-type: none"> <li>•Remain in personal space</li> <li>•Use positive words</li> </ul>	<ul style="list-style-type: none"> <li>•Work to your potential</li> <li>•Help others</li> <li>•Follow school rules</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>•Use a conversational tone of voice</li> <li>•Food/drink in cafeteria only</li> </ul>	<ul style="list-style-type: none"> <li>•Go to lunch only when scheduled for you</li> <li>•Pay for all items</li> <li>•Remain in cafeteria or courtyard</li> </ul>	<ul style="list-style-type: none"> <li>•Enter through correct door</li> <li>•Be patient in line</li> </ul>	<ul style="list-style-type: none"> <li>•Report spills to adult</li> <li>•Push in chairs and take back trays</li> <li>•Clean up/use trash cans</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>•Respect others' opportunities to learn</li> </ul>	<ul style="list-style-type: none"> <li>•Bring needed materials</li> <li>•Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>•Be open to, listen and consider ideas of others</li> </ul>	<ul style="list-style-type: none"> <li>•Clean up and leave area in great shape</li> <li>•Be an active learner</li> </ul>
Convocations	<ul style="list-style-type: none"> <li>•Sit in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>•Listen quietly</li> <li>•Give appropriate response to performance</li> </ul>	<ul style="list-style-type: none"> <li>•Exit and walk to appropriate destination</li> </ul>	<ul style="list-style-type: none"> <li>•Represent your school in a positive way</li> <li>•Apply good lessons to your own life</li> </ul>
Courtyard	<ul style="list-style-type: none"> <li>•Stay on pathways</li> </ul>	<ul style="list-style-type: none"> <li>•Place trash in receptacles</li> </ul>	<ul style="list-style-type: none"> <li>•Report problems to adults</li> </ul>	<ul style="list-style-type: none"> <li>•Keep paths/doors clear</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>•Pull off-side to chat</li> <li>•Avoid collisions</li> </ul>	<ul style="list-style-type: none"> <li>•Go where you are supposed to go</li> <li>•Move to the right</li> </ul>	<ul style="list-style-type: none"> <li>•Lock your locker</li> <li>•Keep free of litter</li> </ul>	<ul style="list-style-type: none"> <li>•Open doors</li> <li>•Be on time</li> </ul>
Locker Rooms	<ul style="list-style-type: none"> <li>•Use a reasonable tone of voice</li> <li>•Keep free of litter and vandalism</li> </ul>	<ul style="list-style-type: none"> <li>•Get in your locker only</li> <li>•Secure personal items</li> </ul>	<ul style="list-style-type: none"> <li>•Handle only your belongings</li> <li>•Wash clothing</li> </ul>	<ul style="list-style-type: none"> <li>•Avoid conflict</li> <li>•Be prepared for class</li> </ul>
Parking Lot	<ul style="list-style-type: none"> <li>•Park in designated areas</li> <li>•Be a courteous driver</li> </ul>	<ul style="list-style-type: none"> <li>•Lock your car</li> <li>•Have only appropriate items in your car</li> </ul>	<ul style="list-style-type: none"> <li>•Drive carefully</li> <li>•Keep free of litter and vandalism</li> </ul>	<ul style="list-style-type: none"> <li>•Follow traffic laws and school rules</li> <li>•Stay out of parking lot during school hours</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>•Be neat</li> <li>•Leave RR in good shape</li> </ul>	<ul style="list-style-type: none"> <li>•Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>•Keep area free of litter and vandalism</li> </ul>	<ul style="list-style-type: none"> <li>•Wash hands with soap and water</li> </ul>

## STUDENT ACKNOWLEDGEMENT SYSTEM

### Immediate

- “Spartan tickets” – give to students when you see those following school-wide positive behavior.
- Try to give extrinsic rewards (tickets or verbal praise/positive gestures) at least three times a day, to acknowledge specific appropriate behavior you would like to support.
- All school staff receives acknowledgement tickets (custodial staff, office staff, faculty and staff members).

### Weekly

- Students can 1) Purchase incentives using tickets they have earned and/or they can 2) Throw them in the basket for a class party given when the class total reaches 2,000 tickets.
- Students can 3) Enter their tickets in a weekly drawing. Drawings are spotlights on CHS Today on Thursday and include items donated, special acknowledgements for an entire class, etc.

### Monthly

- The students whose names were in the weekly drawings, but were not picked will be kept in the hat for the monthly drawing. Monthly drawing will be for a CHS sweatshirt or T-shirt or student’s choice of more expensive bookstore item.

### Each semester

- Students with no referrals and perfect attendance receive recognition and/or prizes. Prizes include computers, iPods, and Spartan wear.

## STUDENT ACKNOWLEDGEMENT MENU

- Be praised privately by the teacher or another adult.
- Select a teacher to call home to tell parents she/he is doing a good job.
- Note sent to preferred adult about good behavior from a teacher, staff member, or administrator.
- Post work in a public place.
- Receive a coupon to be redeemed at a later time for a preferred activity.
- Select fun activity from “Activity Shelf” (stocked with play materials, games).
- Send a letter home saying he/she is doing a fine job.
- Allow student a “wished for” freedom one day.
- Select a fun whole class or whole school activity from a list of choices.
- Select a friend as a “study buddy” on an in-class work assignment.
- Others chosen by CHS Student Government & Principal’s Advisory (when no other activities conflict):
  - Full-school lunch courtyard activities
  - Student-staff mixer
  - More pep rallies
  - More full-school convos (with interesting guest speakers, entertainment)
  - Full-school or class movie afternoon or night
  - Full-school or class swim party night
  - Full-school or class bowling afternoon
  - Class picnic-time (during SRT and first lunch)
  - Class ice cream social during SRT
  - Class dance



## **RIGHTS AND RESPONSIBILITIES**

### **STUDENTS HAVE THE RIGHT:**

1. To have the opportunity to learn in a suitable environment
2. To have freedom from physical and verbal harassment
3. To select any school program
4. To have access to information about programs in their studies
5. To be treated with respect

### **STUDENTS HAVE THE RESPONSIBILITY:**

1. To fulfill the requirements of, and take an active part in, all classes
2. To work to the best of their abilities
3. To promote and develop self-discipline
4. To attend classes regularly and punctually
5. To respect the rights of all others -- peers and staff
6. To inform school officials of a potential danger or threat. Failure to do so may result in disciplinary action.

### **TEACHERS HAVE THE RIGHT:**

1. To expect responsible behavior of students while involved in school activities, including field trips
2. To exclude students who are disruptive to the class, are habitually unprepared for class or are persistently uncooperative in their studies
3. To have freedom from physical and verbal harassment
4. To be treated with respect

### **TEACHERS HAVE THE RESPONSIBILITY:**

1. To plan and conduct effective programs and to assist students in learning
2. To provide student evaluation and to report progress at regular intervals
3. To ensure a learning environment by enforcing the rules of the school while recognizing the rights of all individuals
4. To refer uncooperative students to the administration
5. To communicate regularly with students' parents and administration regarding students whose credits are in jeopardy

### **PARENTS HAVE THE RIGHT:**

1. To expect that classes are conducted in an orderly manner
2. To expect that the students are provided with a worthwhile program and competent instruction
3. To receive communications such as reports from the school, except when the student is 18 years of age or older
4. To confer with the staff and administration of the school
5. To be treated with respect

### **PARENTS HAVE THE RESPONSIBILITY:**

1. To assist the student in the following responsibilities described
2. To provide cooperation between the home and school
3. To enhance the academic and social growth of the student
4. To inform the school when students are absent
5. To provide the school with up-to-date information

## **HARMONY PARENT PORTAL**

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

### **FCSC STUDENT CODE OF CONDUCT**

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.

All "Rules of Conduct" listed in the Fayette County School Corporation "Student Code of Conduct" are in effect at all school events, on and off school grounds. Violation of these rules will be grounds for suspension/expulsion.

We expect every staff member to be treated with respect and dignity, just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

**SUBSTITUTE TEACHERS:** Our school is fortunate to have capable people to help us whenever regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Be polite, helpful, and considerate as you would be to your regular teacher.

**AUTHORITY OF SCHOOL EMPLOYEES:** All of the adult employees of Connersville High School have certain responsibilities to the school, and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such correction. The rights and responsibilities set forth here in no way limit the legal authority of school officials to deal with disruptive students.

### **ELECTRONIC DEVICES**

Electronic devices (this includes but is not limited to cell phones, laptops, tablets, camera phones, MP3 players, IPODS, CD players, music playing devices, pagers, etc.) may be utilized during class time for instructional purposes only and only at the teacher's direction and supervision. 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. Violation of this policy will result in disciplinary action according to the CHS student handbook and FCSC student code of conduct.

Use of cell phones and other electronic devices will be allowed during passing periods and during each student's lunch time only. Acceptable use of these devices is the expectation. Any inappropriate use will result in violation of this policy and disciplinary action will take place. Students are prohibited from any use that is inappropriate for a school setting and/or that causes any disruption of the educational process (for example: inappropriate web sites, sexting, harassing or threatening conversations/messages; utilizing "HOT SPOT" features; disrespectful or dangerous behavior; taking, displaying or transmitting inappropriate pictures, etc.) All devices must have the "HOT SPOT" setting, Internet media streaming, and digital "SHARING" functionality turned off.

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. Students must keep their electronic devices secure at all times.

Students violating the cell phone/electronic device policy may be subject to disciplinary action; i.e., device confiscated, detentions, isolated instruction, in-school suspension, out-of-school suspension and/or expulsion. Electronic equipment being used in violation of this policy will be confiscated by school personnel and parents/guardians will be required to pick up the equipment each time a student violates this policy.

If the FCSC Technology department/administration determines that the school network is being negatively affected by student use of electronic devices during the school day, this policy may be revoked or amended as needed to protect the integrity of the school corporation network.

#### **STUDENT APPEARANCE**

Any form of clothing which is disruptive to the purpose of the school's function will not be permitted. Clothing deemed to be offensive or revealing to other students or staff will not be permitted. Sleeveless clothing will not be permitted.

Shirts with obscene pictures, alcohol symbols, illegal drug symbols, vulgar language, etc., will not be permitted. Shirts should reach below the belt line.

Body piercing will be handled on an individual basis. When issues of safety and disruption occur, the individual will be asked to remove the specific body piercing in question. Failure to comply will be an act of insubordination.

#### **Appropriate:**

Clean, neat jeans  
Tops which reach below the belt line  
Clothing which is clean and neat  
Pants/skirts/shorts that reach below mid-thigh

#### **Inappropriate:**

Improper fitting or revealing jeans/pants/leggings  
Any see-through clothing  
Pants that sag below the waist  
Bare midriffs or shoulders, revealing shirts or tops, shirts or tops that do not reach below the belt  
Any apparel that features suggestive sayings or advertises alcohol, tobacco products, drugs, violence, etc., or displays the Confederate flag.  
Any skin-tight clothing, tank tops, halter tops, short shorts, bicycle shorts, wallet chains, dog chains or any other large chains, dog collars, leather collars or bracelets with metal studs, spikes, nails, or fish hooks.  
Sunglasses are not to be worn inside the buildings.  
Hats, hoods, or any head covering  
Parents will be notified if dress does not meet standards.

#### **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. 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

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.

### **ALCOHOL TESTING**

Staff members who have reasonable suspicion that a student has consumed alcohol shall report such suspicion immediately to appropriate 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, including FCSC Policy 1.04 and FCSC Policy 5.32. Police will be contacted if a student tests positive for alcohol and the student may be arrested. Students participating in extracurricular activities may also be tested for alcohol in accordance with FCSC Policy 5.33.

### **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.

### **MOTOR VEHICLES, REGISTRATION, PARKING, AND DRIVING REGULATIONS/SECURITY**

**REGISTRATION** - It is our intent to provide a safe and secure parking lot, but the school is not responsible for any damage or loss of property while vehicles are parked in the CHS parking lots. All motor vehicles must be registered in the main office. Parking stickers are \$5.00 per school year. Students **MUST PARK** their cars in Waterloo or Columbia lots from 7:00 a.m. to 3:40 p.m. Use of a parking lot 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 will not be tolerated.  
(Speed limit 5 MPH in parking lots)
3. Park solely in the area specified as student parking lot.  
Parking in other areas may result in a car being towed away at the owner's expense.
4. Lock your car.
5. Assist in keeping your lot clean and safe.
6. Report any accidents or thefts immediately to your assistant principal who will assist in contacting the police.
7. Students are not to be in the lot or a car during school hours unless arriving or leaving.  
Students must leave their cars immediately and go directly to the courtyard, cafeteria or classroom buildings.
8. Students are to be cooperative and respectful to the adult responsible for controlling traffic and parking.
9. Prior to going to your car during the day, permission must be obtained from an administrator.
10. Upon arrival at school in the morning, your car is to remain parked. You will not be permitted to leave prior to the first bell.
11. Failure to comply with driving and parking regulations will result in loss of privileges and/or the towing of your car at the owner's expense and/or suspension from school.
12. It is understood that school officials have the right to search a vehicle any time it is parked on school property.
13. A second suspension from school may result in the loss of driving privileges.
14. Any student who drives to school will be required to enroll in the drug testing program. (See drug testing section for consequences for failed or refused test).

### **DRUG TESTING POLICIES AND PROCEDURES**

1. Students who voluntarily sign up for the drug testing program who are not in any extracurricular activities will stay as is: no in-school consequences and parents contacted for failed or refused drug test.
2. DRIVERS: Students who drive to school are required to be in the drug testing program. Consequences for failed or refused drug test: loss of driving privileges (to school) for 6 weeks or until proof is provided that the student is enrolled and participating in an approved substance abuse program (paid for by parent/guardian). Loss of driving privileges may be extended if the next follow-up test is “unsatisfactory.” If a student has a follow-up “satisfactory” test on the next CHS provided test, then driving privileges may be reinstated.
3. Students who are in extracurricular activities which have performances and/or competitions: consequences for failed or refused drug test will follow the Spartan Code.
4. Students who are in extracurricular activities without competitions or performances: consequences will be determined by the sponsor and an administrator.

### **BULLYING**

1. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

### **CYBERBULLYING**

1. “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) under a person’s true or false identity that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner.
2. 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.
3. 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.
4. 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.
5. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. The school corporation may also report individuals to law enforcement if necessary.

### **SEXTING**

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

### **CLOSED CAMPUS**

Students are to remain on campus for the entire day unless leaving because of personal illness or appointment following prearranged absence procedures. Students who are referred for being off campus without a proper prearranged absence or without parental permission are subject to discipline. Adjacent school buildings on the school site are considered off limits at all times. P.M. WCC students are not to return to the CHS campus after dismissal. Any student being picked up should be picked up in the area designated at the end of Columbia parking lot (pool), or in the Waterloo student parking lot.

### **BUS RULES AND REGULATIONS**

Student use of bus transportation is a privilege dependent upon good behavior. In cases where students seriously or continuously break the rules, parents will be notified that a recurrence of the misbehavior will result in the suspension of the student's privilege to ride. The administration will impose all bus suspensions.

### **SCHOOL BUS DISCIPLINE PROCEDURE**

1. Verbal correction by driver
2. Verbal warning by driver
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 the remainder of the semester

### **EXTRACURRICULAR BUS**

Students going to and from activities must ride on the bus unless previously excused by a parent's written request and approved by the administration.

### **SUSPENSION OR EXPULSION**

Suspension will deny the student the right to attend school or take part in any school function for a period of up to 10 school days. **Work completed during an absence due to a suspension will be credited 100%. All work must be made up in a timely manner in consultation with each teacher. Failure to do so will result in a zero.** Any suspension could result in a referral to Probation and Community Corrections. Expulsion will deny the student the right to attend school for the remainder of the current semester and could extend into the following semester or school year. Students may not be on school property during a suspension or expulsion period. IC 9-24-2-1, effective July 1, 1995, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student younger than 18 who meets any of the following conditions:

1. Is an habitual truant
2. Is under at least a second suspension from school for the school year
3. Is under an expulsion from school
4. Is considered a drop-out

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons if the student is under age 18. IC 9-24-2-4

### **SUSPENSION FROM SCHOOL PARENT OPTION**

Students will not be suspended out of school if parent attends school with the student on day(s) designated for suspension. **This option can be used one time per year. This option cannot be used for level 4, 5 and 6 infractions.**

### **DETENTION**

Detentions will be 50 minutes in length and can be served at the following times Monday through Friday: 7:25-8:15 a.m., 2:50-3:40 p.m. and 3:45-4:35 p.m. Failure to serve detentions will result in suspension from school. Failure to follow expectations established for detention will result in suspension from school.

### **IN-SCHOOL SUSPENSION (ISS)**

Students who are removed from class will be sent to in-school suspension. Students must complete work assigned in the in-school suspension room. Students removed from in-school suspension will be cited for failure to and/or refusal to follow teacher or staff instructions. Teachers may assign students to the ISS room for isolated instruction for up to 5 class periods.

### **OUT OF SCHOOL SUSPENSION**

Any student suspended from school may be assigned to an alternative educational setting. **Students who are suspended/expelled from school cannot attend any school functions or be on any school property during the suspension/expulsion.**

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

The school system is committed to programs that will ensure the development of citizens who have self-respect, have respect for others, comply with existing laws, and accept their corresponding rights and responsibilities. To accomplish this, the school system must formulate clear expectations for individual students as well as for groups of individuals and the legal processes that guarantee and regulate them. All students at CHS are subject to the rules authorized in this student handbook and those listed in the Fayette County School Corporation Code of Conduct.

This plan is in effect for all school activities. The penalties are assigned according to the degree to which the educational process is disrupted, has the potential for disruption, or has the potential for endangering the health and safety of students and staff. The rules of conduct at Connersville High School are few. In general, the rules of conduct may be summed up as follows: Students are to be in attendance at school and on time, unless excused; students are expected to treat our staff, school property and their peers with respect. This philosophy should be observed at all times in and about the school.

Students suspended out of school are not permitted on campus. Also, suspended students are not permitted to participate in extracurricular activities during the span of suspension. Students who aid in, or who act knowingly with those participating in a violation of school rules, will be viewed as violators of that offense and will be disciplined accordingly.

It is also to be understood by each student that no student may provide, by sale or otherwise, any substance which he or she knows, believes is, or represents to be a legend drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, or intoxicant of any kind.

Students are not to possess or use any substance which the student has reason to believe is, or which has been represented to him or her as, a narcotic, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, stimulant, depressant, or intoxicant of any kind. Also, students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or other stimulants of any kind.

This plan for student behavior is intended to provide general guidelines by which students are to conduct themselves. This plan includes specific violations/consequences listed below, but does not limit the disciplinary consequences that may be imposed by the administration. Discipline could include detentions, isolated instruction, in-school suspension, out-of-school suspension, a behavior contract with the principal, and/or expulsion. Administration has the authority to limit and/or take away attendance at/participation in extracurricular activities and other school-related privileges in addition to the listed consequences for inappropriate behavior. Loss of privileges may include, but are not limited to attendance/participation in school dances, convocations, field trips, athletic/extracurricular events, and driving to school.

**Consequences for violation of classroom rules:**

- 1<sup>st</sup> time: Warning--Parent notified by teacher through phone or referral
- 2<sup>nd</sup> time: 1 period removal from class for Isolated Instruction. Work is counted and student is considered present.
- 3<sup>rd</sup> time: 1 detention assigned by teacher
- 4<sup>th</sup> time: 3 detentions assigned by teacher
- 5<sup>th</sup> time: 1 day of in-school suspension assigned by administrator
- 6<sup>th</sup> time: 2 days of in-school suspension assigned by administrator
- 7<sup>th</sup> time: 3 days of in-school suspension assigned by administrator
- 8<sup>th</sup> time: Suspension from school 2 days. Bureau of Motor Vehicles notified by mail. Driver's license or learner's permit may be invalidated  
Application for learner's permit may be denied; and/or loss of driving privileges to school

**ANY VIOLATION BEYOND # 8 A STUDENT MAY BE CLASSIFIED AS A HABITUAL OFFENDER.**

**Reminder: A second suspension or expulsion may affect student driving privileges.**

**Level 1 Infractions:**

1. Improper dress (Refer to section on student appearance page 9)
2. Public display of affection: Public display of affection is defined as physical contact beyond handholding.
3. Failure to comply with established cafeteria etiquette or staff request
4. Being in an area within the school or outside on the campus which is off-limits
5. Throwing of objects of any kind
6. Illegal parking
7. Spitting on school or personal property
8. Littering
9. Inappropriate behavior, language, or gesture

**Consequences for violation of Level 1:**

- 1<sup>st</sup> time: Detention
- 2<sup>nd</sup> time: 3 detentions
- 3<sup>rd</sup> time: 1 day in-school suspension
- 4<sup>th</sup> time: 2 days in-school suspension
- 5<sup>th</sup> time: 3 days in-school suspension
- 6<sup>th</sup> time: 3-day suspension; and/or loss of driving privileges to school
- 7<sup>th</sup> time: 5-day suspension (behavior contract before returning to school)
- 8<sup>th</sup> time: Recommendation for expulsion

**Reminder: A second suspension or expulsion may affect student driving privileges.**

**Level 2 Infractions:**

1. Truancy (IC 20-33-2-11): Truancy from school: is defined as a student's absence from school without permission of a parent/guardian. Truancy from class: is defined as an act of skipping a class/or part of a class, failure to report to an assigned area, being outside the building during the school day, or similar actions without permission from the school. Habitual truant: A student who is found to be truant for the fifth (5<sup>th</sup>) time in a semester \*(see CHS consequences for level 2 violations below).
2. Failure to and/or refusal to follow teacher or staff instructions
3. Possession of lighters or matches
4. Careless driving
5. Possession or use of materials deemed to be offensive or unsafe to other students and staff. Examples (not limited to the following) - laser light, Confederate flag, swastika.
6. Taking or displaying inappropriate pictures
7. Dangerous behavior and/or behavior causing injury to self or others.
8. Harassment or hazing
9. Computer/Internet violations (possible loss of computer privileges)



10. Disrespectful or Inappropriate behavior/language/gesture
11. Excessive absence (see page 17 for consequences for excessive absences)
12. Cheating/Plagiarism
13. Unauthorized possession or use of electronic equipment during instructional hours. (Every offense will require a parent/guardian to pick up the electronic device from the office.)
14. Disruptive or Disrespectful Behavior for a Substitute Teacher

Hazing is defined as forcing or requiring another person, with or without the consent of the other person, as a condition of association with a group or organization, to perform an act that creates a substantial risk of bodily or psychological injury.

Any person who believes he or she is being harassed must report this harassment to a building administrator immediately.

**Consequences for violation of Level 2:**

- 1<sup>st</sup> time: 3 detentions
- 2<sup>nd</sup> time: 1 day in-school suspension
- 3<sup>rd</sup> time: 2 days in-school suspension
- 4<sup>th</sup> time: 3 days in-school suspension
- 5<sup>th</sup> time: 3-day suspension (referral to probation and counselor; and/or loss of driving privileges to school)
- 6<sup>th</sup> time: 5-day suspension (behavior contract before returning to school)
- 7<sup>th</sup> time: Recommendation for expulsion

**Reminder: A second suspension or expulsion may affect student driving privileges.**

**Level 3 Infractions:**

1. Forgery or alteration of school forms, such as passes, admits, etc., or giving false information to school personnel
2. Insubordination or staff disrespect. Belligerent and/or profane refusal to comply with a staff request; gestured, verbal or written disrespect toward staff member.
3. Obscene, vulgar, indecent or lewd acts, language, or behavior deemed to be offensive to other students and staff.
4. Possession or use of any chemical substances such as stink bombs, etc., on school property
5. Minor damage and/or destruction of school or personal property (restitution will be made)
6. Unauthorized entry or presence in school facilities
7. Any form of sexual, racial, or other harassment. Sexual harassment may include but is not limited to the following:
  - a. Verbal, written, or physical harassment or abuse;
  - b. Repeated remarks to a person with sexual or demeaning implications;
  - c. Unwelcome touching;
  - d. Pressure for sexual activity
 Racial harassment may include but is not limited to the following:
  - e. Verbal, written, or physical harassment or abuse;
  - f. Repeated remarks to a person with racial or demeaning implications.
8. Any violation of FCSC Student Code of Conduct for suspensions
9. Reckless driving
10. Verbal or written threats to another student, to self, or to patron.
11. Dangerous Behavior/Physical Aggression Causing Injury to Others
12. Any act that promotes or encourages violence and/or any harm to another student such as, but not limited to, videotaping, posting images or video of harm to another student on any social media, or verbal instigation.

**Consequences for violation of Level 3:**

- 1<sup>st</sup> time: 3 days in-school suspension
- 2<sup>nd</sup> time: 3-day suspension
- 3<sup>rd</sup> time: 5-day suspension (Behavior contract prior to return to school; and/or loss of driving privileges to school).
- 4<sup>th</sup> time: Recommendation for expulsion

**Reminder: A second suspension or expulsion may affect student driving privileges.**

#### **Level 4 Infractions:**

1. Fighting or provoking violence by gesture or words, including racial/ethnic/sexual slurs, objectionable language, or threats
2. Habitual offender: A student who chronically exhibits disruptive behavior that interferes with an educational function or school purpose. A student who continues to choose inappropriate behaviors regardless of repeated discipline interventions. Loss of driving privileges to school
3. Bullying (IC 20-33-8-0.2) Bullying by a student or groups of students against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal, written, telephonic (including text messaging), electronic, or computer (email, web page, blog, etc.) communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Students engaging in such conduct may be disciplined in accordance with IC 20-33-8.
4. Cyberbullying and/or sexting
5. Engaging in any form of inappropriate sexual activity/behavior on school property or at any school function.
6. The use or possession of tobacco products on school property including electronic cigarettes (with or without nicotine) (First tobacco/electronic cigarette offense will result in a 3 day out-of-school suspension and a citation by a police officer.)
7. Petty theft (to be determined after consultation with local authorities) of school or personal property. (Restitution will be required if stolen property is damaged or lost. Failure to make restitution will be treated as insubordination.) (First theft offense will result in a 3 day out-of-school suspension and the student may possibly be arrested for theft.)
8. Aiding, assisting, or conspiring with another student(s) in violating any suspendable student conduct rule or Indiana or Federal law.

#### **Consequences for violation of Level 4:**

**(Police may be contacted for this violation.)**

- 1<sup>st</sup> time: 3-5-day suspension and possible behavior contract upon return to school  
2<sup>nd</sup> time: 5-day suspension and behavior contract upon return to school  
3<sup>rd</sup> time: Recommendation for expulsion

#### **Level 5 Infractions:**

(Under school's jurisdiction or on school property):

1. Possessing, handling, or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon
2. Possessing, using, selling, or manufacturing paraphernalia as defined in Indiana Code
3. Possessing, using, transmitting, or being affected by any controlled substance which is represented to be or looks like:
  - a. A narcotic drug, hallucinogenic drug, amphetamine, barbiturate;
  - b. Alcohol or an alcoholic beverage;
  - c. A prescription drug except as authorized in a prescription by a licensed health care provider;
  - d. A substance which is marketed for use for the purpose of interfering with the detection of the use of a substance in violation of these student conduct rules; or any substance used or trying to be used to falsify a drug/alcohol test, including but not limited to another person's bodily fluid(s).
  - e. Marijuana or any other illegal drug;
  - f. Depressant;
  - g. Any substance represented to be or thought by the possessor or the intended recipient to be a substance described in this student conduct rule;
4. Possessing or transmitting any over-the-counter medication without school permission. No student is to carry any medication, prescription or over the counter medication, unless authorized by the physician and the school. See Fayette County School Corporation Student Code of Conduct VI (H).
5. Burglary or major theft (to be determined after consultation with local authorities)
6. False fire alarms, bomb threats, arson, or false calls to 911
7. Use, possession, sale or distribution of any dangerous or caustic material
8. Threats or physical assault on any staff person
9. Vandalism in excess of \$250
10. Felonies
11. Criminal law violation which constitutes danger to others or interference with school purpose/function

12. Violation of FCSC Student Code of Conduct for expulsions
13. Refusal to Attend School either by Excessive Absences or Truancies

**Consequences for violation of Level 5:**

Suspension from school for up to 10 days and/or a recommendation for expulsion.

**Reminder: A second suspension or expulsion may affect student driving privileges.**

Special Note: Whenever a criminal law violation occurs, the student will be issued a summons/citation to appear in Fayette Superior Court by appropriate law enforcement officials.

**Level 6 Infractions:**

1. Possession of any firearms, exploding devices such as firecrackers, or destructive devices. A destructive device is:
  - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
  - b. Use of gases or chemical substances capable of causing injury such as tear gas, etc.
  - c. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - d. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

**Consequences for violation of Level 6:** Suspension from school for up to 10 days and recommendation for expulsion in accordance with IC 20-33-8-16, concerning discipline for possession firearms, deadly weapons, and destructive devices.

The school administration is not required to follow the progressive discipline steps listed above, and may impose more severe disciplinary consequences when, in its judgment, such action is warranted by serious misconduct.

## **CHS Attendance Policy**

**CHS Attendance Regulation – To report an absence call 825-5584. To speak to someone in the attendance office, call 825-1151 #265. Calls accepted 24 hours, 7 days a week.**

**PHILOSOPHY:**

The attendance of a student in each class is a vital part of the educational process. The following procedures have been implemented in order to attain these outcomes:

- Providing daily interaction in the classroom,
- Helping students achieve a high level of academic performance,
- Preparing them for the workplace.

Accordingly, it is incumbent upon this school to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and students in a classroom environment can never be effectively duplicated. A high, positive correlation exists between formal learning and school attendance. Therefore, the following attendance procedures are in effect in our school:

**PROCEDURE:**

1. 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 24 hours of the absence. If no documentation is received, the student is considered unexcused, and possibly truant (IC 20-33-2-11 see CHS Discipline Plan, Level 2 Infractions).

2. 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 Absence is any absence over five without a note from a doctor). Consequences will follow:
  - 1<sup>st</sup> time: - 3 detentions
  - 2<sup>nd</sup> time: - 1 day in-school suspension
  - 3<sup>rd</sup> time: - 2 days in-school suspension
  - 4<sup>th</sup> time: - 3 days in-school suspension
  - 5<sup>th</sup> time: - 3-day suspension
  - 6<sup>th</sup> time: - 5-day suspension (same as above plus behavior contract before returning to school)

Note: State law requires that schools report students ages 15-18 who have two suspensions or an expulsion within a school year to the Indiana Bureau of Motor Vehicles. Those students may be unable to obtain a driver's license or have license suspended.
3. 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.
4. These absences will be considered "in school," the same as a field trip:
  - a. Indiana General Assembly Page or honoree
  - b. Election Board helper on Election Day
  - c. Serving in the National Guard on Active Duty for not more than ten (10) days per year in accordance with IC 20-33-2-17, and participation in the Civil Air Patrol for not more than five (5) days in accordance with IC 20-33-2-17.2.
  - d. School sponsored Events
  - e. State Fair Exhibitor
  - f. College Day (one for juniors and three days for seniors will be waived with documentation from the college/university)
  - g. Job Shadowing experience as authorized, scheduled and documented by a designated CHS staff member
  - h. Testifying in court under subpoena
5. These absences will be "waived" after documentation is approved (days that are waived do not count against the student in terms of disciplinary action but are counted as days absent from school):
  - a. Note from doctor/dentist/counselor verifying appointment
  - b. Hospitalization
  - c. Required Court Appearance
  - d. Suspensions
  - e. Death in the Family
  - f. Religious Holiday
6. 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.
7. Students in Isolated Instruction/In-School Suspension will not be counted absent.
8. 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.
9. A student absent from class for more than 15 minutes shall be considered absent for the class period.

10. All absences from class are covered by this policy. No distinction will be made between “verified” or “unverified” when determining total days absent from each course.
11. Students may make up all work missed at 100% credit when arrangements are made with the teacher for the absence, except students that are considered truant (absent without permission). Any work missed due to truancy will result in no credit.
12. 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. Appeals of the principal’s/designee’s decision shall be made to the superintendent and the superintendent’s decision shall be final.

**Attendance Incentives:**

-Attendance incentives only apply to students enrolled at CHS for the entire semester. Suspension days count against incentives.

-At the end of each 9-week grading period, a student with perfect attendance will have his/her name entered into a drawing for the chance to win a prize(s).

-At the end of the school year, a student with perfect attendance will receive a certificate and have her/his name entered into a drawing for the chance to win a substantial prize(s).

**STUDENT RESOURCE TIME (SRT)**

SRT is to be productive educational time. Students are to use this time to complete homework, to seek individual help from teachers, and to use school facilities (like the computer and language arts labs, etc.) Each SRT is to maintain an atmosphere in which students can study and teachers can work with individual students. Students are expected to use SRT as educational time. Activities may also be scheduled during SRT including club meetings, intramurals, and special programs. SRT will be one-way traffic only. A student can go to one place during the passing period and must stay there for the remainder of SRT. If a student has overdue media center materials, then the student will not be allowed out of SRT to go to the media center or to any computer lab. Students may get help from teachers and take make-up tests.

**FOOD AND DRINK IN THE CLASSROOM**

Teachers may allow water, mints, gum, and throat lozenges in the classroom. No food or drink of any kind will be permitted in the media center or any computer lab.

**WORK PERMITS**

The student must pick up an “Intention to Employ” at the high school office. At this time, a student must complete a general information form. The employer must sign the “Intention to Employ” card stating the exact nature of the job. The student’s parents must sign the card. The card is then returned to the high school office. General rules governing work permits are listed on the work permit form. Students who are not in attendance at school should not be in attendance at work. An employment certificate (work permit) may be denied by the issuing officer to those students who do not meet the following requirements: (IC 20-33-3-13)

1. Grades: Pass 5 classes. Students must have passing grades at the end of the last grading period in a minimum of 5 classes (or 70% of classes enrolled in).
2. Attendance: A student can have no more than 3 unexcused absences per 9 week grading period.

GRADES and ATTENDANCE will be checked at the end of each 9-week grading period and work permits may be revoked if a student’s grades or attendance fall below the requirements stated above. All cases are subject to review by the Principal.

### **SUBSTANCE ABUSE POLICY**

The staff of Connersville High School believes that it has a responsibility to see that each student meets his or her potential. That potential may never be achieved if a student uses drugs or alcohol. At Connersville High School we realize that some of our students have substance abuse problems.

Therefore, we encourage self-referral before a student is found to be in violation of the CHS discipline plan. 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.

### **EXTRACURRICULAR ACTIVITY CODE CONNERSVILLE HIGH SCHOOL/CONNERSVILLE MIDDLE SCHOOL**

As part of school life, Fayette County School Corporation offers extracurricular activities 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. That responsibility places the student in a model citizenship role concerning his/her behavior before, during, and after school. These requirements extend throughout the summer.

Students who participate in extracurricular activities are expected to cooperate with the directions of coaches/sponsors. The coaching staff/sponsor of each sport/activity has its own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules as approved by the Board. Furthermore, the participant will conduct him/herself as a good citizen at all times, honor all curfews, refrain from possessing, transporting, selling, delivering, and using any alcoholic beverages, nicotine, unprescribed drugs, and avoid any conduct that reflects discredit upon the school. It is expected that a participant in a FCSC extracurricular program serve as an exemplary citizen for the community.

Violations of the aforementioned rules, any law, corporation policy, school rule, and extracurricular standard are subject to disciplinary action.

#### **Violations of extracurricular activity code**

- I. Consuming, possessing, offering, providing, or being under the influence of
  - a. Alcohol or alcoholic beverage
  - b. An illegal drug
  - c. A prescription drug except as authorized in a prescription by a licensed health care provider
  - d. An over-the-counter medication containing a stimulant such as preparations with caffeine, ephedrine, pseudoephedrine, or phylpropanolamine as their primary ingredient except as authorized in a prescription by a licensed health care provider
  - e. A substance which is marketed for use for the purpose of interfering with the detection of the use of a substance in violation of these student conduct rules and/or
  - f. Any substance represented to be or thought by the possessor or the intended recipient to be a substance described in this student conduct rule
- II. Providing/accepting a urine specimen for or attempting to provide/accept a urine specimen for another student
- III. Possessing alcohol or drug-use paraphernalia such as rolling paper or clip, or displaying materials that promote or encourage alcohol or drug use.
- IV. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco products or a device such as a lighter designed primarily for use in consuming tobacco products.

- V. Receiving an unsatisfactory report of the Extracurricular Drug Testing Program.
- VI. Exhibiting any other conduct that reflects discredit upon Connersville Middle School, Connersville High School, or the Indiana High School Athletic Association.
- VII. Students who refuse to take the drug test will automatically be considered a failed drug test and will be counted as the student's next offense.

**PENALTIES FOR VIOLATIONS**

A violation will result in the following disciplinary action:

**I. First offense**

A first violation of this code will result in a suspension period from extracurricular clubs and athletics (see special Note I) of twenty-five percent (25%) of all scheduled athletic games, high school marching band contests, and after school extracurricular activities (see Special Note II). For all athletic games and high school marching band contests, any fraction of a game/contest suspension will be rounded to the nearest full game/contest. Students who are suspended from extracurricular clubs, athletic games, and high school marching band contests because of drug or alcohol related offenses will be required to obtain counseling and a chemical assessment by an agency approved by the school administration prior to readmission to the activity, and they must satisfactorily comply with recommendations from the assessment.

Early Reinstatement Clause: On the first offense, the student may regain eligibility to participate after 15% of the suspension if the student:

- a. presents documentation of participation in an assessment from a CHS/CMS approved provider at the expense of the student and/or his/her parent/guardian and follows the recommendations of the assessment; and
- b. has a follow-up "satisfactory" test; and
- c. participates in the CHS/CMS drug testing, at the expense of the student and/or his/her parent/guardian once a month for three (3) months following reinstatement.

**II. Second offense**

A second violation will result in a suspension from extracurricular activities and athletics for 75% of all scheduled athletic games, high school marching band contests, and after-school extracurricular activities.

Early Reinstatement Clause: On the second offense, the student may regain eligibility to participate after 50% of the suspension if the student:

- a. presents documentation of participation in an assessment from a CHS/CMS approved provider at the expense of the student and/or his/her parent/guardian and follows the recommendation of the assessment; and
- b. presents documentation that the student has satisfactorily completed the recommendations of the assessment; and
- c. has a follow-up "satisfactory" test; and
- d. participates in the CHS/CMS drug testing at the expense of the student and/or his/her parent/guardian once a month for six (6) months following reinstatement.

**III. Third offense**

A third violation will result in a suspension from extracurricular activities for the remainder of the student's middle school or high school career (see Special Note III).

**SELF-REPORT CLAUSE**

It is the intent of the Fayette County School Corporation to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports him/herself in violation of the Extracurricular Code, before being reported by some other means, will be permitted leniency on the first offense only (with the exception of a felony charge). The student will pay a lesser penalty for the infraction than stated; he/she will not be permitted to participate in a number of activities equal to 10%, or at least one contest of the sport season they are in or will be in. In cases of substance abuse, the self-reporting students must participate in a chemical assessment with a CHS/CMS approved professional to receive the benefit of this clause. This Self-Report clause can be used only once during the student’s four-year career.

- a. If school personnel learn of a violation prior to self-reporting, a self-report will not waive possible suspension.
- b. After a self-report any additional violations would move the students to second offense status.

**Special Notes:**

- I. See appendix for current list of extracurricular clubs/activities/athletics which are reviewed by the Board at the May or June Board meetings.
- II. All penalties shall carry over to the next school term, next athletic season, or next high school marching band season, if necessary, to satisfy the suspension from extracurricular clubs and athletics. In counting athletic games and high school marching band contests, count total games/contests scheduled for that entire season.
- III. All suspensions begin the day after the rule violation is found. The student and his/her parents/guardians will be notified by phone and/or certified mail.
- IV. Students violating the Extracurricular Activity Code who have earned an extracurricular award will not receive recognition at the awards program if the awards program occurs during the suspension period.
- V. All expenses for counseling, chemical assessment and rehabilitation will be the responsibility of the student/parents/guardians.
- VI. During any extracurricular suspension period, the student involved must attend related athletic practices and events.
- VII. A middle school student becomes a high school student upon completion of the 8<sup>th</sup> grade and violations do not accumulate from middle school to high school.
- VIII. A student athlete must complete the season in good standing in order to fulfill the requirements of serving an athletic suspension. Failure to complete the season in good standing will result in the suspension not being completed and will result in the suspension being carried over to the next sport’s season.

**RIGHT OF APPEAL**

An appeal process will be available for code violations. The student has the opportunity to appeal in writing to the principal/director within five (5) scheduled school days after the conference informing the student of his/her suspension.

An extracurricular Appeal Board will be randomly selected by the superintendent to handle appeals. It is the responsibility of the Appeal Board to determine if the administration acted within its duly given authority. The Extracurricular Board will either uphold the previous determination or decrease the suspension, but it cannot increase the suspension period. The Board will be composed of seven (7) members from the following areas:

Athletic Department.....1	Board Member..... 1
Music Department.....1	Secondary Parents/Guardians..... 3
Club Sponsor.....1	

The Extracurricular Appeal Board will meet with the individual student and his/her parents/guardians to review the information within ten (10) school days after the written appeal has been received by the principal/director. The athletic department official who initially suspended the student shall be present at the meeting of the Extracurricular Appeal Board. A final determination by majority vote will be made within five (5) scheduled school days of this meeting of the Extracurricular Appeal Board. The Extracurricular Appeal Board shall select a chairperson who will preside at the meeting and notify the student and his/her parents/guardians of the Extracurricular Appeal Board’s determination via certified mail. This letter shall be sent within two (2) scheduled school days following the Extracurricular Appeal Board’s determination.

From the school officials’ and Board’s perspective, the decision of the Appeal Board is final.



## **EXTRACURRICULAR DRUG TESTING**

### **I. Objectives**

The purpose of this program is to prevent participation in extracurricular activities while a student has drug or alcohol residues in his/her body and to educate, help, and direct students away from drugs, alcohol, and nicotine and toward a healthy, safe, and drug-free participation in extracurricular activities.

The objectives of the extracurricular drug-testing program are

- a. to prevent the use of drugs, alcohol, and nicotine;
- b. to educate students about the serious physical, mental, and emotional harm caused by the use and abuse of drugs, alcohol, and nicotine;
- c. to alert students with possible drug problems to the potential harm of drug abuse;
- d. to prevent injury, illness, and harm as a result of drug, alcohol, and nicotine use; and
- e. to maintain an extracurricular environment free of drugs, alcohol, and nicotine.

Participation in extracurricular activities is a privilege at Connersville Middle School and Connersville High School and participation is voluntary. Students participating in athletics and extracurricular activities are often in leadership roles in the school community and may serve as examples to other students. Therefore, it is mandatory that each student who participates in extracurricular activities at Connersville Middle School and Connersville High School sign and return the extracurricular Drug Testing Program Consent Form prior to participating in any activity. Failure to comply will result in non-participation.

### **II. Process**

- a. All participants in extracurricular activities will receive a copy of this drug testing policy, as well as a consent form which shall be dated and signed by the participant and by the student's parent(s)/guardian(s). In addition, the coach/ sponsor of each extracurricular activity will require the attendance of all prospective members, as well as the parent-guardian, at one or more drug policy education sessions. No student shall participate in any CMS or CHS extracurricular event for which she/he does not have a signed consent form. In signing this consent form, the student and parent/guardian agree to the stipulations of this drug testing policy.
- b. The selection of participants to be tested will be done randomly by laboratory or by parent/guardian request. The selections will be made at various times throughout the school year. If selected for testing, the student will be required to provide a sample of his/her urine in a verifiable manner; however, the collection of the sample shall not be physically observed, and the staff member present will be of the same sex. A "chain-of-custody" will be utilized throughout the drug testing procedure, i.e. the student's number and the date will be written on the sample bottle, which both the student and the principal/designee will date and initial as correct. The sample will be turned over to a competent testing facility where urinalysis will test for alcohol, nicotine, "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana), and performance enhancing drugs such as steroids. It is the responsibility of the student or parent/guardian to inform the principal/designee at the time of the test whether or not the student is taking any over-the-counter or prescription medications that might contribute to a "positive" test result. The student's failure to provide a usable sample shall constitute non-compliance with the policy.
- c. Connersville Middle School and Connersville High School will conduct the tests so that only the principal/designee and the staff member obtaining the sample will know which students have been tested. This privacy will be maintained because the laboratory will test and report on the sample only by number. Only the student, the parent/guardian, and the principal/designee will know the results of the test.

- d. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's/director's office, and told she/he is no longer eligible for any of the extracurricular activities. In addition, the parents/guardians will be telephoned and informed the student is unable to produce a sample for the testing procedure and that she/he may be tested at a later date to be reinstated for eligibility.
- e. If a student's sample shows that drug residue substances are present, the laboratory will run a second analysis before advising the principal/designee, who will then contact the student and parent/guardian. No one else will be informed of the results. The principal/designee will explain the type of substance found and health hazards involved. If the student and the parent/guardian desire, they may have any remaining portion of the urine sample analyzed again, as long as that testing takes place under conditions which assure that the principal/designee controls the verification and transmission of the sample to a facility at a mutually agreed site. In addition, the results must be returned to the principal/designee. Although FCSC pays for the initial drug testing, the corporation will not pay for any subsequent testing requested by the student or parent/guardian.
- f. During the student's suspension period, a "follow-up" test will determine whether the substance found in the original test has been eliminated. The test will not be conducted until enough time has passed for the original substance to be eliminated. In addition, the student may be retested at any time throughout the remaining school year that the student is involved with any extracurricular activity.
- g. FCSC also reserves the right to test any extracurricular participant who at any time exhibits cause for reasonable suspicion of drug or alcohol usage.
- h. Students who test "positive" for drugs shall be immediately disciplined pursuant to the Penalties for Violations of the Connersville Middle/High School Extracurricular Code.

**NOTE:** This program will not affect the policies, practices, or rights of FCSC to deal with drug, alcohol, or nicotine possession or use where reasonable suspicion is obtained by means other than the random sampling provided for herein.

#### **EXTRACURRICULAR SCHOLASTIC ELIGIBILITY REQUIREMENTS**

Scholastic eligibility for all students participating in any extracurricular activities shall be as follows:

1. Pass 5 – Students must have received passing grades at the end of their last grading period in at least five (5) subjects (semester grade takes precedence.)
2. Credit requirements – Students must maintain the proper number of credits necessary to be promoted to the next grade level. (Sophomore 11, Junior 23, Senior 32)
3. If academically ineligible, and the student's extracurricular activity has contests, competitions, or performances, the student will still be required to attend practices, but cannot participate in contests, competitions, or performances until academic eligibility has been achieved at the end of the next grading period. Extracurricular activities without contests, competitions, or performances will be suspended from attending the extracurricular activity based on criteria set by the club sponsor and administrator.
4. All freshmen participating in a fall sport will have mid-term grade reports during the first grading period. Parents will be notified of any potential grade problems the student/athlete is having at that time.

### **HOW TO BE AN ELIGIBLE ATHLETE**

It is understood that a student's attitude, conduct, and general school spirit, in and out of contests, must be of acceptable quality in order for him or her to enjoy the privilege of representing the school. Students participating in interscholastic athletics are responsible for adhering to State Eligibility Rules, Extracurricular Code, Personal Rules of Conduct of CHS, and any other rules established by the team and/or coach. Students should be aware that there are in-season and off-season rules applicable to athletes in all sports, and athletes must be aware of these. Copies of the Training and Eligibility Rules will be distributed by individual coaches or are available from the Athletic Director.

### **EXTRACURRICULAR PARTICIPATION**

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. **NO STUDENT MAY PARTICIPATE** in afternoon or evening extracurricular activities, including **DANCES, GAMES OR PRACTICES**, if he/she has not been in attendance for the entire school day, unless the absence is approved by an administrator.

### **CONNERSVILLE HIGH SCHOOL MULTIPLE ACTIVITIES RULE**

A student at Connersville High School may choose one IHSAA sponsored sport in addition to multiple extra-curricular activities per season.

### **IHSAA SPONSORED SPORTS**

#### **BOYS**

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Soccer  
Swimming  
Tennis  
Track  
Wrestling

#### **GIRLS**

Basketball  
Cross Country  
Golf  
Gymnastics  
Soccer  
Softball  
Swimming  
Tennis  
Track  
Volleyball

### **Guidelines for Students Involved in Multiple Activities**

The directors and coaches at Connersville High School want to encourage students to participate in various activities. We anticipate conflicts between organizations. It is our intent that the following guidelines will help in resolving potential conflicts. We believe that these expectations are reasonable and we will not put a student in a dangerous or liable situation. If a student chooses to participate in more than one activity, it is required that there be communication among the student, coach and the director. It is also expected that the student, coach and the director adhere to all of the guidelines.

1. If your activity practices twice a day and there is a conflict, you must attend one practice session involving each activity.
2. When performances/competitions and/or games conflict with practices, the performance/competition or game should take precedence over the practice.
3. If two activities are practicing at the same time, the director and coach must communicate and share the student.
4. Grades will not be lowered if a student misses a practice or performance/competition because of an athletic competition
5. Coaches and directors will not penalize a student if he/she chooses to participate in one event and not the other if there is a conflict.
6. ISSMA events take precedence over all practice and athletic competitions.
7. IHSAA events take precedence over all practices and band and choir activities.

8. When ISSMA and/or IHSAA events, or athletic competitions and/or performances are in conflict, the sponsors and/or coaches need to meet to determine if any kind of shared participation is possible. If such shared participation is possible, the student should be shared in both events. Allow the student to split his/her practice time between the two activities. If shared participation is not possible, the student should have the right to select the activity he or she will participate in with no retribution to be enacted relative to the other activity.
9. Sport practices take precedence over Cheerleading and Spartanette practices. If at all possible, Cheerleading and Spartanette practices should be scheduled after the athletic practices.
10. If seasons overlap, the “in-season” sport takes precedence over an “out-of-season” sport.
11. If selected for Spartanettes, the athlete may not participate as a Varsity Cheerleader.

#### **SUMMER SCHOOL**

Students who fail a required subject during the regular school year are strongly encouraged to obtain a make-up credit for that course by attending CHS Summer School, or if the course is not available here, another acceptable summer school or correspondence study.

#### **REPORT CARDS**

Report cards are given out every nine weeks to notify parents and guardians of student progress.

#### **HONOR ROLL**

In order to be included on the CHS Honor Roll, a student must be in six (6) credited classes. The student must have a grade point average (G.P.A.) of at least 3.0.

All grades that carry an “I” (incomplete) status will result in a student not being on the honor roll unless that grade is changed in the computer. 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.

#### **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 (6<sup>th</sup>) and seventh (7<sup>th</sup>) semesters of the student’s eight semesters of high school curriculum. Final class standing will be based upon eight semesters.

#### **PROMOTION/RETENTION**

Promotion of students entering grades 10, 11, or 12 is based on the number of earned credits a student has accumulated at the conclusion of the academic school year. Students entering the first year of the four-year high school curriculum will be classified as 9<sup>th</sup> graders.

<b>Class status based on credits:</b>	9 <sup>th</sup> (Freshman).....	0 credits
	10 <sup>th</sup> (Sophomore).....	11 credits
	11 <sup>th</sup> (Junior).....	23 credits
	12 <sup>th</sup> (Senior).....	32 credits

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.

#### **GRADUATION REQUIREMENTS**

Requirements for graduation from a four-year high school have been established by the Indiana Department of Education and FCSC Board of Education. See CHS Career Planner for requirements for your specific year of graduation.

### **GRADUATION**

All school-owned equipment and materials must be returned in good condition prior to completion of the last day of school by all students. Additionally, all school debts and textbook fees must be in good standing for all students billed for such fees during the academic year. Failure to do so will impact student participation in the graduation ceremony.

### **DUAL COLLEGE CREDIT COURSES**

The Fayette County School Corporation, Indiana University, Purdue University and IVY Tech Community College have developed dual-credit agreements for some CHS courses. A student successfully completing a dual-credit course will earn high school and college credit. College credits from IU and Purdue have a tuition cost, but, there is no cost to the student for dual-credits from Ivy Tech. Some 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](http://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 On Us" through an IVY Tech campus or on-line. See the Guidance Department for more information.

### **GUIDANCE SERVICES**

Students may request to see their guidance counselors by leaving a note requesting an appointment with the guidance department secretary. Students may NOT go to the guidance office during school hours without a pass from the counselor.

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. Group counseling is available.

### **PROGRAM CHANGES**

Any program or schedule change must be made in accordance with procedures stated:

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
4. Schedule conflict

### **STUDENT RECORDS**

A parent or guardian of a student who is (1) under the age of 18 years and is (2) currently enrolled or has been in attendance in the school system has a right to inspect and review the student's record or any part thereof. Whenever a student has attained 18 years of age or is attending an institution of post-secondary education, the permission or consent required of and rights accorded to parents under this policy shall be required of and accorded to the student. Rights to access shall be exercised by presenting a written request to the principal's office where such records are maintained. Requests should specify the record which the parents wish to examine or inspect.

### **MEDIA RELEASES**

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

### **PARENTAL ACCESS TO A CHILD'S RECORDS**

IC 20-33-7-1 and 2 defines "education records" and provides for equal access to the records by both a custodial and a non-custodial parent, absent a specific court order to the contrary. Before denying a parent access to records on the basis of a claim of the existence of such an order, Connersville High School personnel will require a copy of the order.

### **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 student or parent must obtain a withdrawal form from the school office. All books and materials checked out to the student must be returned to the school. The procedure for withdrawal or transferring is as follows:

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

#### **STUDENT HEALTH SERVICES**

Following are a few simple regulations, which are requested of students in order that we may help to maintain safety and health for all of the students.

Connersville High School has a full-time health assistant. First aid, when needed, is administered by available school personnel. However, the school does not take responsibility to care for or treat any body piercing or tattooing. If questions arise or in case of serious illness or injury at school, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home or to the hospital. Further care and treatment are the responsibility of the parent/guardian. A student is never sent home unless permission is given by the student's parent/guardian. The health assistant is available to counsel students and parents about health related problems and concerns. It is imperative to notify the health assistant if there is a health problem. Parents must let the school office know about changes in addresses or phone numbers or about temporary situations, which may affect the school's ability to contact the parent in emergencies.

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. Prescription medications also require a written order of a medical practitioner with authority to prescribe drugs.

Medications considered Controlled Substances may not be transported to or from school by students. Medications considered Controlled Substances, provided in the original container with an appropriate prescription, must be transported 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.

Students are prohibited from possessing over-the-counter or prescription drugs on school property. Any student who is required to carry a prescription drug on his/her person during school hours shall immediately upon entering school property, deposit such drug with the school health assistant who, if necessary, will administer the drug. The student will pick up the same upon leaving the school.

A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually, and the written authorization must be done by a physician and must include the following information:

- 1) That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- 2) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- 3) The student has been instructed how to self-administer the prescribed medication.

- 4) The student is authorized to possess and self-administer the prescribed medication.

Students will be sent home if they exhibit:

1. Temperature 99.8 degrees or above
2. Actively vomiting
3. Blisters in throat
4. Injury requiring further medical attention
5. Seizure
6. Have pregnancy-related contractions or bleeding
7. Foreign body in eye
8. Nits or lice in hair

Some students may or may not be sent home on a case-by-case basis.

#### **ACCIDENTS AND INSURANCE**

The school is responsible only for immediate first aid. The Board of Education does not have any medical insurance to pay bills incurred as a result of accident or injury to the pupil at school. The parent or guardian is responsible for the payment of such bills. Parents and students are urged to avail themselves of the protection afforded through school insurance. Information regarding various insurance plans will be distributed during the first week of school. In the case of an accident, no matter how minor, the student must report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

#### **MEDICAL TRANSPORTATION**

It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

#### **COMMUNICABLE DISEASES**

Students returning to school after recovering from a communicable disease must be cleared through the school health assistant's office. Communicable diseases include German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis, and head lice.

#### **FIRE, TORNADO, CRISIS DRILLS**

Drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. For fire and tornado drills the information is posted in each room.

#### **GENERAL RULES FOR FIRE DRILLS**

1. Teachers will close windows.
2. Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
3. The teacher will remain with his/her group (must have grade book).
4. When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

**Note:** Fire drills are very important and serious exercises which may save lives. Everyone is expected to act accordingly.

#### **GENERAL RULES FOR TORNADO DRILLS**

1. Windows and doors should be left open.
2. Students should proceed single file to first floor quickly and quietly.
3. Teachers are to take attendance with their grade books.
4. Shelter should be located away from glassed-in areas.
5. Southwest corners of rooms are considered safest.

#### **I.D. CARDS**

Students who have lost their I.D. cards must report their loss to the office. Arrangements will be made for the student to obtain a new card. Students are never to lend their I.D. cards to others for any use whatsoever.

Any student found using or having another student's I.D. card will be subject to disciplinary action.

Students attending school activities after school hours without their I.D. cards may be subject to expulsion from that activity.

#### **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. Computers are available for student use to access the on-line catalog or the Internet and all reference sites to which the media center subscribes.

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. During SRT students must have an assignment pass from the teacher who made their assignment for the media center use, signed by their SRT teacher. In addition, students are welcome before school and after school for study. The media center is open 7:30 a.m. to 4:00 p.m.

If a student has overdue media center materials, then the student will not be allowed out of SRT to go to the media center or to any computer lab. Students may still get help from teachers and take make-up tests.

#### **CAFETERIA**

Students are expected to:

1. Pay for their lunch – no credit
2. Stand in line and wait their turn
3. Eat in the cafeteria
4. Keep the table areas clean
5. Return trays and refuse
6. Use good table and eating manners
7. Put chairs back in place
8. Only bottled water can be taken out of the cafeteria
9. AM WCC students report directly to cafeteria/courtyard after being dismissed from WCC
10. No outside food is to be delivered to any CHS student(s) by anyone.

During lunch, students are to be in the courtyard and/or cafeteria only. Any violation of the above will be dealt with using the discipline code.

#### **VISITORS**

No student visitors will be allowed during the school day. All other visitors must report to the principal's office.

#### **TEXTBOOKS**

Textbooks are rented to pupils and should be returned in acceptable condition, or the student will be held financially responsible.



### **LOCKERS**

**Students should keep their lockers locked at all times.** Do not bring valuable items or large amounts of money to school. Lockers should not be banged, kicked, defaced, or otherwise damaged. Any locker damage will be assessed to the student responsible for the locker. Disciplinary action may result from such action as well. Ordinarily, students should go to their lockers only during passing times. IC 20-33-8-32 clarifies that school lockers are the property of the school corporation, therefore students have no expectations of privacy in those lockers or their contents. The principal or other designated members of the administrative staff may inspect such lockers or their contents. All contents of the locker should be in keeping with the general guidelines of the school.

**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 homeowners' insurance to cover any loss of property.**

### **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-wide improvement committee, CLASS, 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.

### **HALL PASS**

Each student is required to have a PASS if he/she is in the halls while classes are in session. Each student entering a class after the beginning of the period must have a PASS either from the office or from the teacher who held the student late. Misuse of any hall pass, including SRT passes, may result in no more passes being issued to the student.

### **LOST AND FOUND**

The bookstore is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the bookstore. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded or given away.

### **TELEPHONE**

**PHONE USE:** Students are not to use the office phones without permission. Length of calls will be limited.

School lines must be kept open for school business. Personal calls and messages to students cannot be accepted through school phones.

Students will not be called to the phone. Messages cannot be delivered except in the case of a family emergency. Bus plans, alternate car rides, etc., should be discussed by the family before school.

### **CHS HELP LINE / Harassment-Bullying-Safety Reporting 825-1151, ext. 411**

Are you concerned about  
Drugs – Fights – Sexual/Racial Harassment – Thefts –  
Safety Concerns?

Call and leave a message. You may remain anonymous if you wish.

Students and parents/guardians can also report any type of harassment/bullying or any safety concerns by completing a form in the main office or by accessing the link for confidential reporting on the CHS web page.

### 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
B	Good	A	92-98	4.0	.3	4.3
C	Average	A-	90-91	3.7	.3	4.0
D	Passing	B+	88-89	3.3	.3	3.6
F	Failure	B	82-87	3.0	.3	3.3
I	Incomplete	B-	80-81	2.7	.3	3.0
W	Withdrawal	C+	78-79	2.3	.3	2.6
NC	No Credit	C	72-77	2.0	.3	2.3
CR	Credit	C-	70-71	1.7	.3	2.0
		D+	68-69	1.3		
		D	62-67	1.0		
		D-	60-61	.7		
		F	59 and below	.0		

### GRADING POLICY

The final semester grade is the average of the two nine weeks' grades plus the final exam. Semester examinations and/or projects will be given in all courses. The semester exam/project will count no less than 10% and no more than 15% of the final grade. An (I) is for incomplete work; no credit until completed. ALL incompletes have to be made up within 14 calendar days of the end of the semester or the final grade will be an "F" unless extenuating circumstances prevail.

**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.

### NON-DISCRIMINATION STATEMENT

It is the policy of the Fayette County School Corporation not to discriminate against any otherwise qualified individual on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Law IC 22-9-1, IC 20-33-1-1, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, any state or federal non-discrimination law or regulation governing non-discrimination in education programs or employment applicable to Indiana public school corporations. Inquiries regarding compliance with this policy should be directed to the Human Resources Director of the Fayette County School Corporation, 1401 Spartan Drive, Connersville, Indiana, 765-825-2178 or the Section 504/ADA Coordinator, 900 Spartan Drive, Connersville, Indiana, 765-827-5498, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

**FAYETTE COUNTY SCHOOL CORPORATION**  
**Connersville, Indiana**

**STUDENT USE OF THE INTERNET**

**Dear Parent/Guardian:**

The Fayette County School Corporation is pleased to make Internet/computer services available to its students. The following information describes the Internet services.

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people worldwide. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21<sup>st</sup> century.

The Internet contains websites that you would probably consider objectionable. The Fayette County School Corporation Acceptable Use Policy (FCSC Policy 4.27) restricts access to material that is inappropriate in the school environment. In addition, the school corporation has implemented a filtering system, which will assist in blocking any user's access to inappropriate material. The filtering program will be updated daily in an attempt to block access to inappropriate sites. Although your student's use of the Internet will be supervised by staff, we cannot guarantee completely that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while he/she is on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. This will be, as mentioned above, under the guidance and supervision of the classroom teacher, or other responsible adults. The following "Network Etiquette" is also expected of all students and staff members.

1. Be polite. Do not be abusive in your message to others.  
Do not reveal your personal address or phone number or the personal addresses or phone numbers of other students.  
Do not use the network in such a way that you would disrupt the use of the network by other users.
2. Do not respond to unsolicited on-line contact.
3. Do not attempt to access inappropriate sites.
4. Report any incidence of inappropriate information to the supervising adult.

Participating in any of the following acts will result in corresponding discipline options:  
Not upholding copyright laws (text, graphics, etc.); uploading unapproved software on school computers; receiving illegal/pirated software of any kind; attempting to run programs to bypass security or filtering systems; use of other students' log-in access codes; use of chat, games, news-groups, email, etc.; changing computer settings of any kind;  
No unauthorized viewing or logging into another computer or the network.

Discipline Options:  
Ban from computer, computer labs, media center, or Internet.  
Discipline referral  
Detention, isolated instruction, suspension, expulsion  
No credit on selected assignment(s) if done in class

### **STUDENT iPad GUIDELINES**

Students agree to abide by the following:

1. I will follow the FCSC “Responsible Use of Technology” policy and all classroom rules.
2. I will bring my fully-charged iPad to school every day.
3. I will handle my iPad carefully and respectfully.
4. I will ask permission prior to recording audio and taking photos/video of my classmates and staff members.
5. I understand that my iPad is the property of CHS and can be inspected at any time without notice.
6. I will use my iPad as a learning device.
7. I will not delete or tamper with profiles and/or configurations on my iPad.
8. I will report loss or damage to the Media Center.
9. My email communication with others will be respectful and courteous.
10. The “digital footprint” I create of myself will reflect the values of the RICHER program.

**CHS Language Arts Handbook**  
**CHS Common Writing Rubric**  
**ISTEP+ Writing Applications Rubric**

<b>Score Level</b>	<b>Ideas and Content</b>	<b>Organization</b>	<b>Style</b>	<b>Voice</b>
<b>6</b> Exceptional	Fully accomplishes task Includes thorough, relevant, and complete ideas	Organizes ideas logically	Exhibits exceptional word usage Demonstrates exceptional writing technique	Demonstrates effective adjustment of language and tone to task and audience
<b>5</b> Very good	Fully accomplishes task Includes many relevant ideas	Organizes ideas logically	Exhibits very good word usage Demonstrates very good writing technique	Demonstrates effective adjustment of language and tone to task and audience
<b>4</b> Good	Accomplishes task Includes relevant ideas	Organizes ideas logically	Exhibits good word usage Demonstrates good writing technique	Demonstrates an attempt to adjust language and tone to task and audience
<b>3</b> Ordinary	Minimally accomplishes task Includes some relevant ideas	Exhibits an attempt to organize ideas logically	Exhibits ordinary word usage Demonstrates ordinary writing technique	Demonstrates an attempt to adjust language and tone to task and audience
<b>2</b> Minimal	Partially accomplishes task Includes few relevant ideas	Exhibits a minimal attempt to organize ideas logically	Exhibits minimal word usage Demonstrates minimal writing technique	Demonstrates language and tone that may be inappropriate to task and audience
<b>1</b> Less than minimal	Fails to accomplish task Includes very few relevant ideas	Exhibits no or minimal attempt to organize ideas logically	Exhibits less than minimal word usage Demonstrates less than minimal writing technique	Demonstrates language and tone that may be inappropriate to task and audience

### ISTEP+ Language Conventions Rubric

Score Level	Capitalization	Punctuation	Spelling	Grammar	Sentence/Paragraph Structure
<b>4</b> Errors have little or no impact on communication	No or few capitalization errors	No or few punctuation errors	No or few spelling errors	No or few grammar or word usage errors	No or few sentence fragments or run-ons No or few paragraph errors
<b>3</b> Errors have minor impact on communication	Occasional capitalization errors	Occasional punctuation errors	Occasional spelling errors	Occasional grammar or word usage errors	Occasional sentence fragments or run-ons Occasional paragraphing errors
<b>2</b> Errors are frequent and impede the flow of the communication	Frequent capitalization errors	Frequent punctuation errors	Frequent spelling errors	Frequent grammar or word usage errors	Frequent sentence fragments or run-ons Frequent paragraphing errors
<b>1</b> Errors are serious and numerous.	Many capitalization errors	Many punctuation errors	Many spelling errors	Many grammar or word usage errors	Many sentence fragments or run-ons Many paragraphing errors

#### Constructed Response Rubric (2pts.)

**2 points - Proficient**

The response fulfills all the requirements of the task. The support given is text-based and relevant to the task.

**1 point - Partially Proficient**

The response fulfills some of the requirements of the task, but some of the information may be too general, too simplistic, or not supported by the text.

**0 points - Not Proficient**

The response does not fulfill the requirements of the task because of information that is inaccurate, incomplete, and/or missing altogether.

### How to Approach...

#### Constructed-Response Questions

**I. Read the prompt**

- Read all questions carefully.
- Identify the task: compare? contrast? support? refute? analyze? explain? evaluate? persuade?

**II. Read or examine supporting materials**

- Read documents and passages carefully.
- Examine maps, charts, graphs, or cartoons.
- Make notes as you read.

**III. Compose the response**

- Plan your response.
- Answer all parts of the question.
- Provide evidence beyond common knowledge to show depth of understanding.

- Be sure to explain and not merely list facts.
- Include critical vocabulary that addresses the topic.
- Recall and apply

### Tips for Writing Essays:

#### **Thesis Statement**

- Establishes the purpose for writing the essay (the “controlling idea”)
- Appears in the introduction of your essay
- Identifies a topic and expresses a position or point of view about that topic

#### **Strategies for Introductions**

**Introductions** should hook the reader’s attention, provide background, and include the thesis statement.

Begin with a **question** related to the topic.

Begin with a **definition**. Warning! Do not quote from the dictionary!

Begin with a **fact or statistic**.

Begin with a **quotation** from the text or from a related topic.

Begin with an **anecdote**, a brief story that is related to the topic.

Begin with a **startling statement**: “Man is doomed!”

Begin by telling **why the subject is important**.

Begin with a **generally accepted belief**.

#### **Strategies for Conclusions**

**Conclusions** should provide closure and leave the reader satisfied.

**Conclusions** should **NOT** introduce new or distracting information.

**Summarize** the ideas and points made in the essay.

**Reflect** on what you have written.

Add a **new insight** that follows from your essay.

Offer a **so what statement**.

#### **Citation Formats – Citing Sources in the Text (Parenthetical Citations)**

##### **MLA (Modern Language Association):**

Author’s name in text: Smith has expressed this concern (21-27).

Author’s name in reference: He has expressed this concern (Smith 21-27).

##### **APA (American Psychological Association):**

Author’s name in text: Smith (1982) has expressed this concern.

Author’s name in reference: He has expressed this concern (Smith, 1982).

#### **What Do I Need to Cite in my Paper?**

- **Direct quotations:** Use the author’s exact words placed inside quotation marks. Look for quotations that are well-written and use elegant language that you could not replicate in your own paraphrase.
- **Paraphrases:** Restate an author’s ideas in your own words. Do not change the meaning of the original. Do not copy the sentence structure of the original. Your paraphrase will be about the same length as or even longer than the original.
- **Summaries:** Condense an author’s ideas. Use your own words. Do not interpret the information in your summary.

### MLA Formatting and Style Guidelines:

- Double-space the text of your paper, and use a legible 12 pt. font (e.g. Times New Roman).
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs one half-inch from the left margin using the Tab key.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centered, unformatted).
- **Note: An individual teacher's directions/expectations supersede these guidelines.**

For more information on MLA and APA citation guidelines, go to the Purdue Online Writing Lab at <http://owl.english.purdue.edu/owl/>

<b>Zero Tolerance List</b>	
a lot (always two words) allowed (permitted) aloud (heard) because college (university) definitely gonna hear (ear) here (not there) I (not i) its = possessive it's = contraction of it + is (or has) kinda know (in your head) vs no (negative) our (possessive) vs are (verb)	there = not here their = possessive they're = contraction of they + are then (tells when) vs than (compares) to (preposition) too (also, or extremely) two (2) threw (the ball) through (the window) your = possessive you're = contraction of you + are weather (outside) whether (or not) which one? witch = mean old lady



### **Revision Checklist**

#### **1. In my introduction, did I**

- hook my reader's interest?
- provide relevant background information?
- include all my key ideas in my thesis?

#### **2. In my body, did I**

- clearly organize my paragraphs?
- include a topic sentence for each paragraph?
- use transition sentences between paragraphs?
- provide enough relevant evidence?
- explain the significance of the quotations I chose?

#### **3. In my conclusion, did I**

- bring my argument to a close?
- include an effective closing statement that reinforces my thesis?

#### **4. Overall, did I**

- write with clarity and conciseness?
- avoid grammatical errors?

### **Editing Checklist**

(Adapted from the ISTEP Scoring Guide)

1. Check your capitalization and punctuation.
2. Spell all words correctly.
3. Check for sentence fragments and run-on sentences.
4. Keep verb tense consistent.
5. Make sure subject and verb agree.
6. Use words according to the rules of Standard English.
7. Remember to paragraph correctly.

## Common Editing Marks:

Edit Mark Sheet

Mark	Description	Example
^	Insert	How many monkeys <sup>o/n/e</sup> in the tree? Are you here <sup>o</sup> alone or in a group? The player <sup>s</sup> arrived early for the game.
≡	Capitalize	Rodney came from <u>texas</u> .
○	Close space	The ugly ○ giant frightened the children.
⌘	Delete	The red and blue tickets were for the <del>the</del> play.
¶	New Paragraph	The children were waiting for the bus. ¶ I think I see it coming now." Elena said.
#	Space	Carl waited for the bus# the street corner.
Ⓞ	Spell	He <del>took</del> his little brother to ride the bike.
~	Transpose	Randy and brother ~ his played ball.
○	Period	John helped his teacher hand out the papers.○The class got ready for their spelling test.

## Transition Words

Words that can be used to show **location**:

above	behind	by	near	throughout
across	below	down	off	to the right
against	beneath	in back of	onto	under
along	beside	in front of	on top of	
among	between	inside	outside	
around	beyond	into	over	

Words that can be used to show **time**:

while	first	meanwhile	soon	then
after	second	today	later	next
at	third	tomorrow	afterward	as soon as
before	now	next week	about	when suddenly
during	until	yesterday	finally	

Word that can be used to **compare** two things:

likewise	also	while	in the same way
like	as	similarly	

Words that can be used to **contrast** two things:

but	still	although	on the other hand
however	yet	otherwise	even though

Words that can be used to **emphasize a point**:

again	truly	especially	for this reason
to repeat	in fact	to emphasize	

Words that can be used to **conclude or summarize**:

finally	as a result	to sum up	in conclusion
lastly	therefore	all in all	because

Words that can be used to **add information**:

again	another	for instance	for example
also	and	moreover	additionally
as well	besides	along with	other
next	finally	in addition	

Words that can be used to **clarify**:

that is	for instance	in other words
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### **General Guidelines for most written assignments**

- WRITE LEGIBLY!
- Put your full name, the date, and your class period in the upper right margin of your paper.
- When writing assignments by hand, use lined loose leaf paper. Please don't tear out pages from spiral books.
- Indent the first line of each paragraph.
- Use only one side of each sheet of paper on the final draft of compositions.
- Avoid use of Instant Messaging (IM-ing) shortcuts.
- Maintain clear margins on all four sides of the paper, preferably a one inch margin all around. Reset default margins on your word processing application, if necessary.
- Use only blue or black ink on the final draft.

### **Punctuation Guidelines**

#### **Titles**

When referring to titles in your writing, be sure to use the correct form of punctuation.

- Use quotation marks to punctuate the titles of short stories, poems, essays, articles in magazines, or songs.

“Ode to a Nightingale”

“Born to Run”

“The Cask of Amontillado”

- Use italics to punctuate the titles of novels, plays, magazines, newspapers, albums, DVDs, or movies.

If you use a word processor, italicizing is easy; however, if you handwrite or use a typewriter, then underlining titles is your only option. Whichever form you use, be consistent throughout your paper.

*The Great Gatsby* OR The Great Gatsby

*The New Yorker* OR The New Yorker

*Shrek* OR Shrek

**Note:** When you create an original piece, **do not put quotation marks around your own title!**

**Do not italicize or underline your own title!**

#### **Semi-colon**

Semi-colons are most commonly used to link two closely related sentences in place of a comma and a coordinating conjunction. A semi-colon is also used before a conjunctive adverb to indicate a pause and highlight the relationship of the two parts of the sentence.

**Examples:**

Mr. Olveida played the cello professionally for many years; he now conducts a community orchestra.

The hurricane washed out the bridge; therefore, the state police closed the road.

**Dash or hyphen?**

These punctuation marks not only look different but have different uses.

- A **hyphen** (-) is used to separate parts of words.
- A **dash** (—) is twice as long as a hyphen and is used to separate parts of a sentence to show emphasis or to indicate a shift in thinking. It is often used for the same purpose as a set of parentheses.
- Do not put a space before or after either the hyphen or the dash.

**Examples:**

*hyphen:* one-third; eye-opener

*dash:* The movie was so funny—although I usually don't care for comedies—that we laughed ourselves silly.

**Six Helpful Steps When Reading a Text:**

**1<sup>st</sup> Preview:** Look at structure.

**2<sup>nd</sup> Predict:** What is it about? How do you know?

**3<sup>rd</sup> Read:** Mark interesting or difficult vocabulary and passages.

**4<sup>th</sup> Ask:** What is the purpose? (persuade, entertain, describe, inform)

**5<sup>th</sup> Specify:** What are the details that support the author's purpose?

**6<sup>th</sup> Go Back:** Figure out difficult vocabulary and passages.