

Clay City High School

Student Handbook

2024 – 2025

Mission Statement

The Mission of Clay City Jr./Sr. High School is to guide our students to be respectful, responsible, honest, academically prepared, and successful members of an ever-changing world.

Vision Statement

The Vision of Clay City Jr./Sr. High School is to provide a safe environment where all students receive a quality education and are afforded vast learning opportunities that promote the value of productive citizenship.

Dear Clay City Students and Families,

Welcome to Clay City Jr./Sr. High School for the 2024-2025 school year. On behalf of the faculty and staff, it is my pleasure to welcome you to our school. We have many exciting activities planned for this school year. We need your involvement, participation, and help to make this a successful school year. We have a faculty and staff that is second to none and that is willing to go the extra mile for every student in our school. Included in this handbook are school rules, policies, daily schedules, and discipline procedures. Please familiarize yourself with the handbook and do not hesitate to ask for clarification on anything you do not understand. As a student of Clay City Jr./Sr. High School, you have certain responsibilities that are required of you to remain in good standing. Please follow the rules and procedures for Clay City Jr./Sr. High School and set a good example for others. We are excited to watch your growth as a student and to see what the future holds for Clay City Jr./Sr. high School.

Clay City Jr./Sr. High School
601 Lankford Street
Clay City, IN 47841
(812) 939-2154

Mr. Michael Owens – Principal
Mrs. Harley Skinner – Assistant Principal / Athletic Director
Ms. Avalee Jeffers – Assistant Athletic Director
Mrs. Jennifer Gerber – Guidance Director
Mrs. Deanne Blankenship – Counselor

2024-2025
DAILY CLASS SCHEDULE
MONDAY- FRIDAY

Class Time	Period
8:00 - 8:15	Faculty/Staff in supervision/assigned areas
8:00	Busses unload and students may enter the building
	Breakfast served
8:10	Warning tone sounds
8:15 - 9:02	Period 1
9:07 - 9:54	Period 2
9:59 - 10:46	Period 3
10:51 - 11:17	Eel Time
11:17 - 11:47	Lunch grades 10 - 12
11:22 - 12:09	Period 4 grades 7 - 9
12:09 - 12:39	Lunch grades 7 - 9
11:52 - 12:39	Period 4 grades 10 - 12
12:44 - 1:31	Period 5
1:36 - 2:23	Period 6
2:28 - 3:15	Period 7
3:15 - 3:30	Faculty/Staff in supervision/assigned areas

Schedule for a Two Hour Delay

All classes will be dismissed over the P.A./tones
All seven periods will meet and all will be shortened.
Eel Time will NOT meet.

The afternoon vocational classes at Northview WILL meet.
The morning vocational classes at Northview will NOT meet.

Two Hour Delay Schedule

1st Lunch Schedule				2nd Lunch Schedule	
10:15 - 10:48	Period 1			10:15 - 10:48	Period 1
10:53 - 11:26	Period 2			10:53 - 11:26	Period 2
11:31 - 12:01	Lunch			11:31 - 12:01	Period 3
12:06 - 12:39	Period 3			12:06 - 12:39	Lunch
12:44 - 1:17	Period 4			12:44 - 1:17	Period 4
1:22 - 1:55	Period 5			1:22 - 1:55	Period 5
2:00 - 2:33	Period 6			2:00 - 2:33	Period 6
2:38 - 3:15	Period 7			2:38 - 3:15	Period 7

In the event of early dismissal – afternoon vocational students will not go to Northview.

CLOSED CAMPUS POLICY

1. When students arrive to school by bus, they are considered to be at school for the day and are not to leave school.
2. Students driving to school are expected to park in the designated student parking lot on the school campus. All student drivers must obtain a parking permit from the Main Office to be placed on the vehicle's rear view mirror. Student drivers will be issued a parking space assignment/number to be adhered to throughout the school year. Students will not be permitted to go to their cars during the noon period or at other times during the day without special permission from the office.
3. Students being dropped off prior to the start of school at 8:15 AM or being picked up at the end of school at 3:15 PM should enter school grounds from State Road 246 and follow signage to Door #11 where students will enter and exit the school.
4. When a student must leave school during the day to go to the doctor, dentist, etc. he/she must present a written request from their parent or guardian. Also, a phone call from the parent or guardian is acceptable. After presenting the request at the main office, the student must sign-out before leaving school. Leaving school without signing out is a violation of school policy. When picking up students, identification may be required.
5. Clay City Jr./Sr. High School will have two lunch periods with a closed campus. Grades 10-11-12 will have lunch followed by Grades 7-8-9. Each group will have thirty minutes for lunch.
6. Food is to be eaten in the Auditoria. No food or drinks are to be in the hallways or the classroom. Water bottles are permitted. Clear bottles are recommended.
7. After the students have finished eating, they may remain in the Auditoria or go to the gym. Students may not congregate in the front hallway or go to their lockers.
8. No student may leave the school campus for lunch.
9. A student who leaves school without the permission of a school official will be considered truant. Only the office personnel may give a student permission to leave.

"EEL OF THE WEEK"

Clay City Jr./Sr. High School promotes positive behavior and hard work in the classroom. To help support this, each week a different academic department selects two high school students and one junior high student to be the "Eel of the Week". The academic department will collaborate and select students based on their attitude, work ethic, and responsibility within their classes. Through this program our goal is to take a proactive approach in defining and teaching positive expectations through the acknowledgement of positive behavior. The "Eel of the Week" recipients should exemplify what it means to be respectful, responsible, honest, and successful. We want to encourage all of our students to be:

Respectful, Responsible, Honest, Successful

ATTENDANCE

Secondary Schools

A student enrolled in Clay Community Schools is expected to attend school each day. School attendance is compulsory under Indiana law. (IC 20-33-2) Parents who permit their children to be absent without valid excuses are in violation of the law. Clay Community Schools intends to uphold vigorously the Indiana Statutes relating to school attendance.

Excessive absence and tardiness are looked upon as serious matters. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a deterrent to the establishment of such habits and, therefore, cannot be condoned. Please consult your school for tardy policies.

School officials will carry out the following policy:

- A. Any student who misses five (5) days of school, or five (5) periods of any class, or two (2) unexcused absences in any one semester may be subject to suspension, expulsion, loss of driving privileges, loss of work permit, and/or referral to Clay County Juvenile Probation Department.

Excused Absences – (Limited to 5 days per semester)

- A. The only excused absences will be for:
 - a. Personal illness of the student requires a note or phone call from the parent; absences in excess of three days in a row will require a physician's statement.
 - b. Death in the immediate family.
 - c. Medical, dental, or other clinical appointment for the student.
 - i. for the time needed to make the visit to the doctor;
 - ii. parents should make every effort to schedule appointments outside the school day.
 - iii. the student should return with a written statement from the doctor, dentist, lawyer, counselor, etc.
 - d. Student has to testify in court, pursuant to a subpoena or verified court appointment, or other absences authorized by state law.
 - e. If a student becomes ill at school and is sent home by school officials, the date of absence may be considered a certified absence.
 - f. Administration reserves the right to declare any absence in excess of 5 days as unexcused.
- B. Prearranged excused/unexcused absences (holiday, vacation, family travel and religious holidays)
 - a. The parent/guardian must fill out/submit the prearranged absence form to the principal prior to the first day of a family trip identifying the dates and places involved. This letter must be approved by the principal. School administration reserves the right to approve or deny any requested absence as excused or unexcused that does not automatically qualify for an excused or exempt absence. This form is available in the school office.

- b. It is the child's responsibility to make up the missed work within the same number of days as the excused absence.

C. Exempt Absences

Under certain circumstances, schools are legal required to authorize the absence or excuse a student who is:

- serving as a page or honoree of the Indiana General Assembly
- serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
- serving with the National Guard for at least 15 days in a school year
- serving with the Civil Air Patrol for up to five days
- exhibits or participates (or a member of the student's household exhibits or participates) in the Indiana State Fair for educational purposes

Unexcused Absences

All other absences will be considered "unexcused." Truancy is defined as a student who willfully refuses to attend school in defiance of parental and/or legal authority and is considered unexcused.

A. Unexcused Absences

1. All other absences will be considered unexcused. Unexcused absences have a direct impact on student achievement. Therefore, students may not receive grades for work missed during the absence.
2. Students will be considered tardy if they are not in the classroom or accounted for at the beginning of the academic day.
3. Excessive absences and excessive tardies may be questioned by the principal even if there have been written parent/physician excuses.

The procedure that will be followed when a student has accumulated absences is as follows:

1. Fifth absence — A letter will be sent to the parents informing them of the absence.
 - a. Students who exceed five absences in a rolling 10-week period, regardless of the nature of the absences, will automatically be placed on an attendance probation. Probation requires parents to provide a doctor's slip or obtain pre-approval for any additional absence for the remainder of the semester. Failure to meet these requirements will result in an unexcused absence. Ten or more unexcused absences will result in a report being filed with the Department of Child Services and the county prosecutor.
 - b. An attendance conference will be held within 5 days of the fifth absences.
 - 1 A school representative, the student's teacher, the parents and parent's representative (if the parents request and identify their representative within 48 hours of advance of the meeting).

- 2 The school shall create a plan that may include, but not be limited to, offering wrap around services, an attendance contract, and potential counseling or mentoring services. Counseling, mentoring, or wrap around services would not exceed 45 school days. Attendance meetings will be held regardless of parental attendance.
2. Tenth absence — The student and parent shall, per Indiana Code, be requested to conference with the principal/school attendance officer. All absences over the limit are considered unexcused.
3. Habitual Truant — A "habitual truant" (I.C. 20-18-2-65/20-20-8-8(a)(16)) is defined as a student who has ten (10) or more days of unexcused absences in one school year. The principal/attendance officer will meet with the student, parent, and possibly an official from the Department of Child Services, and/or the Juvenile Probation Department, regardless of the total number of absences.

Habitual Absence Under **IC 20-33-2-25**, the Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with **IC 31-30- through IC 31-40**.

A student missing 10 or more days of instruction per semester may jeopardize his/her chances for promotion.

Following administrative approval, the pre-arranged absence will be shown to all teachers who will provide the homework missed during excused days. All assignments must be completed and turned in upon the student's return to school. Failure to pre-arrange such absences will result in unexcused absences with no make-up work accepted for credit. A vacation request during "Required Assessments" (ILEARN or SAT) is strongly discouraged. Every effort will be made to encourage students to remain in school and insure good attendance habits.

TARDINESS

It is an expectation for all students to report to class on time, every time. Tardiness, unless a staff member detains a student, is defined as any unexcused absence of a student beyond the scheduled time a class begins. Almost all tardiness is avoidable. Teachers are responsible to see that students are in the classroom when the final tone sounds. Each teacher must determine their own policy as to where students must be in their respective rooms. Example: Some teachers may require students to be in their seats while other teachers may require students to be in a particular work area.

1. Students are considered tardy to school if they are not on time for their first period class. If a student is in the building and late to first period, the classroom teacher will mark them tardy. A student arriving at school after the start of school at 8:15 AM must report to the main office in order to sign in and to receive a pass to enter class.

2. Students late to class will be considered tardy.
 - a. Students more than 15 minutes late to any class will be marked with an unexcused absence.
 - b. Students held over in a preceding class for any reason, with a staff member must have a pass from the respective staff member to enter the succeeding class.
 - c. Students late to class without authorization by a staff member must receive a pass from the office (Assistant Principal/Designee) to be allowed entry.

DRESS CODE

We take pride in the appearance of our students. Your dress reflects the quality of our school, of your conduct, and of your schoolwork. Students are expected to come to school looking clean, neat, and in a manner which is accepted as being in good taste.

Types of school dress which are **prohibited** during the school day:

1. Head wear, including but not limited to hats stocking caps, and hoodies inside the building during the school day unless the principal or assistant principal has given approval.
2. Clothing that advertises alcoholic beverages, tobacco, illegal drugs and/or clothing with suggestive or obscene messages.
3. Revealing fashions such as skirts with extreme slit, low cut tops, bare midriffs, tank tops, sleeveless shirts and tops, cut-out T-shirts, tube tops, see-through clothing, and tight fitting clothes such as biker shorts, spandex shorts, and mini-skirts. Shoulders should not be exposed (“three finger rule”)
4. Shorts or skirts worn at school can be no shorter than your arm length with fingers extended.
5. No undone belts will be allowed.
6. No undergarments worn as outerwear.
7. Shower clogs, bedroom slippers, or footwear not intended for out of home wear. Shoes are to be worn at all times.
8. Jewelry, buttons, or other forms of ornamentation which are distracting, express obscenity, espouse violence, or call for an illegal act.
9. Sunglasses, unless approved for medical reasons.
10. Any clothing, which creates a disturbance or expresses and/or implies obscenities or vulgarity, or disrupts the educational process.
11. Caps, insignia, emblems, shirts, chains, drawings and other such trappings identified and/or associated with gangs.
12. Oversized apparel including baggy pants worn low on the waist, overalls with unfastened straps.
13. Body-piercing jewelry must be limited to the ears. Any other piercing should be covered by clothing.
14. Book bags, gym bags, and purses are not to be taken to classrooms. They should be left in the student locker. Students should use school-issued Chromebook cases.
15. Heavy / winter coats are not to be worn in the classroom.

Failure to Complete Consequence Offenses	1 st Offense	2 nd Offense	3 rd Offense
A. Failure to attend or complete LD	1 ASD	3 ASD	1 – 3 Days ISS
B. Failure to attend or complete ASD	3 ASD	1 Day ISS	3 Days ISS
C. Failure to attend or complete FS	1 – 3 Days ISS	2 Days FS	3 – 10 Days COPE
D. Failure to attend or complete ISS	2 – 3 Days ISS	1 – 3 Days COPE	3 – 10 Days COPE
Miscellaneous Offenses	1 st Offense	2 nd Offense	3 rd Offense
A. Cheating, plagiarism, violation of Academic Integrity Policy	Grade of “0” for Assignment/Exam	Grade of “0” for Assignment/Exam, 1- 3 Days ISS	Grade of “F” for the 9 Week Grading Period
B. Driving/Parking violation	Documented Warning	1 – 3 ASD	1 – 3 Days ISS Driving Privilege Revoked/Suspended
C. Tampering and/or violation of Computer Policy	Depending on Severity: 1 - 3 ASD to 2 -10 Days COPE, RE		
D. Bus infraction	Depending on Severity: 1 - 3 ASD to 2 -10 Days COPE, RE		
Language/Violent Behavior Offenses	1 st Offense	2 nd Offense	3 rd Offense
A. Conduct or language directed at a student	1 – 3 ASD	1 – 3 Days ISS	3 – 10 Days COPE
B. Conduct or language directed at a staff member	Depending on Severity: 1 - 3 Days ISS to 2 -10 Days COPE, RE		
C. Rude/Insubordinate to school personnel	1 – 3 ASD	1 – 3 Days ISS	3 – 10 Days COPE, RE
D. Bullying any student, teacher, other school employee or visitor	1 – 3 Days ISS	1 – 3 Days COPE	3 – 10 Days COPE, RE
E. Threatening, intimidating, or harassing any student or visitor	1 – 3 Days ISS	1 – 3 Days COPE	3 – 10 Days COPE, RE
F. Threats/Harassment to school personnel	3 – 10 Days COPE, RE		10 Days OSS, RE
G. Physical attack on a student	10 Days OSS, RE		
H. Physical attack on a staff member	10 Days OSS, RE		
I. Fighting	3 - 10 Days COPE		10 Days OSS, RE
Prohibited Substance Offenses	1 st Offense	2 nd Offense	3 rd Offense
A. Possession of any part or use of any vaping device	3 ASD to 1 – 3 Days ISS, INDEPTH Program (Instead of Law Enforcement being contacted)	3 - 5 Days COPE, Law Enforcement will be contacted	10 Days COPE, Referral to Substance Abuse Program, Form 16, Law Enforcement contacted, May RE
B. Possession/Use/Sale of Tobacco or look-a-like substances	3 ASD to 1 – 3 Days ISS, INDEPTH Program (Instead of Law Enforcement being contacted)	3 - 5 Days COPE, Law Enforcement will be contacted	10 Days COPE, Referral to Substance Abuse Program, Form 16, Law Enforcement contacted, May RE
C. Drug or Alcohol Use or Under the Influence	5 – 10 Days COPE or OSS, Referral to Substance Abuse Program, Form 16		
D. Drug or Alcohol Possession	10 Days COPE or OSS, Referral to Substance Abuse Program, Form 16, Law Enforcement contacted, May RE		
E. Drug or Alcohol Sale or Distribution	10 Days COPE or OSS, Law Enforcement contacted, May RE		
F. Possession or Sale of Drug Paraphernalia	5 – 10 Days COPE or OSS, Law Enforcement contacted, May RE		
Weapon Offenses	1 st Offense	2 nd Offense	3 rd Offense
A. Possession/Sale of weapons other than firearms/deadly weapons	3 – 10 Days COPE or OSS, RE	5 – 10 Days COPE or OSS, RE	10 Days COPE or OSS, RE
B. Possession/Use/Sale/Threat with a deadly weapon other than a firearm	10 Days OSS, RE		
C. Possession/Use/Sale/Threat with a handgun or destructive device	RE		
D. Possession/Use/Sale/Threat with rifles or shotguns loaded or destructive devices	RE		
E. Possession/Use/Sale/Threat with other firearms or destructive devices	RE		
F. Possession/Use/Sale/Threat with firecrackers & other explosives	5 - 10 Days COPE or OSS, RE		

Other Major Offenses	1 st Offense	2 nd Offense	3 rd Offense
A. Vandalism (Neglect)	1 – 3 ASD, Restitution	1 – 3 Days ISS, Restitution	3 – 5 Days COPE, Restitution
B. Vandalism (Minor)	1 – 3 ASD, Restitution	1 – 3 Days ISS, Restitution	3 – 5 Days COPE, Restitution
C. Vandalism (Major)	3 – 10 Days COPE, Restitution		10 Days COPE or OSS, Restitution, RE
D. Theft	3 – 10 Days COPE, Restitution		10 Days COPE or OSS, Restitution, RE
E. Failure or refusal to identify yourself to school personnel	1 – 3 Days ISS		3 – 10 Days COPE
F. Gang activity	5 – 10 Days COPE, RE		10 Days COPE or OSS, RE
Habitual Offender Protocol	1 st Offense	2 nd Offense	3 rd Offense
A. Excessive FS	3 Days COPE	5 Days COPE	10 Days COPE, RE
B. Excessive COPE	2 incidents of COPE or more than 10 days of COPE may result in RE		
C. Excessive OSS	2 incidents of OSS may result in RE		
D. Habitual/Repeat offender	Accumulating 8 or more disciplinary referrals constitutes a continual disruption to the school and may result in RE		

CELL PHONE POLICY

Cell phones are to be turned off and are not to be a distraction or disruption. If a student chooses to bring a personally owned electronic device to Clay City Jr./Sr. High School, the security of the device is the responsibility of the student. Headphones and any type of ear buds are also the responsibility of the student and are not to be used without faculty or staff permission. At no time will the Clay Community School Corporation be responsible for preventing theft, loss, or damage to electronic devices brought onto its property.

DIGITAL CITIENSHIP

Clay City Jr./Sr. High School students are expected to exhibit good digital citizenship during school hours, during school activities, and during non-school time when a student’s use of the internet and social media could interfere with the educational environment of Clay City Jr./Sr. High School. Clay City Jr./Sr. High School students cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world. Students are to engage in positive, safe, legal, and ethical behavior when using technology, including social interactions online or when using networking devices.

DETENTION ROOM RULES

1. Students will be notified of the location for detention.
2. Detention will begin at 3:20 p.m. Students must arrive on time for their detention.
3. Students are to bring study materials, textbooks, library books, etc.
 - Students arriving without study materials will receive an assignment, as identified by administration, and / or the supervisor.
4. No food, pop, or candy is permitted in detention.
5. Only school-issued electronic devices shall be used during detention.
6. There is to be no talking with other students.
7. Students will be in assigned seats. Feet are not to be “propped up”.
8. Students may not wear hats or sunglasses.

9. School bags are to be placed on the floor and not on the student desk.
10. Students are not to change or prepare early for an extracurricular practice or competition.
11. Students may leave the detention room when dismissed by the monitor.
12. Students cannot leave early for practice.
13. Students will not watch non-educational videos and/or play games on their Chromebooks.

FRIDAY NIGHT/SATURDAY SCHOOL

1. Friday Night School is in session from 3:20 pm until 6:20 pm. Students are to report to the assigned room. Students arriving late will not be admitted.
2. All students must be picked up or be gone from the building by 6:25 pm.
3. Each student is expected to bring appropriate study materials to keep him/her busy for three hours.
 - Students arriving without study materials will receive an assignment, as identified by administration, and / or the supervisor.
4. Students who are disruptive, fail to keep busy on appropriate tasks, disobey the supervisor, sleep or give the appearance of sleeping will be reported to the assistant principal for additional disciplinary action.
5. Students will be assigned to specific seats.
6. No gum, food, candy, or beverages are to be brought or consumed at Friday Night School.
7. There will be no talking without the consent of the supervisor.
8. Students will not be allowed to leave their seats without permission.
9. No visitors will be admitted to Friday Night School.
10. Restroom breaks will be given hourly.
11. Parents will receive written notification of a Friday Night School Assignment.

C.O.P.E. PROGRAM

Students receiving an Out-Of-School Suspension for a rule violation may now receive a penalty called COURT ORDERED EDUCATIONAL PLACEMENT (C.O.P.E.). Indiana Code 20-33-8.5 states that Clay Community Schools and Clay County Community Corrections/Juvenile Court can enter into an agreement for court-assisted resolution of school suspension and expulsion cases. Therefore, students in these situations may have to appear before a Judge in Clay Circuit Court. Any student grade 7-12 may be assigned to the C.O.P.E. Program as an alternative to Out-Of-School Suspension; they will be allowed to receive credit for work missed.

ILLNESS AT SCHOOL / SICKROOM POLICY

Students who become ill during the school day are to adhere to the following procedures:

1. The classroom teacher will send the student to the office with a pass.
2. If the situation warrants, the school will notify the parent of the illness.
 - A. A parent should pick-up the student or make arrangements for the student to go home.
 - B. Students who drive to school must have parent permission to drive home when leaving

with an illness.

- C. The school will not permit the authorization of a fellow student to transport an ill student home.
3. Restrooms are not to be used as a sickroom. A sickroom is available for a student until other arrangements can be made.
4. In cases of extreme emergency, the school may provide transportation.
5. When necessary, the school nurse will be notified of the illness/accident.

BREAKFAST / LUNCH PROGRAM

The school breakfast and lunch programs at Clay City are provided in accordance with the Federal Lunch Program. The menu is posted monthly. A prepaid accounting program utilizing the students' I.D. number is used. Each student will have his/her own account in which to deposit money for breakfast, lunch, and ala carte items. Deposits to the student's account should be made before school in the Auditoria. Preferably students will make deposits on a weekly or monthly basis. Checks may be made payable to Clay City High School and should be for the **exact amount to be deposited**. It is everyone's responsibility to help keep our auditoria clean, neat and orderly. Each student should **BE SURE HIS/HER TRAY IS RETURNED**. **Students observed throwing or intentionally littering the Auditoria will be asked to clean the Auditoria and/or receive the other disciplinary measures. Students are not allowed to have food delivered from commercial establishments. Food and drinks are not allowed outside of the Auditoria during the school day.**

COMPUTER USAGE

Computers are provided throughout the school for academic purposes. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operation systems is prohibited. The making of illegal copies of programs or destroying programs is also prohibited. Students may not bring programs from home to use on school computers. Any inappropriate use of computers in the school setting will be considered acts of vandalism. Please see the CCS Secondary Handbook for the Internet and Chromebook usage agreement.

CHEATING AND / OR PLAGIARISM POLICY

Cheating includes any attempt to defraud, deceive, or mislead for the purpose of improving one's grade or obtaining course credit; such acts also include, but not limited to, assisting another student to do so.

Examples of cheating include but are not limited to:

- 1.) Copying from another student's work, computer generated material, or any material from which grades are taken.
- 2.) Possession of unauthorized notes or other printed material or unauthorized usage of a Chromebook, cell phone, or smartwatch during any form of testing.
- 3.) Copying the work of other individuals in whole or part and submitting it as one's own.

Plagiarism, a form of cheating, is the act of presenting someone else's words or ideas as your own.

Examples of plagiarism include but are not limited to:

- 1.) Using a direct quotation without citing the source.
- 2.) Paraphrasing the ideas, interpretation, or expressions of another without giving credit.
- 3.) Failing to acknowledge or document sources and otherwise representing the thoughts of others, as the student's own.

Consequences, of plagiarism and/or cheating effective for the school year are:

- 1.) A zero will be issued on the assignment or any form of testing, and parents will be notified by the teacher.
- 2.) The second offense in the same class will result in an F for the grading period, and an administrative conference with parents will be held.
- 3.) A third offense in the same class will result in an F for the semester.
Acts of plagiarism and cheating will be documented and filed in the student's disciplinary folder for future references.

FIELD TRIPS

Students must have a signed permission slip on file before being allowed to go on any field trip. Many of our field trips require a dress code as part of the learning experience. Discipline referrals and/or 5 or more absences may result in the students' loss of the field trip privilege. Final acceptance/denial will be made by principal.

MAKE-UP WORK

It is always the **responsibility of the student**, to check Canvas and upon returning to school ask their teachers for make-up work. Homework assignments can be requested by parents after a student has missed 2 or more consecutive days by calling the high school office prior to 9:30 a.m. of the day the homework is to be picked up. Any other arrangements must be cleared by the Principal. Students will have a maximum of one day for each day's absence in which to submit the required make-up work.

It is the student's responsibility to contact each teacher to obtain the required make-up work. All absences resulting from reasons listed as valid will be considered excused. All other absences will be considered unexcused. In the case of excused absences, work may be made up and no penalties will be attached. In the case of unexcused absences, work may be made up with no credit earned.

FINAL EXAMS

Students are required to take final exams following the final exam schedule at the end of each semester. If a student is absent during final exams, he/she will need to make up finals on the scheduled final exam make-up day. If students are unable to take finals during the final make-up times, they will need to schedule a time with their individual teachers as soon as possible. Failure to take a final exam will result in an F, and credit will not be awarded for the class.

NOTE

The school administration reserves the right to change/alter any discipline violations and penalties in a situation not involving state or federal statutes. Law Enforcement Officials will be contacted on any instances deemed necessary.

FOR TESTING DATES, INFORMATION, AND VALUABLE SUPPLEMENTAL INFORMATION, WE ENCOURAGE YOU TO VISIT WWW.DOE.IN.GOV

WE ALSO ENCOURAGE ALL TO CONSISTENTLY VISIT OUR WEBSITE <http://www.clay.k12.in.us/cchs> FOR ALL TYPES OF VALUABLE INFORMATION.

To get the latest information on what is happening at your school check out Twitter at CC Eels.

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