

# Clay City High School

## Student Handbook

### 2021 – 2022

#### **Mission Statement**

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

#### **Vision Statement**

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

**2021-2022**  
**DAILY CLASS SCHEDULE**  
**MONDAY-TUESDAY-THURSDAY-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 - 9:05	Period 1
9:10 - 10:00	Period 2
10:05 - 11:00	Period 3
11:05 - 11:35	Lunch grades 10 - 12
11:05 - 11:55	Period 4 grades 7 - 9
12:00 - 12:30	Lunch grades 7 - 9
11:40 - 12:30	Period 4 grades 10 - 12
12:35 - 1:25	Period 5
1:30 - 2:20	Period 6
2:25 - 3:15	Period 7
3:15 - 3:30	Faculty/Staff in supervision/assigned areas

**WEDNESDAY/HOMEROOM**

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 - 9:00	Period 1
9:05 - 9:50	Period 2
9:55 - 10:40	Period 3
10:45 - 11:30	Period 4
11:35 - 12:05	Lunch grades 10 - 12
11:35 - 12:20	Period 5 grades 7- 9
12:25 - 12:55	Lunch grades 7 - 9
12:10 - 12:55	Period 5 grades 10 - 12
1:00 - 1:45	Period 6
1:50 - 2:25	Homeroom
2:30 - 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.  
Homerooms 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. 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.
4. 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.
5. Food is to be eaten in the Auditoria. No food or drinks are to be in the hallways or the classroom.
6. 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.
7. No student may leave the school campus for lunch.
8. 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.

## **PBIS**

Clay City Jr./Sr. High School promotes a culture of positive behavior in order to support the needs for all students to attain social and academic success. In order to aid in student development Clay City Jr./Sr. High School utilizes an educational philosophy known as Positive Behavior Intervention Support (PBIS) . Through this program our goal is to take a proactive approach in defining and teaching positive social expectations through the acknowledgement of positive behavior.

Our PBIS team oversees the program, with a focus on ensuring relevant and timely data is collected and utilized in order to allow for effective decision making to occur. Through this data driven approach the PBIS team is responsible to identify consistent responses to problem behavior.

We will utilize our Eel Reward program to promote positive behavior and recognize students who represent the expected behavior, at the highest level of character of development.

The PBIS program focuses on the following four (4) areas:

# ***Respectful, Responsible, Honest, Successful***

## **ATTENDANCE**

Students are to bring a parent/doctor verification or the parent is to call for each and every absence. The verification must be brought no later than two days after the return to school. Verification brought after the two-day period may not be accepted.

When in attendance at school students are expected to be actively engaged within the educational environment of their respective classroom. At the discretion of the teacher a student's request to leave a classroom may be granted, or rejected. However, anytime a student is NOT in the classroom, during instructional time, he / she must have a pass, signed and authorized by a teacher / staff member. Students found in violation of this should be sent to the office.

## **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 to their first period class. A student arriving to school late must report to the main office in order to sign in and to receive a pass to enter class.

2. Students late to class must have a pass to enter.
  - 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.

## **TARDY POLICY**

Teachers will report each tardy in their computer grade book. Tardies are cumulative per semester and will be monitored by administration.

**3rd Tardy      1 hour After School Detention**

**4th Tardy      Two 1 hour After School Detentions**

**5th Tardy      Friday Night School/Parent Conference**

**Note: Students earning six (6) or more tardies will face additional discipline measures as determined by building administration. Additional measures may include, but, are not limited to the following:**

- In School Suspension
- Out of School Suspension
- Assignment to the C.O.P.E. program
- Expulsion
- Extended suspension of driving privileges, including permanent removal of the privileges
- Other discipline measures, within corporate guidelines, as identified by building administration

## **DRESS CODE**

Your dress as a student reflects the quality of your schoolwork, of your conduct, and of yourself. Students are expected to come to school looking clean and neat, and dressed in a manner, which is accepted as being in good taste. Personal PRIDE in your appearance is important. If the manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation.

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

1. Head wear, including but not limited to hats and bandanas 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 extreme slit skirts, low cut tops, bare midriffs, tank tops, sleeve-less shirts and tops, cut-out T-shirts, tube tops, see-through clothing, and tight fitting clothes such as biker shorts, pants, spandex shorts, leggings, yoga pants, and mini-skirts. Shoulders should not be exposed. .
4. Shorts worn at school can be no shorter than your arm length with fingers extended. There can be no holes or cutout in jeans, shorts or shirts.
5. No undone belts will be allowed.
6. 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. No jewelry should be worn in the eyebrow, nose, tongue, or other visible places. 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.

For the safety of the students, some classes may require certain types of clothing. In those situations, the students will be expected to follow instructions such as in shop classes, science labs, and physical education classes.

Violations to any of the above will result in one of the below disciplinary actions:

1. Student will make appropriate change to meet the regulation. Use of class time will be unexcused.
2. Detention/Friday Night or Saturday School.
3. 1-10 Days of Out of School Suspension.
  - This could include assignment to the C.O.P.E. Program
4. Continued violation will lead to expulsion.

### **DETENTION ROOM RULES**

1. Detention Room will be in room 132 unless announced differently.
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. Absolutely NO radios, pop, candy, etc.
5. There is to be NO talking with other students.
6. Students will be in assigned seats. Feet are not to be "propped up".
7. Students may not wear hats or sunglasses.
8. School bags are to be placed on the floor and not on the student desk.
9. Students cannot be changing shoes, etc. to prepare for a practice.
10. Students may leave the detention room when dismissed by the monitor.
11. Students cannot leave early for practice.
12. Students will not watch TV.

## **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.

## **CELL PHONE VIOLATIONS**

Violations of Clay Community Schools' cell phone/electronics policy will result in the following consequences:

- 1) 60 minute after-school detention
- 2) 60 minute after-school detention; parent/guardian must come to school to retrieve the phone
- 3+) ISS/OSS/C.O.P.E. Program

## **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.) Possessing cheat sheets 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 greater absences may result in the students' loss of the field trip privilege. Final acceptance/denial will be made by Principal.

### **FINAL EXAM OPT-OUT**

SEE SECONDARY HANDBOOK FOR FULL POLICY

### **MAKE-UP WORK**

It is always the **responsibility of the student**, upon returning to school, to ask 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.

### **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](http://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.*

*Clay City Eels...*  
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