

STUDENT HANDBOOK

CARMEL MIDDLE SCHOOL

2013-2014

300 SOUTH GUILFORD ROAD

CARMEL, INDIANA 46032

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RESPECT

RESPONSIBILITY-EXCELLENCE-SELF-PROPERTY-EVERYONE-COMMUNITY-TIME

Students at CaMS live by **Cougar RESPECT!** The mantra emphasizes positive behavior throughout the school setting. Students meet behavioral expectations on a daily basis by simply treating their peers, teachers, and the school building with respect. The “Got RESPECT, I DO” program helps staff members publically recognize students who demonstrate **Cougar RESPECT**. The process is simple. A staff member witnesses a student behaving in a positive manner, then recognizes the student by giving them a “Got RESPECT, I Do” card. Some examples of positive behaviors that could earn a “Got RESPECT, I Do” card are; helping a fellow student, cleaning up a lunch table, and behaving appropriately in hallway (these are a few simple examples, the list of appropriate positive behaviors is endless!) The card is then turned in to the office and students become eligible for a weekly prize drawing.

School Song

(To the Tune of the Notre Dame Fight Song)
Cheer, cheer for ol' white and blue
Come on team, we're all proud of you.
We are loyal to our high.
so send up a cheer that will reach the sky.
although the odds be great or small,
ol' white and blue will win over all
while our loyal teams are fighting
onward to victory.
C-C-C-A-R M-M-M-E-L
C-A-R-M-E-L
CARMEL CARMEL
LET'S GO COUGARS!

FOREWORD

Carmel 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 Carmel Middle School welcome you and hope to be of great assistance to you. We sincerely hope you have a pleasant and profitable year.

MISSION STATEMENTS

The staff, students, and parents of Carmel Middle School believe that the school's purpose is to provide an academic program offering all students the opportunity to become responsible, self-directed, life-long learners who are capable problem solvers, communicators, decision-makers, and productive citizens in today's changing society.

This will be most effectively achieved through a safe environment, community and parental involvement, a diversified curriculum, special services and cooperative-operative experiences.

The Carmel Clay school community is dedicated to fostering an environment which promotes education and well-being regardless of ability, age, appearance, gender, nationality, race, religion, sexual orientation and socio-economic status. All educational programs, activities and interactions are enriched by celebrating uniqueness as well as commonalities. Respect for human diversity will be encouraged, followed and enforced by Carmel Clay schools.

SCHOOL SAFETY

Carmel Middle School is dedicated to promoting a safe, orderly, learning environment. General procedures are in place to maintain the safety of all students and staff throughout the day. Staff members are trained on these procedures. Students review these procedures regularly and participate in safety drills throughout the year to promote awareness and preparedness.

All students should be reassured that their safety is a priority at Carmel Middle School. All students should take seriously the safety education and drills that are presented throughout the year so that they are best prepared to react in a true emergency. While true emergencies are rare, student awareness promotes a climate of safety and an environment for learning.

DAILY SCHEDULE

The main entrance doors will open each school morning at 7:15 a.m. Classes will begin at 7:45 a.m. and will be dismissed at 3:05 p.m. Students not involved in a planned, scheduled activity should be out of the building by 3:15 p.m. unless they are detained by a teacher or are waiting for a late bus. *The office will close each day at 4:00 p.m.*

WHERE TO GO, WHOM TO SEE FOR HELP

Activities Calendar.....	Activities Director
Athletic Program.....	Activities Director
Attendance.....	Assistant Principal, Attendance Office
Bus Concerns.....	Assistant Principal
Class Change Requests.....	Guidance Office
Community Agency Referrals.....	Guidance Office
Discipline.....	Assistant Principals
Entry or Withdrawal from School.....	Guidance Office
Food Services.....	Cafeteria Manager
Grades/Student Records.....	Guidance Office
Health Concerns.....	School Nurse
Homebound Instruction.....	Assistant Principal
Locker Problems.....	Main Office
Lost Textbooks.....	Treasurer Secretary
Lost Personal Items.....	Main Office
Maintenance.....	Assistant Principal
Parent/Teacher Conferences.....	Guidance Office
Publications.....	Journalism Teacher
Refunds.....	Attendance Secretary
Report Cards.....	Guidance Office
Student Assistants.....	Guidance Office Secretary
Student Representative Assembly.....	Activities Director
Student Schedules.....	Guidance Office
Textbooks, Fees.....	Bookstore Manager
Work Permits.....	Attendance Office

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, be 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

Daily attendance is essential for a student's success in school. A student who is not regular in attendance loses interest, tends to feel left out, and often drops out of school. Business and industry require attendance and dependability, and the school regards the training in these habits as its responsibility.

After the seventh day of absence, parent contact may be made. Chronic absenteeism may result in a letter to the Attendance Officer of the Carmel Clay School Corporation and could result in required doctor's note and/or court appearance.

The school assumes that a student who is unable to attend school because of illness or injury is also unable to attend extracurricular activities later in the same day. Students must be in attendance by 11:30 a.m. and attend all afternoon classes to be eligible for extra-curricular activities that day. Exceptions to this would be a prearranged absence or an absence resulting from a school-related activity. Students under suspension are not to participate in or attend extra-curricular activities.

ABSENCES

EXCUSED: The following are recognized as excused reasons for absence:

1. Illness
2. Death in the immediate family
3. Emergencies
4. Medical and dental appointments
5. Religious services
6. Court appearances
7. Serving as a page for the State Legislature

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.

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/attendance-program>

PROCEDURE FOR REPORTING STUDENT ABSENCE AND PREARRANGED APPOINTMENTS

571-4072 EXT. 1

1. Parents or legal guardians are required to call the Attendance Hotline (571-4072) prior to 8:00 a.m. the day of the absence. We provide a 24-hour attendance number (571-4072, Extension 1) for your convenience. If a 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 unless prior arrangements have been made.
3. For medical and dental appointments, parents or guardians are required to call the school prior to 8:00 a.m. Parents must come to the Attendance Office to sign out the student. **Upon return from such appointments, a doctor's note is required.** If the student does not have a note from the doctor, a parent must accompany the student to the Attendance Office. Failure to bring such a note could result in the absence being considered unexcused. Students **must** report to the Attendance 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.**
5. **No prearranged absences will be granted during periods of standardized testing.**
6. Students are not to leave school property after morning arrival unless signed out at the Attendance Office by a parent/guardian.

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.

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

UNEXCUSED - The student must make up missed work. This includes truancy or out of school suspension.

ASSIGNMENTS FOR ABSENT STUDENTS:

Students who are absent are to follow class procedures for daily assignments. 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:

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. However, parents/guardians should call the school by 9:00 a.m. if their son or daughter is tardy. An excused tardy falls under the same category as an excused absence, and medical appointments must be accompanied by a doctor's note. All other reasons for a tardy will result in an unexcused tardy. After the third unexcused tardy, a student will be subject to disciplinary action.

Students entering any class late, except for first period, may be admitted by the classroom teacher but may also be subjected to discipline by that teacher. Those who are constantly tardy to class may be referred to the office for further discipline.

Students may be suspended from school for excessive tardies to school and class.

Project Aces Tardy: The goal of the Aces Tardy Program is to ensure students arrive on time to school each day. Please visit the Student Services website at <http://www1.ccs.k12.in.us/district/student-services/attendance-program>.

ARRIVAL/DISMISSAL PROCEDURES

Classes begin at 7:45 a.m. and are dismissed at 3:05 p.m. Students will be counted as tardy if they are not in their homeroom by 7:45 a.m. **Students should not arrive at the school prior to 7:15 a.m.** Those students arriving by cars will unload at the main entrance. Cars are not allowed in the bus-unloading zone. Under no circumstances are students to get out of cars and cross through the bus zone

on the south side of the school. Students cannot leave school property after morning arrival unless signed out by a parent or guardian who is listed on the student's Emergency Contact list on PowerSchool.

Student pickup at the end of the day is from the main entrance of the school. Your cooperation in these procedures will keep our bus zone safe and orderly. **CMS cannot assume responsibility for students on school property before or after school unless attending a sponsored school event.**

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, e-readers, MP-3 players, headphones, CD players, Gaming devices, DVD players, are not to be used during the school day (from the time a student enters into the building until the buses leave in the evening) unless staff approval has been given. This includes passing periods, lunch and study hall. 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. *Carmel 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 Carmel Middle School students.***

The riding or use of skateboards or roller blades is prohibited on school property.

BOOKS

The school treasurer will handle all book rental fees.

BUILDING SECURITY

In order to provide a more secure environment for students, staff, and others, certain procedures will be followed pertaining to building security.

Persons who will be granted admittance to Carmel Middle School will be limited to the following:

1. Enrolled students
2. Parents/Guardians of enrolled students
3. Carmel Middle School staff members
4. Carmel Middle School volunteers
5. Carmel Clay Schools staff members
6. Guest speakers and others in an auxiliary educational role
7. Certain guests for purposes of building tours
8. Other persons cleared by building Administration

Identification: All the above except for students will wear the appropriate identification badge. All non-staff members in the above categories must sign in at the greeter's table in the main lobby before proceeding to their destinations within the building. Those persons in the building without identification badges or clearance will be escorted to the main office.

Student ID's: Students will be issued a Carmel 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. Student ID's that have been defaced or altered in any way or no longer valid and will not be accepted. Replacement identification cards are available in the media center for a fee of \$5.00.

Entrances: All exterior doors are locked with the exception of the main entrance—Door Number 2. All visitors during the day must therefore enter and exit the main entrance.

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 such as lunches, money, and books, must be left in the main lobby for pick up by the student. Community members, families, and friends are welcome at extra-curricular activities.

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 signed note from their parents, have it signed by an administrator, and then present the note to the bus driver. All bus notes should be brought to the office by 12 noon of the day that the student will ride that bus. 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. A violation of these guidelines may result in the loss of bus privileges, as well as additional consequences as determined by school administration.

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 Carmel Middle School 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 or assigned staff 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. The school will contact the parent if this is advisable.

AFTER SCHOOL 'LATE BUS': An after school/late bus is provided on most Mondays, Tuesdays, Wednesdays and Thursdays 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 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 Carmel 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 Office of Carmel 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 FOR SUSPENSION OR EXPULSION:

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. This includes the throwing of snowballs on school property. 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 also 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 or at school functions;
 - 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 Carmel Middle School 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 to be 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 (1) 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

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.

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.

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. 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.
6. 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. In addition, if a student is suspended from school, be it in or out-of-school, he/she is prohibited from attending any school sponsored activities, including team practices and games.

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 allegations 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.

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.

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Carmel Middle School Guidance Department (who shall actively be involved in any reports of bullying) and/or the School Administration who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the Carmel Middle School Guidance Department and/or the School Administration. This report may be made anonymously.
5. The Carmel Middle School Guidance Department and/or the School Administration shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. Carmel Middle School Guidance Department and/or the School Administration will be responsible for working with the Carmel Middle School Staff and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.
LEGAL REFERENCE: I.C. 20-33-8-0.2 - I.C. 20-33-8-13.5

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.

HALLWAY CONDUCT

Students are expected to follow the procedures as outlined below at all times during the school day.

1. Go directly from one class to the next.
2. Do not run or loiter in the hallways.
3. Avoid gathering in the hallways in a manner that blocks traffic.
4. Students must carry a pass signed by a teacher when in the hallway during class time.
5. No hats, coats, loud noises, or inappropriate physical contact will be permitted.

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 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

The Carmel Middle School counselors assist students in matters of personal and school adjustment. Counselors provide guidance by offering information to help the student make decisions and cope with and explore feelings. Students and parents should remember that Carmel Middle School counselors respect confidentiality and follow the confidentiality code of ethics as set forth by the American Association for Counseling and Development.

Why should a student see a counselor? Counselors can provide support, a listening and sympathetic ear, and assistance for personal, social, academic, and career concerns. Personal and social concerns might include family adjustments, peer relationships, teacher relationships, and other individual concerns. If necessary, counselors make referrals for more in-depth counseling and services to community agencies.

The counselors also assist with academic concerns such as course selections, course change requests, standardized testing, test interpretation, study skills, and organizational skills. The counseling office maintains a list of adult and high school honor student tutors and will make appropriate referrals. Some non-custodial parents request that copies of report cards be mailed to them. This will be done if the parent provides the self-addressed, stamped envelopes. The counseling department handles all student records. Students withdrawing from Carmel Middle School to enroll in another school need to contact the counseling secretary at least one week before the last day in attendance so that the proper withdrawal forms can be prepared.

Students with consistent educational problems may be referred by the counselor to the Special Services Cooperative for testing. The counselor coordinates the procedures and works with teachers for the learning disabled, emotionally handicapped, mildly mentally handicapped, and physically handicapped.

Counselors also help students and their parents with career information. Career interest inventories are administered in each grade level. Graduation requirements for college-bound and vocational education students are discussed.

If a student wishes to see a counselor, he/she may come in before or after school or during passing periods to make an appointment. Parents wishing to speak with a counselor or arrange a conference may do so by calling the school.

CUSTODIANS

We have a very efficient custodial staff at the middle school. These people work day and night to keep our building clean and attractive. Let's help them. If you should happen to drop some paper or trash on the floor, pick it up. Those of us who are concerned about the way our building looks will pick up paper that others may have dropped.

DELIVERIES AND MESSAGES FOR STUDENTS

Dropping off forgotten items is discouraged. If a parent finds it necessary to bring a forgotten item to school to be delivered, the item should be left at the designated area. It is the responsibility of the student to come to the main office during passing periods to collect the item. This prevents interruption of student instructional time.

DRESS AND GROOMING

We are concerned about the personal appearance of our students. 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,
- causing a disruption to instruction
- 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, skirt, or shorts.
2. Short shorts, short dresses, and short skirts that attract attention or interfere with learning and the educational process will be addressed. Leggings and yoga pants should be worn with a top that reach mid-thigh.
3. All pants and slacks must be worn at the waist.

4. Coats are not permitted in classes and must be placed in lockers.
5. All backpacks must remain in lockers and not carried around from class to class.
5. Hats, caps, sunglasses, and any other head coverings are not to be worn or carried in the building during the school day.
6. Pajamas/pajama pants are not to be worn to school.
7. Shoes must be worn at all times.
8. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
9. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances is unacceptable.
10. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas, is unacceptable.
11. 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.
12. Spray painted or other drastic hair coloring or style that interrupts the educational process is prohibited.
13. Body piercings that attract attention or interfere with learning and the educational process may be inappropriate and will be addressed. Face painting is not permitted. No piercing of any kind will be done at school.
14. On Spirit days, all students are encouraged to participate in the theme of the day. The dress code, however, is still in place and must be strictly followed.

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 dress for academic and professional success and not dress in a manner that attracts undue attention.

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. Listen to Carmel's FM radio station 91.3 or Indianapolis' radio or television stations for information on school closings or delays. In addition, a School Messenger notice will be sent to all families from Carmel Clay Schools.

FIELD TRIPS

Various school groups and classes will conduct field trips/convocations throughout the school year. No student may accompany such a group off the school grounds without a signed permit from his/her parents. Students not in good standing for the reasons of misconduct, misbehavior, or academic performance may be denied the opportunity to attend field trips/convocations. No student will be denied the opportunity to participate due to financial concerns or physical limitations.

DRILLS

As required by state law, there will be fire and severe weather drills periodically during the school year. The alarm signal will be an emergency buzzer in the corridor and through the intercom system. In addition, all Carmel Clay Schools participate in Lockdown Drills and Canine Searches throughout the year. These drills are to acquaint students with quick, orderly movement to positions of safety in the event an actual emergency should exist. In the case of a true emergency, students will not be released from the school premises until the emergency has passed or emergency officials determine it is safe to release children.

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

Each semester is divided into two grading periods of nine weeks each. Report cards will be available on-line the week following the close of a grading period. Report cards will not be mailed home.

Parents who want more detailed reporting should arrange a conference (phone or personal) with their student's teacher(s). For more frequent reporting, parents should utilize their myCCS program to obtain weekly updates on their students' grades and academic progress.

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. A signed pass must always be carried by students when they are not in their assigned class.

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. 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. 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.

All medication, both prescription and non-prescription, must be transported to and from the school nurse's office by a parent or a guardian. Students are not permitted to be in possession of any medication or drug. Medication must have a written doctor's statement or current prescription indicating that the medication is to be taken during school hours. 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. The medication must be brought in the original container with the name of the student clearly marked.

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 a 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 or office with information regarding who will be responsible for their children in the parents' absence. In addition, parents/guardians should update their emergency contact list on the myCCS account.

Students will not be allowed to be picked up by one who is not a legal guardian or who is not on the emergency contact list.

A statement of immunization history, verified by a physician and/or parent, will be required of all students enrolled in Carmel Middle School. New students enrolling in Carmel Middle School will not be permitted to attend any classes until a complete record of the state-required immunizations (month, day, year) is on file at the school. All medical records should be updated at least annually.

HOMEWORK POLICY

Carmel Clay Schools believe strongly that successfully completing homework and classwork are important components to achieving academic success. Carmel Clay students are expected and required to complete and turn in class work and to make up missed work. Failure to do so may result in appropriate consequences.

HONESTY CODE

If a teacher believes that a student is guilty of plagiarism or cheating, the teacher will ask the student to complete the assignment again and may issue additional consequences such as, but not limited to, detention. The teacher may also refer the student to the office where an administrator will address the situation, apply appropriate consequences and determine the actual level of achievement for the assignment.

HONOR ROLL

An honor roll will be compiled of those students who have completed outstanding work during a grading period. The Principal's Award Honor Roll requires a 4.0 GPA. To compute the honor roll and grade point average the following table will be used: (See Grading Scale.)

A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = 0.67, and F = 0.0 points. Total the grade points and divide by the number of courses taken.

INSURANCE

Students may purchase insurance through the school, for school and school activities, or on a twenty-four (24) hour plan. This also includes athletics for junior high school age. 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. When a student leaves for a medical appointment, a note from the doctor should be presented upon returning to school.

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 administration), tape, or marking on the outside or writing on the inside.

Indiana Code 20-8.1-5.1-1. Section 25 states:

- 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 keep the combination a **SECRET**.

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 school year, while a few lose many items. Students are asked not to bring to school articles of great value. If an item of value is missing, it is the responsibility of the parent to file a police report. **Do not bring anything to CMS that does not have a school purpose.** Articles, which have been found, should be taken to:

Main Office - textbooks

Media Center - library books

P.E. Department - P.E. equipment

Main Office - wallets, purses, jewelry

North End of 300 Hall - all other items

Lost items may be identified and claimed by their owners at the appropriate location. You are encouraged to check for lost items in the above areas.

LUNCH AND CAFETERIA

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 they can put money on account that is accessed then with their student id card. 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 have a reserved table.

MEDIA CENTER

The middle school has excellent media center facilities which we urge all students to use. Our media center is open from 7:30 a.m. until 4:10 p.m. (except Friday when it is open until 3:15 p.m.). Students are allowed to visit the media center during the day provided they have a pass from their teacher. Study hall, before homeroom, and after school are excellent times to use the media center. Entire classes may visit as a group provided the classroom teacher has made arrangements with the media center staff. Students MUST have a valid Carmel Clay School's student identification to check out materials or use CD-ROMs in the media center.

STUDENT IDs

Students will be issued a Carmel Middle School picture ID at the beginning of the school year. Fully intact, valid picture ID's are required for use in the cafeteria to purchase lunch and the media center to check out books and materials. ID's should be worn at all times and guarded like a credit card. An identification card is no longer valid if it has been altered or defaced. Replacement ID cards are \$5.00.

PHYSICAL EDUCATION INFORMATION AND POLICY

All students are required to wear a uniform during physical education classes. The uniform consists of a gray imprinted T-shirt and blue shorts. Students may purchase uniforms at school. 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 P.E. 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 junior high 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 Vista is the school yearbook, a pictorial account of the students and their activities. Students may or may not purchase a yearbook.

SEVERE WEATHER

In the event of severe weather, teachers and students will be notified by public address system. Students will be evacuated to designated safe areas within the school. Students will be instructed to assume the appropriate safety position. Instructions for all students and faculty are posted throughout the building. Students will not be released from the building if it is determined that weather conditions are unsafe.

A **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.

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

STUDENT GOVERNMENT

The S.G. consists of representatives in good standing elected by the students to represent them, speak for them, and to provide leadership for school activities. The purpose of this assembly is

A. to develop student initiative and responsibility.

- B. to develop attitudes of good citizenship.
- C. to provide a means for expressing student opinion.
- D. to promote school spirit and morale.
- E. to promote cooperation between the faculty and the student body.

TECHNOLOGY USE POLICY

Any misuse of technology in school will result in suspension of privileges and possible disciplinary action. Misuse shall include, but not be limited to:

1. Intentional violations of copyright law—this includes plagiarizing work.
2. Disrupting the operation of technology through abuse of hardware or software, including the intentional introduction of software viruses or downloading of programs.
3. Malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
4. Unauthorized or inappropriate use of technology. This includes accessing personal e-mail or instant messaging services without supervision by a staff member.
5. No one may use another person's password to enter, copy, alter, or tamper with computer files and setup. Any student caught using another student's passcode can lose computer privileges at CMS.
6. Students may use the internet for educational purposes only.
7. No student may tamper with the setup on school computers, intentionally introduce a virus, or take equipment that has not been assigned to him/her.
8. Food, drinks, or chewing gum around the school's computer technology equipment is prohibited.
9. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the appropriate administrator.
10. No student may use the Internet without written permission of parents (see the Carmel Clay Schools Network and Internet Acceptable Use Policy).

CARMEL CLAY SCHOOLS NETWORK AND INTERNET ACCEPTABLE USE GUIDELINES

The Carmel Clay Schools provide network and Internet, hereafter referred to as network, access to enhance information gathering and communication skills, to assist in resource sharing, and to facilitate the use of technology to achieve educational objectives.

The Network is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The network extends the resources of the schools and provides benefits such as:

- worldwide electronic mail.
- information and news from NASA and other research institutions.
- public domain software and shareware of all types.
- discussion groups.
- access to the Library of Congress, ERIC, and university libraries.

With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of the school setting. Carmel Clay Schools has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Carmel Clay Schools firmly believe that the valuable information and interactions available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Network access is a privilege, not a right. System administrators, members of the schools' professional staff charged with responsibility for the Network, will provide accounts to individuals. Individuals will be asked to read the Carmel Clay Schools Network and Internet Acceptable Use Guidelines and to sign the Carmel Clay Schools Network User Agreement.

All information services and features of the Network are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes is expressly forbidden. Any problems which arise from a user's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Users may not use the network or its resources to:

- access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
- transmit obscene, abusive, or sexually explicit language.
- violate any local, state, or federal statute.
- vandalize, damage, or disable the property of another person or organization.
- access another person's materials, information, or files without the implied or direct permission of that person.
- vandalize, damage or disrupt the operation of the Network.
- intentionally seek passwords belonging to other users or use others' accounts.
- violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

Users should not respond to unsolicited online contact and should report any harassment to the system administrator. Care should be taken to protect personal information, such as name, address, telephone number. Electronic mail messages can be forwarded so users' messages should not contain information that they would not wish shared with strangers. The Carmel Clay Schools reserve the right to log computer use and to monitor fileserver space utilization by users and to remove user accounts when violations of policies occur.

The Carmel Clay Schools do not guarantee that the functions of the system meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages relative to:

- information stored on school corporation diskettes, hard drives, or servers.
- information retrieved through school corporation computers, networks, or online resource.
- personal property used to access school corporation computers, networks, or online resources.
- unauthorized financial obligations resulting from use of school corporation resources and accounts to access the Network.

Required parents' signatures on the User Agreement form will ensure that they are notified that their children will be using school corporation resources and accounts to access the network; that they may request alternative activities not requiring network access and that it is possible for students to purchase goods and services via the Network which could result in unwanted financial obligations.

It is the joint responsibility of students, parents, and employees of the school corporation to use the network and its resources appropriately. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite; do not use abusive language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Delete unnecessary files, responsibly use file transfer to avoid excessive use of disk space.

The Carmel Clay Schools Network and Internet Acceptable Use Policy and Guidelines are available for review by all parents, guardians, staff members, and members of the community. Copies may be obtained by writing Information Services, 5201 East 131st Street, Carmel, IN 46033.

All provisions of this policy are subordinate to local, state, and federal statute.

TELEPHONES

Students are not allowed to use the telephones during the day without a pass from a staff member. The office phones are for school business only. **Students will not be called to the office to receive a telephone call.** Emergency situations will be handled by Guidance/Administration.

TEXTBOOK RENTAL

Most textbooks will be furnished to the student on a rental basis. Information is published concerning costs of book rental or purchase and payment procedures.

Rental textbooks enable students to have books at the beginning of school at great savings. The rental price of a textbook is one-fifth or less of the retail price of the book. To pay for textbooks online, log into the myCCS portal at <https://myccs.ccs.k12.in.us/login>. Click on **View and Pay Textbook Rental Fees** in the Textbook Rental widget. At the Student QuickPay homepage, click on each student tab

to review fees. When ready, checkout to pay for textbook rental fees.

Students will be held responsible for any undue wear and tear on the textbooks issued to them. If books are damaged excessively or misplaced, the student may expect to pay a fine at the end of a trimester, or at the end of the year. Financial obligations not paid by the last day of the school year will be added to the following year's book rental fees.

TRAFFIC

For the safety of the students, faculty, and patrons, we have one major parking area. Parents dropping off or picking up students before, during, or after school should use the main entrance (#2).. The south parking lot is designated as the bus lot. All other vehicles are prohibited from this lot during arrival and dismissal.

ALL 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. All Carmel Clay Schools utilize a visitor check in system to provide the best possible security for 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 to scan your identification card and be issued a badge to wear. When you leave the school, you will return that badge to our administrative assistants. As always, safety is the top priority at Carmel Clay Schools. Thank you for your support as we continuously work to improve our educational institutions.

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. Shadowing of a current student will not be allowed.

WITHDRAWING FROM SCHOOL

If a student must withdraw from school, he/she should:

1. Present a withdrawal letter from parent or guardian to the Counseling Secretary stating the 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 less than eighteen (18) years old. A verification of age (birth certificate, baptismal record, etc.) and a "State Intention to Employ" form number 896, filled out by the employer, are required to obtain the permit. Form number 896 and work permits are handled by the attendance secretary.

ATHLETICS

The Carmel Middle School Athletic Department would like to extend an invitation to all students to participate in the many athletic programs offered. The following programs will be available to students for the 2012-13 school year:

FALL SPORTS

6th – 8th Boys' and Girls' Cross Country

**6th – 8th Boys' and Girls' Tennis*

7th Football

8th Football

**7th Volleyball*

*8th Volleyball

*7th Cheerleading

*8th Cheerleading

WINTER SPORTS

*7th Boys' Basketball

*8th Boys' Basketball

*7th Girls' Basketball

*8th Girls' Basketball

*7th Cheerleading

*8th Cheerleading

6th – 8th Wrestling

SPRING SPORTS

*7th Baseball

*8th Baseball

*7th Softball

*8th Softball

6th – 8th Boys' Track

6th – 8th Girls' Track

****Try-outs required for team selection***

INSURANCE

Carmel Middle School administrators, coaches, and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sports. Due to the nature of athletic activity injuries may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are required to have an insurance policy to cover athletic injuries and the cost of treatment. Contact the Athletic Department for information about insurance plans, which can be purchased by parents through the school to supplement your family medical policy. *IT SHOULD BE NOTED THAT NEITHER CARMEL MIDDLE SCHOOL OR CARMEL CLAY SCHOOLS CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.*

PHYSICAL EXAMINATIONS

Students desiring to participate in athletics must undergo a physical examination performed by a licensed medical doctor *prior to the first practice or tryout session of any sport*. The physical form, which must be signed by a medical doctor, may be obtained from the Athletic Office or Main Office of Carmel Middle School. **The doctor's signature must be dated May 1 or later** of the current school year to be valid. One examination is sufficient for the entire school year. Reduced price physicals are provided by St. Vincent Sports Medicine each spring.

ACADEMICS/ELIGIBILITY

Student athletes should manage their time in such a way as not to have to miss practices, competitions, or school in order to participate in athletics and achieve success in academics. If this cannot be done, students should NOT be involved in athletics. Academics must always be a higher priority than athletics. **Athletes must maintain a 2.0 grade point average with no more than one failing grade.** Consult the Athletic Handbook for specific information regarding athletic eligibility.

BEHAVIOR CODE

All rules regarding behavior and training rules as outlined by the Carmel Clay Schools Training Policies, coach, school, and athletic handbooks, and I.H.S.A.A. Interschool Guidelines for Middle Schools shall be applied. Violation of these policies may lead to athletic probation or suspension from athletics for up to one year. All rules apply in or out of athletic seasons (365 days). Please review the Athletic Handbook for more information regarding behavioral policies.

ATHLETIC HANDBOOK

The Carmel Middle School Athletic Handbook is available online under the Athletics tab on the CaMS webpage. The handbook includes the policies and requirements of the athletic department. It also provides general information such as directions to opposing schools, Cougar Booster Club membership (Paw-Pals), and ticket information. Parents must electronically sign the Consent Form indicating they have read the handbook with their student prior to the start of the sports season. The Consent Form can be found in the parent's SOP account. The signatures indicate that each has read the handbook and agree to abide with the policies stated.

MEDIA CENTER WEBSITE LOGINS/PASSCODES

Carmel Middle School and Carmel Clay Schools provide several online, high quality subscription databases for student/staff use, both at home and at school. Log on to MyCCS and click the media center tab to learn more about the available resources.

Stay Connected at Carmel Middle School

As a Cougar, you have many ways to get information...

Check us out on Facebook, Twitter, and our homepage.

**Check your teachers' websites and your grades
regularly on MyCCS.**