

2012-2013

CLAY MIDDLE SCHOOL STUDENT HANDBOOK FORWARD

Clay Middle School is your school. We hope you will enjoy it, honor it, and profit from the time you spend here as a student.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Many questions, which will arise in the future, are answered in this handbook. Study it carefully. Share it with your parents.

The faculty and staff of Clay Middle welcome you and hope to be of great assistance to you. We sincerely hope you have a pleasant and profitable year.

PHILOSOPHY

In stating our philosophy for Clay Middle we would like to quote from the Carmel-Clay Policies Book:

Recognizing that the purpose of education is to help the individual to develop his potential in order that he might achieve and maintain a positive status in a rapidly changing democratic society, we believe Carmel Clay Schools must provide a program of activities covering all phases of growth.

We are concerned with helping every individual develop to the highest degree his intellectual capacities, with due regard for physical, moral, and social aspects of individual development, in an atmosphere of self-disciplined behavior.

We believe it is the responsibility of the school to maintain the fundamental concepts of American democracy by instruction, example, and practice. We further believe that education is a continuing process, and that the responsibility of educating must be the combined effort of the school and the home.

All activities, curricular and co-curricular, should be educational experiences designed to promote constructive growth of the individual.

Finally, we believe administrators, teachers, and parents must motivate and guide each student to think logically, positively, and actively for the enrichment of himself and of the society in which he lives.

MISSION STATEMENTS

Clay Middle School staff and parents will collaborate to provide all students a successful and meaningful experience to bridge the gap between elementary school and high school.

Building
Respect and responsibility for
Individual achievement and
Development while
Growing through teamwork,
Exploration and high expectations

DAILY SCHEDULE

The building will open each school morning at 7:30 a.m. Students are to be in their first period class for attendance, announcements and other activities at 7:45 a.m. Classes will be dismissed at 3:05 p.m. Students not involved in a planned, scheduled activity are to be out of the building by 3:15 p.m. unless they are detained by a staff member. An Activities Bus is provided each day at 4:15 p.m. The building closes each school day at 4:00 p.m.

WHERE TO GO, WHOM TO SEE FOR HELP

Activities Calendar.....	Athletic Director
Athletic Program.....	Athletic Director
Attendance	Assistant Principal, Student Services Coordinator
Bus Problems	Assistant Principal
Class Change Requests.....	Counseling Center
Community Agency Referrals.....	Counseling Center
Discipline.....	Assistant Principals
Entry or Withdrawal from School.....	Counseling Center

Food Service.....	Cafeteria Manager
Grades or Student Records.....	Counseling Center
Health Problems.....	School Nurse
Locker Problems.....	Assistant Principals
Lost Textbooks.....	Attendance Secretary
Lost Personal Items.....	Main Office
Maintenance.....	Assistant Principal
Parent-Teacher Conferences.....	Teacher
Publications.....	Journalism Teacher
Refunds.....	Attendance Secretary
Student Representative Association.....	Teacher
Textbooks, Fees.....	Attendance Secretary
Work Permits.....	Counseling Center

SCHOOL REGULATIONS AND SERVICES

ACCESS TO STUDENT RECORDS

RIGHT OF ACCESS — An adult or a parent of a student who (1) is under the age of eighteen (18) years of age, and (2) is currently enrolled in the school system, and for whom the schools maintain official school records, has a right to inspect and review such student's "official" or "semiofficial" records or any specific part thereof.

MANNER OF EXERCISING SUCH RIGHTS — Rights shall be exercised by presenting a written request (Form CCSR-2) to the building principal or his designate. The request shall specify the specific records which the parent wishes to inspect or examine. In the event the school cannot determine the exact record, as per parent's request, the principal or the designated employee will contact the parents by letter or telephone to determine the desired scope of records to be examined and inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the school employee and the parent, and every effort should be made to conduct the inspection within twenty (20) school days after submission of a bona fide written request. The building principal or his designate shall be present during any such inspection to assist in the interpretation of the records when they reasonably require a professional interpretation.

RECORDS INVOLVING MORE THAN ONE STUDENT — where the records requested include information of more than one student in question, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot be reasonably done, is informed of the contents of that part pertaining to their child.

WHEN RIGHTS TRANSFER TO THE STUDENT — whenever a student has attained eighteen (18) years of age or is officially attending a post secondary institution, the rights previously accorded to parents under this policy will terminate, and the rights of this act then totally and permanently transfer to the student.

ATTENDANCE

PROJECT ACES - ATTENDING CLASS EQUALS SUCCESS

Project ACES is designed to assist students with Excessive Excused Absences and Unexcused Absences.

The goal of Project ACES is to ensure that every child attends school as required by Indiana Law so that each child will receive the necessary guidance and knowledge to become a productive member of the community.

Excused absences **not** included in the ACES Program are:

- Religious Holidays
- Death in the immediate family
- Court Appearances, Jury Duty
- Serving as a page for the State Legislature

- College Visitation - High School
- Driver License Examination - High School
- Immigration, passports

For full information concerning Project ACES, please visit the Student Services web site at:

[HTTP://WWW1.CCS.K12.IN.US/DISTRICT/STUDENT-SERVICES/HTTP-WWW1-CCS-K12-IN-US-DISTRICT-STUDENT-SERVICES-CARMEL-CLAY-SCHOOLS-ATTENDANCE-PROGRAM](http://www1.ccs.k12.in.us/district/student-services/http-www1-ccs-k12-in-us-district-student-services-carmel-clay-schools-attendance-program)

ABSENCES

PRE-ARRANGED: Family trips and vacations during times when school is in session are strongly discouraged. A parent or guardian may, however, make arrangements for such absences if completely unavoidable. The parent or guardian must submit a written request before the absence occurs and receive the approval of the building principal or his designee for the student to accompany his or her own family on a trip or vacation. In general, it should be noted that a child who accompanies anyone other than his or her own family on a trip, outing, or vacation will not be excused. In addition, this type of absence immediately before or after a school holiday is especially discouraged.

Resolution of Board of Education at its regular meeting of November 19, 1990:

The members of the Carmel Clay School Board are concerned about absenteeism by both staff and students immediately prior to and following school vacations. We are instructing school principals to reaffirm that significant and meaningful instructional practices be followed by their staff on these days before and after vacations. The school board requests that parents and their students not leave for vacation until school is dismissed and students should plan to return when school resumes. The responsibility for quality education begins with the school board, but the cooperation of staff and parents is vital if each of our 182 school days is to be used for learning and academic growth.

UNEXCUSED: Any reason other than those stated in the previous two categories.

<h3>PROCEDURE FOR REPORTING ABSENCE</h3>

<p>571-4450 EXT. 1001 --OR-- 844-7251</p>
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1. Parents or legal guardians are required to call the school to report the absence. This may be accomplished before school hours by calling 571-4450 extension 1001 and leaving a message or by calling 844-7251 prior to 8:00 a.m. the day of the absence and speaking with the attendance secretary the day of the absence. If the call is not received the day of the absence, the absence may be unexcused.
2. A telephone call will be required each day the student is absent or tardy unless prior arrangements have been made.
3. For medical and dental appointments, parents or guardians are required to call 571-4450 extension 1 before school or 844-7251 between 7:15 a.m. and 8:30 a.m. Parents must come to the Main Office to sign out a student. Upon return from such appointments, a doctor's note is required. If the student does not have a note from a doctor, parent must accompany student to the Main Office. Failure to bring such a note could result in the absence being considered unexcused. Students must report to the Main Office for an admit slip upon their return to school from appointments.
4. In case of a pre-arranged absence of one day or less, parents must notify the school, by note or by phone, of the impending absence and state the reason for the absence. For an extended pre-arranged absence (more than one day) students MUST present a note from a parent or guardian stating the dates of the absence and the reason. It is the parent/student responsibility to inform the teachers of their pre-arranged absence from school. Failure to inform the teachers prior to the pre-arranged absence will jeopardize the opportunity to complete make-up work.

MAKE-UP WORK:

EXCUSED: A student must make up work missed during an absence. It is the student's responsibility to ask each teacher for the assignments. Students will have one full day for each day's absence in which to do required make-up work.

PRE-ARRANGED: (More than two days): Assignments are to be completed prior to the absence if possible. All make-up work, including tests, will be due by the third full day of school upon the student's return to school, unless prior arrangements are made with individual teachers.

UNEXCUSED: A student may or may not receive full daily credit for an unexcused absence based on administrative decision. However, the student must make up missed work. This includes truancy or out-of-school suspension.

MISCELLANEOUS: It should be noted that school field trips are not absences at all. Any student attending a field trip or other school

function and missing a class is responsible for any and all class work missed that day. No extra time is allowed for make-up in this case. Students should always check with their teachers ahead of time to obtain class work and assignments. This responsibility rests exclusively with the student.

It should also be noted that all make-up work should be done in a timely manner. Failure to do so will prevent the student from staying current with the rest of his/her class.

ASSIGNMENTS FOR ABSENT STUDENTS:

Textbooks and locker contents may be picked up upon request by a parent. Students will have one day for each day of excused absence to make up work; however, a student who is absent only the day of a previously announced test is expected to take the test upon return to school.

TARDINESS

PROJECT ACES - ATTENDING CLASS EQUALS SUCCESS

Students tardy to school are to report to the main office for an admit slip and to clear their names from the absence list. We believe that timeliness is a life skill and that 6th, 7th and 8th grade students, not their parents, are responsible for their own tardiness to school. The goal of the Aces Tardy Program is to ensure students arrive on time to school each day.

For full information concerning Project ACES Tardy Program please visit the Student Services web site at:

[HTTP://WWW1.CCS.K12.IN.US/DISTRICT/STUDENT-SERVICES/HTTP-WWW1-CCS-K12-IN-US-DISTRICT-STUDENT-SERVICES-CARMEL-CLAY-SCHOOLS-ATTENDANCE-PROGRAM](http://www1.ccs.k12.in.us/district/student-services/http-www1-ccs-k12-in-us-district-student-services-carmel-clay-schools-attendance-program)

ARTICLES PROHIBITED IN SCHOOL AND CLASSROOMS

Students are not permitted to have book bags, water bottles, or beverages in the hallways or classrooms during the school day.

PERSONAL ELECTRONIC DEVICES AND CELL PHONES

Personal electronic devices, including but not limited to cell phones, IPODS, MP-3 players, headphones, CD players, Gameboys, DVD players, are not to be used during the school day and kept in the student's locker (7:30 – 3:05) unless staff approval has been given. This includes passing periods and lunch. Students in violation may be subject to disciplinary action.

BICYCLES, SKATEBOARDS, ROLLERBLADES

Those students who ride bicycles to school must keep them in the racks provided for them. Each student should make sure his/her bike is locked properly. Clay Middle School accepts no responsibility for damaged or stolen bicycles. The privilege of riding a bike will be taken away from a student who interferes with car traffic or rides between school buses before or after school. Students should stay away from all motor traffic. **No motorized vehicles of any type are to be operated on school property by licensed or unlicensed Clay Middle students.**

The riding or use of skateboards or roller blades is prohibited on school property. It is against school policy and Carmel City ordinance.

BOOKSTORE

The bookstore is operated as a service to our students. All necessary school supplies are available in the bookstore. Prices there will be kept as low as possible. The bookstore will be open during lunch.

BUILDING SECURITY - School Gate Guardian

All Carmel Clay Schools utilize a visitor check in system to provide the best possible security for our students and staff. All visitors are required to scan their driver's license or state identification card to enter the school. This increased level of security will allow the school to better track visitors and help increase the safety and security of our students and staff. As you enter the school, you will be required scan your identification card and be issued a badge to wear. When you leave the school, you will scan and return that badge. As always, safety is a top priority at Carmel Clay Schools. Thank you for your continued support as we continuously work to improve our educational institutions.

Student ID's: Students will be issued a Clay Middle School picture ID which will also serve as their library card and internet access card. This ID will also be used for admittance to some extra-curricular activities.

Entrances: After 7:45 A. M. all exterior doors will be locked with the exception of the main entrance – the main entrance just west of the flag pole. Doors will remain locked until school is dismissed. All visitors during the day must therefore enter and exit the main entrance. Upon dismissal at 3:05 PM, the building will be open to visitors.

Siblings, other relatives and friends: Relatives and friends of students other than parents and guardians will not be admitted to school past the administrative offices. Articles dropped off for students such as lunches, money, and books, must be left in the main office for delivery during lunch periods. Relatives, friends and others are always welcome at extra-curricular activities.

BULLYING

(a) Bullying is prohibited by Carmel Clay Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: Bullying is defined as **overt, repeated acts or gestures, including:**

- (1) Verbal or written communication transmitted;
- (2) Physical acts committed; or
- (3) Any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.

(c) Applicability: This rule applies when the bullying student is:

- (1) On school grounds immediately before or during schools hours, immediately after school hours, or at any other time when the school is being used by a school group;
- (2) Off school grounds at a school activity, function, or event;
- (3) Traveling to or from school or a school activity, function, or event; or
- (4) Using property or equipment provided by the school.

(d) Education: All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.

(e) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying as it is defined in this section. Parents should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of appropriate correspondence. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.

(f) Reporting: All parents and students should report suspected acts of bullying to an appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to a designated school administrator in charge of receiving reports of suspected bullying.

(g) Investigation: Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including but not limited to interviews and accumulation of suspected bullying correspondence.

(h) Intervention: If a report of suspected bullying is substantiated through an investigation then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also, if the acts of bullying rise to the level of criminal offense violating students will be referred to the proper authorities and risk arrest and/or prosecution.

BUSES

Bus students will ride their assigned bus to and from school unless given permission from the administration to do otherwise. Students requesting permission to ride on a bus different than the one they have been assigned must bring a note from their parents, have it signed by an administrator, and then present the note to the bus driver. Students and parents should be aware, however, that if a bus is too crowded in the opinion of the driver, permission to ride a different bus will not be granted. Only the school administrators can give permission to change buses and this permission will always be contingent on safety in the view of the driver. Only parents can

give permission to use private transportation.

The safety and welfare of all Carmel Clay students are matters of great concern to all of us. Riding the school bus is a privilege, and we hope you will help us assure a safe transportation program.

The following guidelines for bus safety will apply to both the regular and shuttle services:

1. Obey the bus driver who is responsible for the safety of all passengers.
2. Observe classroom conduct.
3. Be courteous, use no profane language.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Cooperate with the bus driver.
7. All Clay Middle rules pertaining to alcohol, tobacco, other chemical substances, and paraphernalia are in force.
8. Do not damage bus or equipment.
9. Stay in your seat while bus is in motion.
10. Keep head, hands and feet inside bus.
11. Do not fight, push or shove.
12. Do not tamper with bus equipment.
13. Do not bring pets on the bus.
14. Do not bring flammable material on the bus.
15. The bus driver is authorized to assign seats.
16. Be at the bus stop on time.
17. No potentially dangerous tools or weapons such as knives are allowed on the bus.

Both parents and students are responsible for conduct at the bus stop, from home to bus stop, and from the bus stop to home.

Conduct which interferes with the safety of any or all passengers may result in the loss of the privilege of riding the bus. The drivers have been instructed to report incidents of misbehavior to the principal or assistant principals, and the parents by use of a Discipline Slip.

ACTIVITIES BUS: An Activities Bus is provided on most days at approximately 4:10 p.m. This bus may be used for students staying to receive help from a teacher or a specific after-school activity. A pass must be obtained from the teacher or administrator in charge of the activity. In general, the Activities Bus will not run immediately preceding school vacations.

CONDUCT CODE

DISCIPLINE:

The basic purpose of discipline is to help all students benefit from the learning activities presented by the school. The school's goal is for the student to effectively discipline himself/herself so as to reach his greatest potential. The first line of responsibility for discipline in the school rests with the classroom teacher. Teachers and/or teams may have rules for classroom conduct. After discussion and counseling between student and teacher the normal progression of disciplinary procedure referral is to the building administration office for determination of action or services needed relative to the student's conduct.

DISCIPLINE POLICY:

"The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures." (Policy 5611)

A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school.

All of Clay Middle School's rules and regulations include, but are not limited to Indiana Code 20-33-8. Indiana Code 20-33-8 covers student discipline as enacted by the General Assembly of the State of Indiana. A copy of this law is available upon request in the Of-

fice of Clay Middle School.

1. **SUSPENSION FROM SCHOOL:** A school principal (or designee) may suspend a student from school for a period of up to 10 school days.
2. **EXPULSION:** In accordance with the due process procedures defined in this policy a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION:

In compliance with the No Child Left Behind Act of 2001*, Carmel Clay Schools will place in a student's academic record notification of the students suspension or expulsion from school.

***The NCLB Act's provision, at Title 20 of the United States Code, reads as follows:**

Section 7165. Transfer of school disciplinary records

(b) Disciplinary records

In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after January 8, 2002, each State receiving Federal funds under this chapter shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property or possessing a lighter or matches or other such devices.
 - d. Preventing or attempting to prevent by physical act or intimidation the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 - f. Misusing distractive or hazardous items such as radios, CD players, curling irons, toys, etc.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or possessing stolen school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property, or possessing stolen private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person or themselves. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student or for the purpose of, or with the intent of, preventing the student from participating in school or school activities.
6. Using any form of verbal, non-verbal, and/or physical contact which includes but is not limited to disability, ethnic, gender, racial, religious, and/or sexual harassment.
7. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This includes the misuse or transfer of a prescription drug. For student safety, all medications must be delivered to the school by a parent or guardian and shall be kept and administered in the nurse's office. Exceptions to this rule (where potentially life threatening situations may occur) must be cleared and documented through the nurse's office.

9. Engaging in the unlawful selling of a controlled substance, a substance represented to be a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority including a directive to respond truthfully and completely when questioned about a school related matter;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. possessing or providing to any person, anything used or designated to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, inhalant, or hallucinogens;
 - g. participating in or placing nuisance phone calls to staff as well as unauthorized or prank phone calls to police, fire, or 911 services;
 - h. abusive and/or profane language, verbal or written;
 - i. misuse of technology as outlined in the Clay Middle Technology Usage Policy.
 - j. knowingly providing false information to school personnel.
13. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or educational function.

14. **POSSESSION OF A FIREARM**

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or any similar device or any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter
- c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

15. **TOBACCO**

Possessing and/or using tobacco products by a student who is on school grounds, adjacent to school grounds, on school provided transportation, traveling to or from school or attending a school-sponsored event is not permitted. Any student under the age of eighteen (18) who has violated the tobacco policy has also violated the state tobacco possession law. This information will be referred to law enforcement agencies and may result in the student being ticketed and having to appear in the Carmel City Night Court. If the court finds a violation of the law, the student will pay court costs and whatever fines the judge deems appropriate. The following penalties will be instituted for violation of the tobacco policy:

Students found possessing or using tobacco products will be ticketed in each instance. In addition, students will face the following penalty:

- FIRST OFFENSE:**.....Student will serve a one day suspension.
- SECOND OFFENSE**..... Out of school suspension for three (3) days.
- THIRD OFFENSE** Out of school suspension for five (5) days.
- FOURTH OFFENSE** Request for expulsion for the remainder of the semester.
- ADDITIONAL OFFENSES**..... Request for expulsion for the remainder of the semester.

Violations of this policy are cumulative during the student's middle school years; however, they do not carry over to the high school. Violations of this policy occurring while the student is attending Carmel High School are also cumulative.

16. DRUG TESTING POLICY

Students who consume or ingest any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before or while attending school or a school function or event.

The school may require a student to submit to a test for drugs if a student exhibits behaviors that lead school authorities to suspect the student consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. Behavior such as slurred speech, dilated pupils, unsteady walk, impaired coordination, etc. are behaviors that could lead authorities to suspect a student has consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. Consumption or ingestion of such substances is grounds for suspension or expulsion from school. Further, the school may subject items in such student's possession to test to determine if those items contain drugs or alcohol. If the school requires the student to submit to a test, the results will be given to the school administrators.

Refusal to submit to a drug test will be considered an admission of having consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. This is a violation of school rules and will be dealt with according to the student disciplinary policy.

Students who violate school rules and whose behavior causes a reasonable suspicion of drug use (including alcohol).

Reasonable suspicion will be determined on an individual basis by a trained school administrator.

The school will require a student to submit to a test for drugs if there is reasonable suspicion of drug use. The results of the drug test will be provided to the Student Assistance Coordinator who will always share the results with the parent(s) within ten (10) working days.

1. **FIRST POSITIVE TEST** - the results of the drug test will only be provided to the parent(s). The Student Assistance Coordinator will work with the parent(s) to provide approved referral sources for evaluation and treatment.
2. **SECOND POSITIVE TEST** - the result of the test will be provided to both the parents and the principal (or designee). The Student Assistance Coordinator will work with the parent(s) to provide approved referral sources for evaluation and treatment.
3. **THIRD POSITIVE TEST** - the parents will be required to pay for the drug test and the results of the test will be provided to both the parent(s) and the principal (or designee). The Student Assistance Coordinator will work with the parent(s) to provide approved referral sources for evaluation and treatment.

Refusal to submit to a drug test when reasonable suspicion of drug use has been determined will be considered disobedience of administrative authority and will be dealt with as any other insubordinate act.

Students who have not violated school rules but whose behavior causes a reasonable suspicion of drug use (including alcohol). Reasonable suspicion will be determined on an individual basis by a trained school administrator.

The school will contact the parent and make available to them the opportunity to have their child drug tested. The results of the drug test will only be provided to the parent(s). The Student Assistance Coordinator will work with the parent(s) to provide approved referral sources for evaluation and treatment.

17. Failing to report behavior of another person to a teacher or administrator when behavior by another person could result in harm to another person or persons or damage the property of another person or persons when the student has information about such behavior.

The grounds for suspension or expulsion listed above apply when a student is:

- a. on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

- b. off school grounds at a school activity, function, or event, or
- c. traveling to or from school or a school activity, function, or event.
- d. engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- e. The throwing of snowballs on school property is grounds for suspension from school.

SUSPENSION PROCEDURES:

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Generally, and when feasible, the parent will receive a phone call from school explaining the school's concern about problems that the student is experiencing. Either by the phone conference or a personal conference, the school will communicate those behaviors the student has exhibited that have violated school rules and may result in "in-school" suspension, or, due to disruption of the school environment, will result in an "out-of-school" suspension.
5. If a student is suspended, be it in school or out-of-school, they are prohibited from attending any school sponsored activities, including team practices and games.
6. Occasionally the school may schedule a parent conference where the school and the parent determine what arrangements can be made to solve the student's behavior problems. If the parent does not attend the conference or fails to comply with the recommendations, a letter will be sent to the Hamilton County Prosecutor's Office. The Prosecutor will then send a letter to the parents to see if such problems could be rectified before initiating possible juvenile proceedings. Consequences for not responding to this letter would be handled by the court and/or the Prosecutor's Office.
7. If a student's discipline record or infraction indicates suspension, the following plan, cooperatively developed between Carmel Clay Schools and the Hamilton County Prosecutor's office will be implemented. When student behavior problems warrant an "out-of-school" suspension, the parent will be called and the suspension period will begin the morning of the next school day when possible. The parent and/or guardian are to first appear in Hamilton County Circuit Court. The Court will then sign an Order authorizing Hamilton Centers to accept the student on an "out-of-school" suspension. The parent/guardian will be instructed to deliver and pick up the student at the pre-determined time each day of the suspension at an off-site location. **THE STUDENT WILL BE EXPECTED TO OBTAIN ANY ASSIGNMENTS TO TAKE WITH HIM/HER TO THE SUSPENSION FACILITY.** The school will work cooperatively with Hamilton Centers to provide necessary student work. **A STUDENT WILL BE EXPECTED TO COMPLETE ASSIGNMENTS WHILE AT THE SUSPENSION FACILITY. FAILURE TO COMPLY WITH THE SUSPENSION POLICY WILL BE HANDLED BY THE COURT OR PROSECUTOR'S OFFICE.** Note: If a student has been suspended, pending expulsion, he or she is ineligible to attend Hamilton Centers.

EXPULSION PROCEDURES:

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel.
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are **given notice of their right** to appear at an expulsion meeting with the superintendent or a person designated above. Failure by a student or a student's parent to **request and appear at an expulsion meeting** will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school

board.

3. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and contain the **procedure for requesting an expulsion meeting**.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

NOTIFICATION OF CARMEL POLICE DEPARTMENT:

In order to assist all of us in providing better coordinated services for our youth, the Carmel Clay Schools entered into a memorandum of understanding between the Chief of the Carmel Police Department and the Superintendent of the Carmel Clay Schools to provide each other with information concerning students that attend Carmel Clay Schools and are involved in alleged acts of delinquency. In January 1996, the following procedure was adopted and agreed to concerning the providing of information:

In the suspension and/or expulsion of a juvenile involving allegation of delinquency which would be a crime if committed by an adult, the school official will advise the juvenile and his/her parents that the school will contact the Carmel Police Department concerning the suspension or expulsion of such juveniles. The school official will then submit this information to the designated Carmel Police Juvenile Officer. The school official will supply the Carmel Police Officer the following information, when applicable:

- a. The name, address, age and sex of the juvenile;
- b. The nature of the offense allegedly committed, including the time, location and property involved;
- c. The description of the method of apprehension;
- d. Any instruments of physical force used.

GROUP INTIMIDATION/THREATENING

Group intimidation/threatening is potentially dangerous and possibly explosive. In a group situation, each person is guilty of lending his or her influence to the group and will be responsible for what may have happened as a result of the actions of the group.

STUDENT HARASSMENT

Harassment of student(s) and/or staff members by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

STUDENT ANTI-HAZING

(Policy – 5516)

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

I.C. 35-42-2-2

FALSE REPORTING OF SEXUAL HARASSMENT AGAINST A STAFF MEMBER

I.C.35-55-2-2 – A student who gives a false report that a member of the staff has sexually harassed a student, or who gives false information to an administrator who is investigating a charge that a staff member has sexually harassed a student, knowing that the report of information is false, will be considered to have engaged in student misconduct and will be subject to discipline, including suspension or expulsion.

COUNSELING CENTER

Counselors and Student Services Coordinators work cooperatively with students on their shared caseloads. Although primary roles have been outlined below, involvement with students on an academic and social/emotional level will overlap.

Counselor: Counselors provide programming focusing on class placement, academic, career, and social/emotional needs. Examples of primary responsibilities include standardized testing, transitions from elementary and to high school, career presentations and student meetings.

Student Services Coordinator: Student Services Coordinators work with students who may have social/emotional concerns requiring that they be monitored on a more regular basis. Other examples of responsibilities include attendance, bullying and harassment, free and reduced lunch, assistance to families with financial need, mental health referrals as well as disciplinary follow-up.

Parents and students are welcome to contact either the counselor and/or student services coordinator with concerns at any time.

COUNSELOR-STUDENT ASSIGNMENTS

Counselors will be assigned by grade level.

Erin Naas
Counselor

Lisa Bellamy
Student Services Coordinator

All Grade 6
8th Grade Students Last Names Beginning A – K

Cathy Patane
Counselor

Tina Hankley
Student Services Coordinator

All Grade 7
8th Grade Students Last Names Beginning L – Z

CUSTODIANS

We are fortunate to have a dedicated staff of custodians at Clay Middle School. These people work day and night to keep our building clean and attractive. Our building and its appearance serve as a source of pride for our students, staff, and community. While our custodians are charged with the daily maintenance of our building, all students and staff can assist their efforts by picking up trash and disposing of it properly when noticed. Your cooperation is most appreciated.

DELIVERIES AND MESSAGES FOR STUDENTS

The school will not accept or deliver messages to students EXCEPT IN CASE OF AN EMERGENCY. The school believes that messages/deliveries are disruptive and should be handled before the beginning of the school day. Deliveries will be made only during lunch periods.

Dropping forgotten items off for students is highly discouraged; however, items may be left at the front counter. It is the responsibility of the student to pick up items brought in for them. This limits classroom interruption.

DRESS AND GROOMING

We are concerned about the personal appearance of our students. We expect to be the best middle level school in the state, and we expect our students to look and act the part. We do not intend to dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall not be worn. We expect students to wear normal school clothes and wear them in a normal manner. Students will be asked to change their clothing into something more appropriate or will be sent home if their appearance interferes with the educational process by:

drawing the undue attention of other students or school personnel,

posing as a potential safety hazard to themselves or others, or

being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed.

Simple guidelines for school-appropriate dress and personal appearance are:

1. Halter-tops/tank tops are unacceptable. Bare midriff apparel is not to be worn. No see-through apparel or fish net garments are allowed. All tops must have sleeves and cover the top of the shoulder; they shall not reveal the chest or underarm areas or expose undergarments. The length of shirts and tops must be long enough to allow them to be tucked into a student's pants, skirts, or shorts.
2. Short shorts, short dresses, and short skirts that attract attention or interfere with learning and the educational process will be addressed.
3. All pants and slacks must be worn at the waist. No undone belts will be allowed.
4. Coats are not permitted in classes and must be placed in lockers.
5. Hats, caps, sunglasses, and any other head coverings are not to be worn or carried in the building during the school day.
6. Shoes must be worn at all times.
7. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
8. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances are unacceptable.
9. Clothing that is suggestive, has a double meaning or innuendo, or suggests an inappropriate idea is unacceptable.
10. Any apparel, jewelry, cosmetic, make-up, accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or disruptive behavior is prohibited.
11. Spray painted or other drastic hair coloring or style is prohibited.
12. Body piercing that attracts attention or interferes with learning and the educational process may be inappropriate and will be addressed. No piercing, of any kind, will be done at school.

The school shares in the responsibilities of student dress and appearance with the parents and the individual student in the areas of health, safety, and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide. If you are in doubt, your counselor can offer advice on this subject. We want our students to look attractive, but they should not dress in a manner that attracts undue attention.

MIDDLE SCHOOL DROP/ADD OR COURSE CHANGE POLICIES

Students must have the written consent of their parent to drop any course. Requests may be made on the middle school drop-add form available in the Counseling Center, or via email to your child's counselor

Courses chosen by students in state-required categories (ie. Visual Arts) may not be dropped unless able to be replaced by a course that fulfills the category requirements. Prior to making a request to drop a Performing Arts course, we recommend contact be made with the teachers. Once a student begins his or her sixth grade World Language Course, drops or changes will not be permitted. Drops/adds in elective courses must be made prior to the beginning of a grading period and are subject to class size and availability.

The school administration reserves the right to waive penalties and to make other exceptions to policies when deemed appropriate in an individual situation.

The school administration reserves the right to, without parental consent, change the order or sequence of a student's classes when necessary to adjust class size or for other administrative reasons.

EMERGENCY CLOSING

It may be necessary for the school to close or be delayed sometimes because of weather conditions. Please do not contact the school or school officials. The emergency notification system, School Messenger, will be utilized for parent notification.

EXTRACURRICULAR ACTIVITIES

Participation in all extracurricular activities is a privilege.

The PTO will sponsor occasional "Teen Scenes" or Dances. Attendance at these events will be limited to Clay Middle students and their parents.

All "Teen Scenes" and Dances are well chaperoned by faculty members and parents and will have a definite start and end time. **It is important that students make arrangements for transportation home soon after the close of any evening activity. The building should be empty within fifteen minutes after closing time. Faculty members cannot be expected to chaperone indefinitely while some students wait for a ride home.**

FIELD TRIPS

Various school groups and classes will conduct field trips throughout the school year. No student may accompany such a group off the school grounds without a signed permit from his parents. Students not in good standing may be denied the opportunity to attend field trips.

FIRE DRILLS

As required by state law, there will be fire drills periodically during the school year. When an alarm sounds, every student will leave the building in a quiet and orderly manner. Students will leave their classroom by the nearest clear exit. The alarm signal will be emergency horns sounding in the hall.

FUND RAISING

The PTO, Athletic Department, Band and other approved school organizations may sell items or services during the school year for the purpose of augmenting the educational program of the school. **Individual students or private organizations shall not sell items or services for personal or commercial gain.**

GRADING AND REPORTING

Students will receive grades at the end of each 9-week period for a total of 4 reports. All student report cards will be online and can be accessed through myCCS.

GRADING SCALE

100-93 A, 92-90 A-, 89-87 B+, 86-83 B, 82-80 B-, 79-77 C+,
76-73 C, 72-70 C-, 69-67 D+, 66-63 D, 62-60 D-, 59-below F

HALL PASSES

Permission to leave a class or study hall may be granted by the teacher in charge who fills out a hall pass. Such a pass must always be carried by the student when he is not in his assigned classroom.

HEALTH SERVICES

Our health services are strictly limited to the administering of first aid. In case of illness, a student should report to his or her classroom teacher for a pass to the Nurse's Office. It is not acceptable for students to make their own arrangements to go home due to illness or injury. The first time this happens, the proper procedure will be discussed. The second offense may result in an unexcused absence. Under no circumstances should a student leave the school grounds without official permission from the school nurse or administrative personnel. According to the health policies of Carmel Clay Schools, any student whose temperature is 100°F or above should be sent home from school. However, a student does not have to have a temperature of 100°F or above to go home. Any student with a fever should be kept at home until the temperature has been below 100°F for twenty-four (24) hours.

All medication to be given during school hours must have a written doctor's statement or current prescription indicating that the medication is to be taken during school hours. The medication must be brought in the original container with the name of the student clearly marked.

To safeguard the transportation of medication to and from school, all medication both prescription and non-prescription must be brought into the health center by a parent or guardian. Students are not permitted to carry any medication or drugs. The one exception is that any student with a life-threatening medical condition may possess and self-administer medication on an emergency basis (i.e. inhaler, Epipen, etc.). An annual authorization must be on file in the Health Center with a written statement from the student's physician and parent/guardian for the student to carry and self-administer the medication.

All medication shall be kept and administered in the Nurse's Office. It shall be the student's responsibility to come to the Nurse's office to receive the medication at the designated time. If it becomes necessary to give a student medication that is not kept at school, a parent or legal guardian may come to the school and administer the medication in the Nurse's Office. In case of a bee or wasp sting, Benadryl will be given according to weight guidelines if parent consent is on file. Also, the school nurse will administer analgesics (generic Tylenol or Advil) if a parent consent is on file.

A student who has an injury which makes normal passage to class difficult should report to the school nurse upon his or her return to school. A pass will be issued which gives extra time between classes and help with books if needed.

Parents who are going to be out of town should send a note to the nurse with information regarding who will be responsible for their children in the parents' absence.

A statement of immunization history, verified by a physician and/or parent, will be required of all students enrolled in Clay Middle School. New students enrolling in Clay Middle School will not be permitted to attend any classes until a complete record of the state-

required immunizations (month, day, and year) is on file at the school.

HONESTY CODE

If a teacher believes that a student is guilty of plagiarism or cheating, the teacher may collect the student's paper, mark a zero for the work, and notify the parent and office immediately. Further incidents of cheating could result in suspension from school.

HONOR ROLL

An honor roll will be compiled of those students who have completed outstanding work during a grading period.

Honor roll has three classifications: Principal's Award, High Honor Roll, and Honor Roll. Principal's Award requires a 4.0 GPA. High Honor Roll requires a 3.67 GPA with no grade lower than a "C". Honor Roll requires a 3.0 GPA with no grade lower than a "C". A grade of "C-" is considered to be lower than a "C".

To compute the honor roll and grade point average the following table will be used: A = 4.000, A- = 3.667, B+ = 3.333, B = 3.000, B- = 2.667, C+ = 2.333, C = 2.000, C- = 1.667, D+ = 1.333, D = 1.000, D- = 0.667 and F = 0.000 points.

Total the grade points and divide by the number of courses taken. Courses using the grades S and U are not included in the computations.

INSURANCE

Students may purchase insurance through the school, for school activities, or on a twenty-four (24) hour plan. This also includes athletics for middle school age students. These insurance forms are sent home with the student the first day of school or may be picked up at the main office. The school system does not carry insurance of any type on students.

LEAVING THE SCHOOL GROUNDS

After arriving at school, the student is expected to remain in school the full day unless previous arrangements have been made in the attendance office.

Students leaving the building during the day must have their parent, guardian or their designee come to the main office for the purpose of signing the student out. Students who are to leave school with a parent or guardian designee, including another student's parents, must bring a note to the office advising of this permission being granted. It is not necessary for the parent to report to the office upon the return of the student to school. The student must report in when returning.

These policies are for the protection of the student.

Students leaving school premises without permission will be considered truant and will not be readmitted until their parents have been contacted.

LOCKERS

Every student is assigned a locker in which school materials and coats are to be kept. Combinations are changed on these lockers every summer. These lockers are provided for the student's convenience, yet they remain the property of the school. They are not to be misused in any way, including attaching any signs (unless approved by the administration), tape, or marking on the outside or writing on the inside.

Indiana Code 20-33-8-32:

- A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
 1. At the request of the school principal; and
 2. In accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

The school does not guarantee the safety of items kept in lockers. **DO NOT BRING MONEY OR VALUABLES TO SCHOOL IF YOU INTEND TO KEEP THEM IN YOUR LOCKER.** The school does not assume the responsibility for items presumed stolen or in any way missing from lockers. Keep your locker **LOCKED** and **DO NOT** share your combination with any other students. Report any difficulties in locker operation or needed repairs to the administration.

LOST AND FOUND

Students are responsible for their school clothing, equipment, and supplies. Most students lose very little or nothing during the year, while a few students misplace many items. Students are asked not to bring to school articles of great value. Articles which have been found should be taken to:

Bookstore	textbooks
Media Center	library books
Wellness Department	Wellness equipment
Cafeteria	other items

There they may be identified and claimed by the owner. You are encouraged to check for lost items in the above areas.

LUNCH PERIOD

A school lunch program will be offered to all students. Separate salad bar, a la carte, and hot lunch lines will be available. Students may also bring their lunch to school to be eaten in the cafeteria. Students may pay on a daily basis as they go through the lunch line or keep an account using their Clay ID Card. Students may reload their account as needed in the cafeteria. The school will not allow charging of lunch. Students should never leave their lunch money in or on their desks. It should be kept in a pocket, purse, or in their locker.

Our cafeteria is supervised by the school staff. The lunch supervisors are responsible for maintaining order in the lunchroom which may include: 1) rearranging seating to improve behavior; 2) removing students for disruptive or improper behavior; 3) reporting improper behavior to the classroom teacher or sending students to the office for further disciplinary action. Students are expected to be polite and to display proper manners while going to, eating in, or coming from the cafeteria. There will be no loud talking or horseplay in the cafeteria. **In an effort to help protect our students with food allergies, restaurant carry-in meals are not allowed in the cafeteria during lunch.**

Rules to be followed in our cafeteria are very simple. After going through the cafeteria line and snack line (if the student chooses), each student will sit down and enjoy their lunch.

MEDIA CENTER

Clay Middle School has excellent media facilities that we urge all students to use. Our Media Center is open from 7:30 a.m. until 3:30 p.m. each day.

Books, periodicals, CD-ROMs, electronic databases, and several other sources of information are readily available for student use. Students are required to use their school library cards to check out materials and to use computer resources. A fine of five cents per day is placed on overdue items. To access the Internet, students must show their school library cards and have a signed Acceptable Use Policy and a Clay Computer Policy on file.

Students are permitted to come to the Media Center during the day, provided they have a signed pass from their classroom or study hall teacher. Students also frequently visit as a class or in small groups for both book check out and instructional research.

The Media Center offers a state of the art media production area, allowing students to create instructionally connected research projects. In addition, a distance learning lab offers an opportunity for connections globally.

To promote the importance of reading as a lifelong skill, reading contests and programs for each grade are available. The Young Hoosier Book Award encourages recreational reading and allows students to earn rewards for reading.

A parent shelf, which is located next to the hallway in the Guidance Center, is also available to parents. Parents may check out materials that can help them support their children academically and socially. New titles are added throughout the school year.

WELLNESS INFORMATION AND POLICIES

All students are required to wear a uniform during Wellness classes. The uniform consists of a Carmel Clay Schools imprinted T-shirt and shorts. The uniforms may be purchased in the school bookstore. All clothing must be identified with the student's name on the outside of both the shirt and shorts.

Students will be provided with a Wellness lock and locker to be used during class. Students are expected to be responsible for their belongings and to use and maintain this locker facility.

POSTERS

Posters must be approved by an Administrator prior to being displayed. Specific wall and locker areas have been designated as display areas for the middle school. Posters or displays are to be removed on the day following the advertised event or activity by the sponsoring group or person(s).

PUBLICATIONS

The school newspaper, *The Clay Classic*, is published about four times a semester by the seventh grade staffs. Contents of the publication are student-run, with input given by Mr. Williams, adviser.

The school yearbook, *Reflections*, is an annual account of the students and their activities. The yearbook is created by eighth grade

students in yearbook class. Students who wish to order a yearbook will find order forms in the front office, in Mr. Williams' room and at the south entrance of the building.

SEVERE WEATHER

In the event of severe weather, teachers, staff, and students will be notified by public address system. All academic areas, library, gymnasiums, and cafeteria will be evacuated. Various areas throughout the building will be utilized for the protection of students. Instructions for all students and faculty are posted throughout the building.

Students should sit on the floor with backs to the wall, knees drawn up under the chin, hands clasped across the back of the neck. If coats are readily available, they may be used as a drape across the shoulders and head.

Tornado **watch** is a forecast of the possibility of one or more tornadoes in a large area. One might continue normal activities, but should "watch" for tornadoes.

Tornado **warning** means a tornado has been spotted and may be approaching. Seek safe shelter.

STUDENT REPRESENTATIVE ASSOCIATION

The S.R.A. consists of representatives from each first period class elected by the students to represent them, speak for them and to provide leadership for school activities. The purpose of this association is:

1. To promote school spirit and morale
2. To promote cooperation between the faculty and the student body
3. To develop attitudes of good citizenship
4. To provide a forum for expression of student opinion
5. To develop student initiative and responsibility

Carmel Clay Schools Network and Internet Acceptable Use Policy

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. It also recognizes that safeguards have to be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines to ensure that students and staff are making appropriate and ethical use of computers, other equipment and networks. The Superintendent shall establish administrative guidelines which comply with federal and state laws and are in accordance with any guidelines promulgated by the State Department of Education.

The Superintendent shall also ensure that staff and students are adequately informed about disciplinary actions that will be taken if Corporation technology and/or networks are abused in any way or used in an illegal or unethical manner.

Network and Internet Acceptable Use Guidelines:

The Carmel Clay Schools provide network and Internet (hereafter referred to as Network) access to

- support the achievement of Indiana academic standards
- enhance the development of 21st Century skills
- provide access to information
- encourage innovation and creativity

Network access is a privilege, not a right, and as such, users take seriously the responsibilities associated with signing this user agreement.

Users should NOT use the Network to

- access, create, send or receive, store, or display obscene materials
- create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language

- access or use other individuals' accounts, information, or files without permission
- access websites, files, or other information or resources using passwords not specifically assigned to themselves
- pursue commercial or for-profit endeavors
- wantonly waste district resources
- damage, disable, or otherwise disrupt the operation of the Network
- violate any local, state, or federal statutes, including but not limited to copyright law

Users who find themselves inadvertently accessing inappropriate materials or resources are directed to immediately and discretely terminate that access and report the incident to a teacher.

Users are directed to exercise caution while online regarding the disclosure of personal information such as name, age, gender, home address, telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher any online contacts which are frightening, threatening, or otherwise inappropriate.

It is the joint responsibility of students, parents, and employees of the school district to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of district operations. The smooth and reliable operation of the Network is dependent upon the proper conduct of the end users who must adhere to stated guidelines.

TELEPHONES

Students should not ask nor expect to use the school business phones located in the office or other school areas except in the event of an emergency.

You will **not** be called to the office to receive a telephone call except in case of an emergency.

TEXTBOOK RENTAL

Most texts will be furnished to the students on a rental basis. Rental textbooks enable students to have books at the beginning of school at a great savings. The rental price of a textbook is one-fourth or less of the retail price of the book.

The student will be held responsible for any undue wear and tear on the textbooks issued to him. If books are damaged excessively or misplaced, the student may expect to pay a fine or pay for the book at the end of a grading period, the trimester, or at the end of the year. The minimum fine for any newly issued text will be \$5.00.

If students need extra help in any subject, textbooks may be purchased for tutors in the bookstore. When books are returned, money will be refunded except for rental cost. These books must be returned by June 1 to get the refund.

TRAFFIC

For the safety of students, faculty and patrons we have two major parking areas. Parents picking up students during or after the school day are asked to use the **EAST** drive only. The **WEST** parking lot and entrances are designated for bus traffic only. Patrons attending extracurricular activities, PTO meetings, etc., after the school day may use the west parking lot if the event is scheduled in the cafeteria or auditorium. For athletic contests, the gymnasium and football field are located at the east end of the building.

VISITORS

Due to safety and security issues or liability and legal responsibility involved, casual visits by persons who are not either parents or guardians of our students will not be allowed.

In lieu of bringing visitors to school, students are always encouraged to invite or bring their siblings, other relatives, friends or out of town guests to extra-curricular events.

Parents/guardians are always allowed and encouraged to visit school at any time but must check in at the main office upon arrival and wear a provided name badge while visiting in the building. Visits to individual classrooms must be arranged in advance by contacting the teacher(s).

Visits for the purpose of possible enrollment will be considered if pre-arranged. If a potential student and his parents wish to view the school, tours can be arranged with the counseling department but only with a 24-hour notice. Also, in general, the visit will be limited to a maximum of one school tour. At no time will a shadowing of a current student be allowed.

WITHDRAWING FROM SCHOOL

If a student must withdraw from school, he should:

1. Present a withdrawal letter, from parent or guardian to the Counseling Secretary, stating date of withdrawal and giving a forwarding

- address at least one week before the last full day of attendance.
2. Receive appropriate forms and instructions.
 3. Return completed forms to the Counseling Secretary before the end of his last day of attendance.
 4. Meet all financial obligations before a transcript will be forwarded.

WORK PERMITS

Indiana law requires a work permit for employment of those people less than eighteen (18) years old. A verification of age (birth certificate, baptismal record, etc.) and a "State Intention to Employ" Form (#896), filled out by the employer, are required to obtain the permit. Work permits will be available in the Counseling Center.

ATHLETICS

*Participation in athletics is a privilege earned by meeting the expectations and standards set by the school and in conjunction with the Interscholastic Guidelines for Middle Level Schools as established by the Indiana High School Athletic Association and the Indiana Interscholastic Athletic Administrators Association. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. Students who have questions concerning eligibility should contact the Athletic Director or Principal **BEFORE** they endanger their athletic eligibility rather than after it is too late.*

Clay Middle School fields 38 different interscholastic athletic teams in 11 sports. Any student in good standing with the school is encouraged to try out for sports that are available to them.

Our teams will compete with neighboring junior high/middle schools in baseball, basketball, cross country, football, softball, tennis, track, volleyball, and wrestling. Fall sports include cheerleading, cross country, football, tennis, and volleyball. Winter sports include cheerleading, basketball and wrestling. Spring sports include baseball, softball and track.

The athletic department wishes to inform all parents that due to the nature of athletic competition, your son/daughter may receive an injury in the sport in which he/she participates. The school makes available, at the beginning of the school year, an accident insurance policy which may supplement your family medical policy. **IT MUST BE NOTED THAT CLAY MIDDLE SCHOOL AND/OR CARMEL CLAY SCHOOLS CARRY NO FIRST DOLLAR MEDICAL INSURANCE FOR STUDENTS.**

ELIGIBILITY RULES

Clay Middle School competes in interscholastic athletics throughout the state of Indiana and therefore must be represented by only ladies and gentlemen. Scholarship and citizenship, along with athletic ability will be the criteria in the selection of participants in the athletic program.

A student planning to participate in any athletic endeavor during the school year, including cheerleading must have a prescribed physical form on file in the athletic office. It must be signed by a physician and a parent and dated on or after April 1 of each year. Athletic physical forms are provided by the athletic department and are available at the school and on-line at <http://www1.ccs.k12.in.us/clm/home>. One physical is good for the entire school year, provided it is dated April 1st or later. **Students will not be allowed to try out or practice with any team until this obligation is met. A doctor's note is not sufficient and will not be accepted.**

An athlete is strongly discouraged from participating on any other team (outside the school) in the same sport concurrently.

Students must be in attendance at school by 11:30 a.m. to be eligible for extracurricular activities that day or by 11:30 a.m. on Friday to be eligible for Saturday participation. Exceptions to this would be pre-arranged absences or school-related functions. **An athlete who is unable to participate in physical education class will not be allowed to participate in athletics (which includes Cheerleading) or Intramural activities that same day.** An athlete who misses five consecutive days of school or athletic participation due to illness or injury must obtain written permission from a physician and present this to the Athletic Director or coach before they may become eligible for participation.

GRADES

Numerous research studies have shown that student participation in extracurricular activities is strongly associated with better grades and better attendance than for those who are not involved in school activities.

To be eligible for athletics, a student must . . .

- maintain a C (2.0) grade average in all subjects enrolled with no more than one failing mark (F). Nine weeks grades will be used to determine eligibility for athletes. A student must be enrolled in a full course of study at Clay to be eligible to partici-

pate in interscholastic athletics. A full course of study for a regular education student is defined as a minimum of six classes in an eight period day.

- PROVISION: A student-athlete who has lost his athletic eligibility due to academic deficiencies may regain his/her eligibility after four weeks by following these guidelines:
 1. The student athlete must meet with the athletic director and his/her coach no later than the second school day after grade cards are distributed to discuss how the student-athlete may regain academic eligibility after four weeks.
 2. The student-athlete will be expected to provide a weekly grade report sheet (from myCCS) to the athletic director so that the athletic director and coach can monitor weekly progress regarding completion of homework as well as quiz and test scores.
 3. During the five-week period, students will be expected to meet with teachers to discuss their academic progress and seek additional help.
 4. Student-athletes are permitted to attend practice during this five-week period. Athletes may attend home athletic contests but may not wear team uniform. Athletes may not attend away contests during this four-week probationary period.
 5. Five weeks after the beginning of the grading period, the student-athlete must request each teacher to record his/her current grade in the class. After obtaining this information, the student-athlete must submit his/her form to the athletic director.
 6. Upon review by the coaches and athletic director, the student-athlete may be granted eligibility to participate in athletic contests for the remainder of the grading period if the student-athlete has raised his/her grade to an acceptable level (2.0 with no more than one failing mark).

**** Please Note: Grades received from the 4th grading period will be used in determining athletic eligibility for the following fall athletic season. This applies to students who will return to Clay, Carmel, or Creekside Middle Schools only.**

**** Please refer to the Clay Middle School Athletic Handbook for students and parents for more specific rules pertaining to athletic participation.**

CARMEL CLAY SCHOOLS

ATHLETIC TRAINING RULES

Participation in school athletics is a privilege that carries with it varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school, and their community. As rationale for all Carmel Clay Schools training rules IHSAA By-Law C-8-1 states:

Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

The following training rules shall apply to all athletes, cheerleaders, stuntmen, student staff, or any other Carmel Clay student associated with athletic teams in grades 6 through 12. Training between seasons is important. The following training rules apply at all times throughout the calendar year. Consequences for violations are cumulative, beginning with the 6th grade and ending with graduation from high school. Individual coaches may distribute additional training rules that are also valid and must be followed by students involved in their sport.

1. AN ACT WHICH WOULD OTHERWISE BE A FELONY, MISDEMEANOR, ACT OF DELINQUENCY OR STATUS OFFENSE.

Maximum Penalty: Exclusion from athletics for 365 days (one calendar year) from the day that the violation is determined. The penalty is to be determined by the principal. Any student arrested or detained as a juvenile on such a charge may be suspended from any participation pending investigation of the incident.

This offense may be included toward the three step consequences stated below for a drug, alcohol, or tobacco violation.

Rationale: IHSAA By-Law C-8-1 (stated above).

2. USE, CONSUMPTION OR POSSESSION OF CONTROLLED SUBSTANCES (DRUGS), ALCOHOL (EXCEPT AS PRESCRIBED MEDICALLY BY A LICENSED PHYSICIAN), OR TOBACCO PRODUCTS (ANY FORM).

Penalty:

First Violation. The student shall be excluded from all athletics for 365 days (one calendar year) from the day that the violation is confirmed.

- a. Rehabilitation. The student may reduce the penalty to 50% of an athletic season by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Student Assistance Coordinator and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the entire 365 day suspension beginning with notification from the Student Assistance Coordinator that the student has violated any of the stated conditions of the substance abuse program.
- b. Self-reporting. The total penalty will be reduced to 25% of an athletic season if both of the following occur. 1) the student or the student's parents or guardians report the violation to the Athletic Director or a head coach within 48 hours of the violation or prior to the next athletic contest, whichever occurs first; prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Second Violation. The student shall be excluded from all athletics for 365 days (one calendar year) from the day that the second violation is confirmed.

Third Violation. The student shall be excluded from all athletics for the remainder of their secondary school years (grades 6 - 12) from the day that the violation is confirmed.

Rationale: The use or possession of controlled substances (drugs) and/or alcohol is prohibited by law. Their use reduces physical and mental performance, and is injurious to one's health. Furthermore, the use of tobacco is injurious to one's health and in many cases is prohibited by law.

3. VIOLATIONS OF SCHOOL RULES.

Penalty: Students may not compete, practice or participate in any way with an athletic team during a suspension from school. Less serious violations of school rules are to be handled by the head coach.

4. PROBATION.

Any student who violates any provision of this policy may be placed on probation for a period of 365 days (one calendar year) from the day that the violation is confirmed. A student may be placed on probation for a violation of the Athletic Training Rules unless it is a drug, alcohol, or tobacco offense. A second or subsequent violation of any training rule (not already covered above in the Athletic Training Rules) while on probation may result in the student being excluded from all athletics for up to 365 days from the day that the second or subsequent violation is confirmed.

5. SUSPENSION.

For the purpose of determining the length of a suspension under this policy, "an athletic season" shall be defined at the high school as the maximum number of contests allowed by the IHSAA and at the junior high by the actual number of contests scheduled. Appropriate percentages shall be rounded to the nearest whole number. Suspensions under this policy will take effect immediately upon the verification of any violation and will include games in succession, including all tournaments. Suspensions, which cannot be fully served during an athletic season, may be carried over to the next athletic season in which the student successfully completes (i.e., an athlete may not quit or be removed from a team and count the suspension served during that sport). A student who is serving a suspension at the end of any athletic season is not eligible for any athletic awards. A suspended student may continue to practice with the team and sit with the team during contests (in street clothes) at the discretion of the head coach. Any suspension enacted at the beginning of the season will include the scrimmage game.

Example: A boy who competes in basketball and football receives a 50% suspension with only 5 games left in the basketball season (25% of basketball season). The suspension would carry over to the first 2 football games (25% of football season). The boy would serve a 25% suspension if he were to be involved in a spring sport, but this would only satisfy the suspension if he completed the spring season in good standing.

For the purposes of this rule, school summer contests will be considered practices and therefore will not be counted towards completion of a penalty. Participation in high school summer programs by a student with a confirmed violation will be at the discretion of the head coach.

Length of suspensions for a second or subsequent violation may be reviewed and amended by the high school administration if the previous offenses occurred at the middle school level.

CLAY SCHOOL SONG

Onward Trojans - (On Wisconsin)

Onward Trojans, Onward Trojans;

Fight Big Red and White.

We will cheer you on to victory;

Our loyalty is bright rah, rah, rah.

Onward Trojans, Onward Trojans;

No others are the same.

Together fight with all your might,

And win this game.

COLORS: Red and White **MASCOT:** Trojan

INTRAMURAL PROGRAM

PHILOSOPHY: The intramural program offers a variety of non-teamed activities for Clay students. The diverse activities are intended to promote lifelong interests that will enrich the student's life, both physically and mentally.

ACTIVITIES: The program may include, but not be limited to, weightlifting, fun runs, golf, bowling, and ice skating. Some activities will be off-campus.

COST: Costs will be determined by the activity. Some on-campus activities may have a minimal fee. Most off-campus activities will have a participation fee.

DIRECTIONS TO SCHOOLS INVOLVED IN ATHLETIC COMPETITION

(if further information is needed, the telephone number of the opposing schools has been included for your convenience or go to www.mapquest.com)

BELZER M.S. 7500 E. 56th St., Indianapolis, IN 46226 545-7411 Bruins; Red & White
Follow Keystone Ave. south to I-465. Take I-465 east and follow I-465 to the 56th St. east exit. Take the 56th St. east exit and the school is approximately 1/2 mile down the street on the right.

CARMEL M.S. 300 S. Guilford St., Carmel, IN 46033 846-7331 Cougars; Blue & White
Follow 126th Street past Keystone and remain on 126th Street until you reach Guilford. Turn north on Guilford and the school will be up the road on the left approximately 1/2 mile.

CHAPEL HILL 7TH & 8TH GR. CENTER... 1155 S. High School Rd., Indianapolis, IN 46241, 241-9285 Giants, Purple & White
Take 126th St. west to Keystone and turn south. Follow Keystone to I-465 West. Go west on I-465 and follow this south to Hwy. 40 (West Washington St.)--Exit 12B. Turn right onto South High School Road and follow to 1/4 mile to Chapel Hill Center.

SOFTBALL: the softball field is located at 7320 West 10th Street (right in front of Ben Davis HS). Take 126th St. west to Keystone and turn south. Follow Keystone to I-465 West. Go west on I-465 and follow this south to the 10th street exit. Go west and continue down the road until you reach 7320 West 10th Street.

CRAIG M.S. 6501 Sunnyside Rd. Indianapolis, IN 46236 823-6805 Cougars; Blue & Red
Take I-465 east to Pendleton Pike exit. Turn left onto Pendleton Pike and follow to Sunnyside Rd. Turn left onto Sunnyside Rd. School is approximately two miles on the right.

CREEKSIDE M.S. 3525 W. 126th St., Carmel, IN 46033 733-6420 Wildcats; Navy & Red
Go north on Gray Road to 146th St. Turn left and travel west on 146th St. until you reach Shelbourne Road. Turn left and follow this south to 126th St. Turn left and the entrance to the school will be on your right.

CRESTON M.S. 10925 E. Prospect St. Indianapolis, IN 46239 532-6800 Indians; Green & White
Take I-465 east to Washington St. exit (US 40). Turn left onto Washington St. (east) and follow to German Church Rd. Turn right (south) onto German Church Rd. and follow to Prospect St. School is on the southwest corner of German Church and Prospect.

DOE CREEK M.S. 2279 S. 600 W. New Palestine, IN 46163 861-4487 Bucks; Red, White & Blue
Take I-465 east to I-465 south to I-70 east. Exit I-70 east at Mt. Comfort Rd. Turn right onto Mt. Comfort Rd. (south). Take Mt. Comfort Rd. 2 1/2 miles past US 40. School is on the left.

EASTWOOD M.S. 4401 E. 62nd St. Indianapolis, IN 46220 259-5401 Eagles; Lt. Blue & Gold
Take Keystone Ave. south to 62nd St. Turn left on 62nd St. School is approximately 1.6 miles on the right side of the road.

FALL CREEK VALLEY M.S. 9701 E. 63rd St. Indianapolis, IN 46236 823-5490 Bearcats; Green & Silver
Take I-465 east to 56th St. Go east on 56th St. through Fort Harrison. Turn left onto Lee Road (first road past Post Road). Stay on Lee Road until you reach 63rd St. Turn right on 63rd. FCV is the first drive.

FISHERS JHS 13257 Cumberland Rd., Fishers, IN 46038 594-4150 Chargers; Red & White
116th St. to Cumberland Road. Turn north on Cumberland. The school will be approximately 1 2 miles on the left.

FRANKLIN TOWNSHIP M.S. EAST 10440 Indian Creek Road, Indianapolis, IN 46259 Take I-465 East to I-74 East toward Cincinnati. Exit at Acton Road (Exit 99). Turn or south onto South Acton Road and travel 1/3 mile to Indian Creek Road. Turn right onto Indian Creek Road and the school will be 1/2 mile down on your left.

FRANKLIN TOWNSHIP M.S. WEST 6019 S. Franklin Rd., Indianapolis, IN 46259 1-317-862-2446 Flashes: Royal, Blue & White
Take I-465 East to the Beech Grove Exit. Turn South (left) on Emerson Ave. and continue traveling all the way to Edgewood Ave. (approximately 2 miles). Turn left and follow until you reach Franklin Road (approximately 3.2 miles). The school is located at the SE corner of Franklin Road and Edgewood.

HAMILTON HEIGHTS M.S. RR 2, Box 12, Arcadia, IN 46030 1-317-984-3588 Huskies; Brown & Orange
Take US 31 north to 266th St. Turn right onto 266h St. School is on the left approximately 5 miles.

HAMILTON SOUTHEASTERN J.H.S. 12001 Olio Rd. Fishers, IN 46038 594-4120 Panthers; Blue & White
Take 116th St. east to Olio Rd. Turn left onto Olio Rd and school is approximately 1/2 mile on your left.

HERITAGE CHRISTIAN 6401 E. 75th St., Indianapolis, IN 46250 594-5858 Eagles; Royal Blue & White
Take Hazel Dell Parkway south to 96th street. Turn left on 96th and go west to I-69. Go south on I-69 (which turns into Hwy. 37) to 75th St. The school sits on the southeast corner of this intersection.

LEBANON M.S. 1800 Grant St. Lebanon, IN 46052 1-765-482-3400 Tigers; Black & Gold
Take US 31 north to SR 32. Turn left (west) onto SR 32 and follow into Lebanon. Follow Indianapolis Av. to Grant St. Turn right onto Grant St. and follow to school.

LINCOLN M.S. 5555 W. 71st St. Indianapolis, IN 46268 291-9499 Lions; Blue & White
Take I-465 west to I-465 south. Take I-465 south to 71st St. exit. Turn left onto 71st St. and school is on the corner of 71st and Zionsville Rd.

LYNHURST 7TH & 8TH GR. CENTER..... 2805 S. Lynhurst Dr., Indianapolis, IN 46241, 247-6265 Giants; Purple & White
Take 126th St. west to Keystone and turn south. Follow Keystone to I-465 West. Go west on I-465 and follow this south to the Airport Expressway. Go east on Airport Expressway to Lynhurst Drive. Turn right (south) on Lynhurst. After going over I-70 turn left onto the drive to the school.

MT. VERNON MIDDLE SCHOOL.....1862 W. St. Rd. 234, Fortville, IN **46040**, 317-485-3160 Marauders, Black & Gold
From Clay go east on 126th to Hazel Dell Pkwy and go south to 116th St. Turn west (left) and follow this all the way to Olio Road (the road Hamilton SE JHS is located on). This will be 8 miles. Turn right on Olio Road and follow this for 2 miles. Turn left onto West 1000 North and go 3.8 miles. Turn right on South Maple St and go ½ mile. Maple Street turns into Fortville Pike. Turn Right onto County Road 200 West and go 1.6 miles. Turn left on West State Road 234. The school is down on the left.

NEW AUGUSTA PUBLIC ACADEMY 6450 Rodebaugh Rd. Indianapolis, IN 46268 388-1263 Phoenix; Teal & Black
Take I-465 west to I-465 south. Take I-465 south to 71st St. exit. Turn left (east) onto 71st St. and follow to Rodebaugh Rd. Turn right (south) onto Rodebaugh Rd. and school is about 1/2 mile south on right side of road.

NOBLESVILLE M.S. 300 N. 17th St. Noblesville, IN 46060 773-0782 Millers; Black & Gold
Go north on Hazel Parkway to 146th Street. Turn right onto 146th Street and follow this to Allisonville Road. Turn left onto Allisonville and follow this north into Noblesville. This road will become 10th Street in Noblesville. Turn right onto East Connor Street (St. Rd 32). Turn left onto 17th Street. All sports except the following will be played at the Middle School.

Cross Country: White River Elem. School: Take 37 north through the intersection of Hwy. 32/38 to Field Drive. Turn west on Field Drive to Cumberland Road (4-way stop). Go north on Cumberland Road to the school on the right.

Track: Noblesville Middle School—see directions above for 300 N. 17th Street., Noblesville, IN 46060

NORTHVIEW M.S. 8401 Westfield Blvd. Indianapolis, IN 46240 259-5421 Falcons; Black & Gold
Take Keystone Av. south to 86th St. exit. Turn right onto 86th St. Follow 86th St. to Westfield Blvd. Turn left onto Westfield Blvd. School is two blocks down on the left.

PARK TUDOR SCHOOL 7200 N. College Av. Indianapolis, IN 46240 251-1405 Panthers; Red, Black & White
Take Keystone Av. south to 86th St. exit. Turn right (west) on 86th St. and follow to College Av. Turn left on College Av. School is approximately 1 1/2 miles on the right.

RAYMOND PARK M.S. 8575 E. Raymond St., Indianapolis, IN 46239 862-8647 Rangers; Blue & Silver
Take I-465 east to I-465 south. Exit I-465 south at Washington St. (US 40). Turn left onto Washington and follow to Franklin Rd. Turn right onto Franklin Rd. and follow to Raymond St. Turn left onto Raymond St. School is on the right about 1/4 mile.

RIVERSIDE J.H.S. 10910 Eller Rd., Fishers, IN 46038, 915-4280 Golden Hawks, Garnet & Gold
Go east on 126th street to Hazel Dell Parkway and merge south. Follow to 116th street and turn left. Follow 116th street to Eller Road and turn south (right). The school will be down the road approximately one mile on the right.

SHERIDAN JR/SR. H.S. 24185 N. Hinsley Rd. Sheridan, IN 46069 1-317-758-4431 Blackhawks; Black & White
Take US 31 north to SR 38. Turn left onto SR 38 and follow to for approximately 5 miles. Turn slightly right onto IN-38/S.White Ave. Continue straight ahead onto South Adams St. South Adams St. becomes Hinesley Road. Continue ahead to school.

STONYBROOK M.S. 11300 Stonybrook Dr. Indianapolis, IN 46229 894-2744 Redskins; Red & White
Take I-465 east to I-70 east exit. Follow I-70 east to Post Rd. exit. Turn left onto Post Rd. and follow to 25th St. Turn right onto 25th St. and follow to German Church Rd. Turn left onto German Church Rd. School is on the right behind Sunney Heights Elementary School.

WESTERN M.S. 2600 South 600 West, Russiaville, IN 46979 1-765-883-5566 Panthers; Red & Black
Travel north on Gray Road to 146th Street. Turn left onto 146th and bear right onto Greyhound Pass. Follow this road to Hwy. 31 and turn North. Travel north approximately 30 miles and turn left onto IN-26 (also known as County Road 400 South). Follow this road 5.8 miles and turn right onto S County Road 580 West. Go approximately .5 mile and turn left onto W County road 300 South. In .3 miles turn right onto S County Road 600 West. The school is .5 miles down this road.

WESTFIELD M.S. 328 W. Main St. Westfield, IN 46074 896-2841 Shamrocks; Green & White
Take US 31 north to SR 32. Turn right onto SR 32 and follow to Shamrock Blvd. Turn left onto Shamrock Blvd. and follow back to both schools. High school is on the left, middle school is on the right.

WESTLANE M.S. 1301 W. 73rd St. Indianapolis, IN 46260 259-5412 Wildcats; Blue & White
Take US 31 south to 86th St. Turn right onto 86th St. and follow to Ditch Rd. Turn left onto Ditch Rd. and follow to 73rd St. Turn left onto 73rd St. The school is in front of you on the south side of 73rd St.

ZIONSVILLE M.S. 900 North Ford Road., Zionsville, IN 46077 733-4000 Eagles; Green & Brown
Take 116th St. West toward Zionsville. Cross Michigan Road and continue on 116th St. which now becomes Hwy. 334. Go through downtown. Go to the next stoplight (Ford Road) and turn right. Continue north and the middle school is on the left.

ZIONSVILLE WEST M.S. 5565 South 700 East 873-1240
Take 146th west all the way into Whitestown. Turn left at the stop light in Whitestown onto 650 E. Take this road south on 650 E. through the town of Whitestown and continue approx. 2 more miles (south) to 525 S (T-road which is at the bottom of the hill). Turn left onto 525. Go east on 525 until it ends at 700 E. Turn right (south) onto 700 E. School will be on your left just after the stop sign.

PARENT-TEACHER ORGANIZATION

To Middle School Parents:

You are cordially invited and urged to attend in behalf of your children, the programs offered this year by the Clay Middle Parent-Teacher Organization. Please consult our PTO newsletter or feel free to call the school for more PTO information.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Clay Middle School offers a variety of clubs and organizations for student involvement. These activities provide enjoyment and educational experiences, but with a student's involvement come certain responsibilities. Beginning in the 2005-06 school year, an extra-curricular/co-curricular code of conduct was adopted by the Carmel Clay Schools Board of Education. The activities listed below require a code of conduct from to be completed by the student and parent prior to active involvement.

- SRA – Student Government
- Math Counts
- Spell Bowl
- Academic Bowl
- Musical
- Winter Warriors
- N.J.H.S.
- Art Club
- K.A.R.E.
- Drama Club
- Naturalist Club
- Board Game “Blast” Club
- Dance Club
- Speech Team
- AM Fitness
- Carmel 200
- Jazz Band
- Geography Bee
- Spelling Bee

ACTIVITIES CODES OF CONDUCT

If you would like to participate in the following activities, please read the appropriate code of conduct, sign, and turn in the code to the supervising teacher.

Code of Conduct for the Academic Team

Carmel Clay Schools

The following code of conduct rules shall apply to all academic team members in the middle schools in the Carmel Clay Schools. The Academic Team, which consists of the Spell Bowl Team and the Knowledge Master Team, is a level II extra-curricular/co-curricular activity. The following code of conduct rules apply at all times throughout the calendar year. Consequences for violations are cumulative, beginning at the first meeting of the academic team and ending at the conclusion of the school year. Individual sponsors may distribute additional rules that are also valid and must be followed by students involved in the organization.

1. An act which would be otherwise a felony, misdemeanor, act of delinquency or status offense.

Maximum Penalty: Student removed from the academic team for the remainder of the school year.

2. Use, consumption or possession of controlled substances (drugs), alcohol (except as prescribed medically by a licensed physician), or tobacco products (any form).

First Violation: Student prohibited from participating in academic team meetings and competitions for two months.

Second Violation: Student prohibited from participating in academic team meetings and competitions for the remainder of the school year.

3. Violations of school rules.

Any student who receives an In-School Suspension or an Out-of-School Suspension will have the following consequences.

First Suspension: Student prohibited from participating in academic team meetings and competitions for one month.

Second Suspension: Student prohibited from participating in academic team meetings and competitions for four months.

Third Suspension: Student is prohibited from participating in academic team meetings and competitions for the remainder of the school year.

I have read the above code of conduct for the academic team and am aware of the school district's consequences for violations of the policy.

(Parent/guardian signature)

(Date)

(Student signature)

(Date)

Code of Conduct – Builders Club

Carmel Clay Schools

The following code of conduct rules shall apply to all Builders Club representatives in the middle schools in the Carmel Clay Schools. Builders Club is a level II extra-curricular/co-curricular activity. The following code of conduct violations are cumulative, beginning at the first meeting of Builders Club, and ending at the conclusion of the school year. Individual sponsors may distribute additional rules that are also valid and must be followed by students involved in the organization.

1. An act which would be otherwise a felony, misdemeanor, act of delinquency or status offense.

Maximum Penalty: Student removed from Builders Club for the remainder of the school year.

2. Use, consumption or possession of controlled substances (drugs), alcohol (except as prescribed medically by a licensed physician), or tobacco products (any form).

First Violation: Student is prohibited from participating in Builders Club meetings and activities for the remainder of the school year.

3. Violations of school rules.

Any student who receives an In-School suspension or an Out-of-School suspension will have the following consequences:

First Suspension: Student is prohibited from participating in Builders Club for a minimum of four meetings and activities.

Second Suspension: Student is prohibited from participating in Builders Club for a minimum of eight meetings and activities.

Third Suspension: Student is prohibited from participating in Builders Club meetings and activities for the remainder of the school year.

I have read the above code of conduct for Builders Club and am aware of the school district's consequences for violations of the policy.

(Parent/guardian signature)	(Date)
(Student signature)	(Date)

Carmel Clay Schools – Performing Arts

Middle School Co-Curricular code of Conduct

Violations are considered to be any use of tobacco, drugs or alcohol. These violations are cumulative from grades 6 – 12. All consequences are subject for review upon the student entering Carmel High School.

- 1st Violation
 - o Parent notification and student/teacher/parent/principal conference with one of the following consequences:
 - 1. Suspension from all performances for 365 calendar days.**
 - 2. With participation in an approved substance abuse program, the student will be suspended from the next performance and any activities, outside of regular class time, that are related to that performance**
- 2nd Violation
 - o Parent notification and student/teacher/parent/principal conference with one of the following consequences:
 - 1. With participation in an approved substance abuse program, the student will be suspended from the next two (2) performances and any activities, outside of regular class time, that are related to those performances.**
 - 2. Suspension from all performances for 365 calendar days.**
- 3rd Violation
 - o Parent notification and student/teacher/parent/principal conference with the following consequence:
 - 1. Suspension from all performances for 365 calendar days.**

Any missed performances as a direct result of the above violations may result in loss of grade if the student does not complete the alternative assignment provided by their performing arts teacher.

(Please sign and return)

I have read and fully understand the above information.

Student Signature _____

Parent Signature _____

Code of Conduct – National Geography Bee

Carmel Clay Schools

The following code of conduct rules shall apply to all **National Geography Bee** representatives in the middle schools in the Carmel Clay Schools. **National Geography Bee** is a level II extra-curricular/co-curricular activity. Individual sponsors may distribute addi-

tional rules that are also valid and must be followed by students involved in the organization.

1. An act which would be otherwise a felony, misdemeanor, act of delinquency or status offense.

Maximum Penalty: Student removed from the **National Geography Bee** competition.

2. Use, consumption or possession of controlled substances (drugs), alcohol (except as prescribed medically by a licensed physician), or tobacco products (any form).

First Violation: Student is prohibited from participating in the **National Geography Bee** final competition.

3. Violations of school rules.

Any student who receives an In-School suspension or an Out-of-School suspension will have the following consequences:

First Suspension: The student can still be eligible for competition.

Second Suspension: Student is prohibited from participating in the **National Geography Bee** final competition.

I have read the above code of conduct for the National Geography Bee and am aware of the school district's consequences for violations of the policy.

(Parent/guardian signature)

(Date)

(Student signature)

(Date)

Code of Conduct for Math Counts

Carmel Clay Schools

The following code of conduct rules shall apply to all academic team members in the middle schools in the Carmel Clay Schools. Math counts is a level II extra-curricular/co-curricular activity. The following code of conduct rules apply at all times throughout the calendar year. Consequences for violations are cumulative, beginning at the first meeting of the academic team and ending at the conclusion of the school year. Individual sponsors may distribute additional rules that are also valid and must be followed by students involved in the organization.

1. An act which would be otherwise a felony, misdemeanor, act of delinquency or status offense.

Maximum Penalty: Student removed from the academic team for the remainder of the school year.

2. Use, consumption or possession of controlled substances (drugs), alcohol (except as prescribed medically by a licensed physician), or tobacco products (any form).

First Violation: Student prohibited from participating in academic team meetings and competitions for two months.

Second violation: Student prohibited from participating in academic team meetings and competitions for the remainder of the school year.

3. Violations of school rules.

Any student who receives an In-School Suspension or an Out-of-School Suspension will have the following consequences.

First Suspension: Student prohibited from participating in academic team meetings and competitions for one month.

Second Suspension: Student prohibited from participating in academic team meetings and competitions for four months.

Third Suspension: Student is prohibited from participating in academic team meetings and competitions for the remainder of the school year.

I have read the above code of conduct for the academic team, Math counts, and am aware of the school district's consequences for violations of the policy.

(Parent/guardian signature)

(Date)

(Student signature)

(Date)

Code of Conduct – National Spelling Bee

Carmel Clay Schools

The following code of conduct rules shall apply to all **National Spelling Bee** representatives in the middle schools in the Carmel Clay Schools. **National Spelling Bee** is a level II extra-curricular/co-curricular activity. Individual sponsors may distribute additional rules that are also valid and must be followed by students involved in the organization.

1. An act which would be otherwise a felony, misdemeanor, act of delinquency or status offense.

Maximum Penalty: Student removed from the **National Spelling Bee** competition.

2. Use, consumption or possession of controlled substances (drugs), alcohol (except as prescribed medically by a licensed physician), or tobacco products (any form).

First Violation: Student is prohibited from participating in the **National Spelling Bee** final competition.

3. Violations of school rules.

Any student who receives an In-School suspension or an Out-of-School suspension will have the following consequences:

First Suspension: The student can still be eligible for competition.

Second Suspension: Student is prohibited from participating in the **National Spelling Bee** final competition.

I have read the above code of conduct for the National Spelling Bee and am aware of the school district's consequences for violations of the policy.

(Parent/guardian signature)

(Date)

(Student signature)

(Date)

Code of Conduct for Student Government

Carmel Clay Schools

The following code of conduct rules shall apply to all student government representatives in the middle schools in the Carmel Clay Schools. Student government is a level II extra-curricular/co-curricular activity. The following code of conduct rules apply at all times throughout the calendar year. Consequences for violations are cumulative, beginning at the first meeting of the student government and ending at the conclusion of the school year. Individual sponsors may distribute additional rules that are also valid and must be followed by students involved in the organization.

1. An act which would be otherwise a felony, misdemeanor, act of delinquency or status offense.

Maximum Penalty: Student removed from student government for the remainder of the school year.

2. Use, consumption or possession of controlled substances (drugs), alcohol (except as prescribed medically by a licensed physician), or tobacco products (any form).

First Violation: Student prohibited from participating in student government meetings and activities for two months.

Second Violation: Student prohibited from participating in student government meetings and activities for the remainder of the school year.

3. Violations of school rules.

Any student who receives an In-School Suspension or an Out-of-School Suspension will have the following consequences.

First Suspension: Student prohibited from participating in student government meetings and activities for one month.

Second Suspension: Student prohibited from participating in student government meetings and activities for three months.

Third Suspension: Student is prohibited from participating in student government meetings and activities for the remainder of the

school year.

I have read the above code of conduct for student government and am aware of the school district's consequences for violations of the policy.

(Parent/guardian signature)

(Date)

(Student signature)

(Date)

Code of Conduct – Chess Club

Carmel Clay Schools

The following code of conduct rules shall apply to all Chess Club representatives in the middle schools in the Carmel Clay Schools. Chess Club is a level II extra-curricular/co-curricular activity. The following code of conduct violations are cumulative, beginning at the first meeting of Chess Club, and ending at the conclusion of the school year. Individual sponsors may distribute additional rules that are also valid and must be followed by students involved in the organization.

1. An act which would be otherwise a felony, misdemeanor, act of delinquency or status offense.

Maximum Penalty: Student removed from Chess Club for the remainder of the school year.

2. Use, consumption or possession of controlled substances (drugs), alcohol (except as prescribed medically by a licensed physician), or tobacco products (any form).

First Violation: Student is prohibited from participating in Chess Club meetings and activities for the remainder of the school year.

3. Violations of school rules.

Any student who receives an In-School suspension or an Out-of-School suspension will have the following consequences:

First Suspension: Student is prohibited from participating in Chess Club for a minimum of four meetings and activities.

Second Suspension: Student is prohibited from participating in Chess Club for a minimum of eight meetings and activities.

Third Suspension: Student is prohibited from participating in Chess Club meetings and activities for the remainder of the school year.

I have read the above code of conduct for Chess Club and am aware of the school district's consequences for violations of the policy.

(Parent/guardian signature)

(Date)

(Student signature)

(Date)