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[HTTPS://WWW.CCS.K12.IN.US/CRM](https://www.ccs.k12.in.us/crm)

## FOREWORD

The faculty and staff of Creekside Middle School welcome you and hope to be of great assistance to you. We sincerely hope you have a great year. Creekside 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.

## MISSION STATEMENT

Creekside Middle School is committed to academic and personal excellence for each student. We believe in an education that values integrity, self-reliance, and strength of character and that instills high personal expectations and self-confidence in every child. Through mutual respect, we will build a sense of community and belonging for all.

## PHILOSOPHY

In stating our philosophy for Creekside Middle School 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, the church, 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.

## DAILY SCHEDULE

The building will **open each school morning at 7:15 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 3:20 p.m. An Activities Bus is provided Mon-Thursdays most weeks at 4:10 p.m. **The building closes each school day at 4:10 p.m.**

## 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 "semi-official" 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 tenth 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 a 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 extracurricular 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.

## ATTENDANCE POLICY

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted, during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of absences.

The Board considers the following for excused absences:

- illness verified by a note from the parent (up to 10 a school year)
- illness verified by a note from a physician
- recovery from accident (verified by a physician's statement)
- required court attendance (verified by court documentation)
- professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- death in the immediate family
- observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- military connected families' absences related to deployment and return
- such other good cause as may be acceptable to the Superintendent or permitted by law.

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 5370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

## PROCEDURE FOR REPORTING ABSENCES

1. Parents or legal guardians are required to call the school (317 733-6420) to **report the absence prior to 8:00 a.m.** the day of the absence. This may be accomplished by calling and leaving a message or by calling between 7:15 a.m. and 8:00 a.m. and speaking with the attendance secretary the day of the absence.

When reporting an absence, the parent or guardian should give the following information:

- a. their name and relationship to student
- b. student's name and grade in school (please spell the name)
- c. reason for absence
- d. the date of 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 before school and leave a message or 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.**

## ABSENCES

### 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
- Medical and dental appointments

- Driver License Examination - High School
- Illness verified with a note from the parent (up to 10 a school year)
- Illness verified by a note from a physician

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>

**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 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

## **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 receive full daily credit for an unexcused absence based on teacher/staff 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 Student:** Students who are absent are to follow teacher's procedures for daily assignments. Textbooks and locker contents may be picked up upon request by a parent.

**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. In addition, 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 also may 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 tardiness to school and class.**

## **Project ACES – Tardy to School**

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

## **PERSONAL ELECTRONIC DEVICES AND CELL PHONES**

(BYOD – Bring Your Own Device)

Personal electronic devices, including but not limited to iPods, Kindles, Nooks, tablets, iPads, Android phones, netbooks, laptops, Chromebooks, Smart watches, Windows phones or iPhones, are being encouraged as part of the Carmel Clay Schools BYOD (Bring Your Own Device) Policy. **Digital Responsibility: Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on the Internet.** Before students hit send, they should think about the following: "Is this something I really want to share? How would I feel if I was the one receiving this

message? Who will see it? How would my loved ones feel about seeing the post/text/video/picture that I send?" The use of electronic communication inappropriately can cause a disruption to the learning environment which is a violation of school rules. This may result in disciplinary action such as but not limited to losing the privilege of cell phone use at school. Personal electronic devices, including but not limited to radios, cell phones, CD players, game boys, DVD players, iPads, etc., are not to be used during instructional time unless approval has been given. **Use of these devices outside of the classroom in common areas such as the cafeteria and hallways is permitted provided it does not interfere with the school purpose or disrupt the learning environment.** Electronic recording devices are not to be used in a manner that is inappropriate or a situation not related to a school purpose or educational function. Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action. Music devices will be allowed with only one ear bud, no head phones. Volume on music devices should be low enough not to be heard by others. **Each teacher will determine if these devices will be used in their classroom.** If a teacher chooses to allow electronic devices, and/or music devices, the teacher will provide a policy that all students in the classroom will follow. At any time a teacher or staff member may request electronic devices to be turned off and put away. School personnel may take electronic devices from students who violate these guidelines and keep them until the end of class, school or deliver them to the Main Office. **Violations to the Personal Electronic Device Policy may be subject to disciplinary action.**

The goals of the BYOD (Bring Your Own Device) Policy are:

1. Allow students to use their own devices in the school for educational purposes to help support learning.
2. Further the educational aims of the school district.
3. Increase the accessibility of technology-related curriculum materials.
4. Personalize and differentiate the learning experience.

## **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. **Creekside Middle School accepts no responsibility for damaged or stolen bicycles.** The privilege of riding a bike to school 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 Creekside Middle School students. The riding or use of skateboards or rollerblades is prohibited on school property.**

## **BREAKFAST**

Breakfast is served on a daily basis from 7:28 am to 7:40 am in the cafeteria. Hot breakfast as well as a la carte items will be available to purchase.

## **BUILDING SECURITY**

In order to provide a secure environment for students, staff, and visitors, certain procedures will be followed pertaining to 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 to 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.

**Persons granted admittance to Creekside Middle School will be limited to the following:**

- Enrolled students
- Parents/Guardians of enrolled students
- Creekside Middle School staff members
- Creekside Middle School volunteers
- Carmel Clay Schools staff members
- Guest speakers and others in an auxiliary educational role
- Certain guests for purposes of building tours
- Other persons cleared by building Administration

**Identification:** All of the above, except students, will wear appropriate identification badges or nametags. *All non-staff members in the above categories must check in with the office 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 IDs:** Students will be issued a Creekside Middle School picture ID at the beginning of the school year. Fully intact, valid picture ID's are required for use in the Creekside Cafeteria to purchase lunch and the Creekside Media Center for books and materials. ID's should be carried with students and guarded like a credit card. An ID cannot be used if it's been changed/alterd/or defaced. The cost of a replacement ID is \$5.00.

**Entrances:** After 7:45AM all exterior doors will be locked with the exception of the main entrance. All visitors during the day must enter and exit through 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 to be dropped off such as lunches, money, and books must be left in the main office for delivery. Relatives and friends are always welcome at extra-curricular activities.

## **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 Creekside 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 Creekside Middle School Guidance Department and/or School Administration. This report may be made anonymously.
5. The Creekside Middle School Guidance Department and/or 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. The Creekside Middle School Guidance Department and/or School Administration will be responsible for working with Creekside 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

### **Policy - 5516 Student Anti-Hazing**

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*

### **BUSES**

Bus students will ride their assigned bus to and from school unless given permission from the administration due to emergency situations. Students requesting permission to ride on a bus different due to an emergency situation needs to contact the main office. 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. 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:

- Obey the bus driver who is responsible for the safety of all passengers
- No phone or picture use is acceptable
- Observe classroom conduct
- Be courteous, use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the bus driver
- All Creekside Middle School rules pertaining to alcohol, tobacco, other chemical substances and paraphernalia are in force
- Do not damage bus or equipment
- Stay in your seat at all times while bus is in motion
- Keep head, hands and feet inside bus
- Do not fight, push or shove
- Do not tamper with bus equipment
- Do not bring pets on the bus
- Do not bring flammable material on the bus
- The bus driver is authorized to follow and enforce a mandatory seating chart
- Be at the bus stop on time (5 minutes before scheduled time issued by CCS transportation)
- 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, as well as additional consequences determined by school administration.** The drivers have been instructed to report incidents of misbehavior by use of a Discipline Slip to the principal or assistant principals, and the parents.

**Activities Bus:** An Activities Bus is provided on most weeks Monday through Thursday at **approximately 4:10 p.m.** This bus may be used for students staying to receive help from a teacher or for 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.

## **CREEKSIDE COURSE CHANGE POLICIES**

In order for us to plan for next school year, please try to make all course changes by the end of the current school year.

The school administration reserves the right to make exceptions to policies when deemed appropriate in an individual situation. Counselors will not change courses without communicating with parents.

Courses chosen by students in state-required categories (i.e. 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 require contact be made with the teacher. In addition, students wishing to drop a Performing Arts course may not do so until the end of the first semester.

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

## **CRIMINAL GANG ACTIVITY IN SCHOOLS**

### Prohibited Conduct

Carmel Clay Schools prohibits criminal gang activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

Carmel Clay Schools prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity and similar destructive or illegal group behavior.

### Definitions

Per IC 35-45-9-1, "Criminal gang" means a group with at least three members that specifically either:

1. promotes, sponsors, or assists in; or participates in; or
2. requires as a condition of membership or continued membership;

The commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1). "Gang Activity" means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal gang.

## **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 Creekside 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 Creekside Middle School.

**Rights and Duties of Students and Teachers:** The student has the right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his/her studies.

The teacher has a right to obedience and, failing to get it, to take any of several corrective measures (including contacting a parent, imposing detention, revoking privileges, and referring/sending students to administrators or school counselors). If a student is referred or sent from the classroom, the teacher should contact a parent. The decision to suspend a student from a class must be made by an administrator. The teacher has a right to be consulted in any referral case and to receive a report of any action taken. The teacher's



responsibilities include conducting a well-planned and effective classroom program, establishing and enforcing classroom regulations that will facilitate learning and maintaining written records of the conduct of potential referral cases.

## **Search and Seizure Policy**

The school recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. In order to clarify the rights of the students and responsibilities of the school, CCS adopts the following policy:

1. **Search of Student's Person:** A search of a student's person may occur only if reasonable grounds exist for the search. Generally, searches of a student's person shall be limited to (1) searching the pockets of the student; (2) searching any object in the student's possession such as a purse or backpack; or (3) a "pat down" of the student's clothing.
2. **Search of Student Lockers:** All lockers and other storage areas provided for students use on school premises remain the property of the school corporation and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. All locks used on lockers or storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. The principal, or designee, may search a particular student's locker and its contents if there are reasonable grounds for that search. If possible, the student whose locker is to be searched shall be present at the time of the search.

**Suspension From School:** The school principal or designee may suspend a student from school for a period of up to ten (10) school days.

**Expulsion From School:** 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.

**Grounds for 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 student's 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, electronic devices, curling irons, toys, etc.
  - g. Any behavior that disrupts the learning environment within or on school grounds.
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 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 situation 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. knowingly providing false information or being dishonest to school personnel;
  - 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 against a student or staff member;
  - i. misuse of Network as outlined in the CCS Responsible Use Policy;
  - j. engaging in sexual behavior on school property.
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 or 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 assem-

bled.

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:** Students found possessing or using tobacco products along with electronic cigarettes/ personal vaporizer will be ticketed in each instance. In addition, students will face the following penalty:

**FIRST OFFENSE**—Student will serve a minimum one day suspension.

**SECOND OFFENSE**—Out of school suspension for a minimum three (3) days.

**THIRD OFFENSE**—Out of school suspension for a minimum 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 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 a 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 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 discipline 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/event, or social media activity if it disrupts the school environment
- 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 the Out of School Suspension Program 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 the Out of School Suspension Program 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 the Out of School Suspension Program.

7. 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.

**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.

## **GROUP INTIMIDATION/THREATENING**

Group intimidation/threatening are 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.

## **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**

Our counseling and building staff care about Creekside students and are eager to assist you in any way possible. Your counselor is available to discuss your needs before or after school, as well as during the school day. Stop by the Counseling Center anytime you need to talk with your counselor regarding your concerns. You can arrange an appointment to spend the time necessary to take care of your needs. Parents may call their child's counselor to discuss student progress or to request a meeting. Parents can arrange a parent-teacher conference through the school receptionist or through the counselor.

Other counseling services are:

- Tutoring Referral
- Professional Counseling Referral
- Career Information
- College and Post-High School Information
- Study Skills Help
- Substance Abuse Help
- Info about *Active Parenting of Teens* and *Parents on Board* Classes
- Group Counseling Information
- Student Schedule Changes
- Help with Peer and Family-Related Problems

## **CUSTODIANS**

We have a very efficient custodial staff at the Creekside 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 which others may have dropped.

## **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. 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. If students violate the dress code, they may be asked to change their clothing into something more appropriate or may be sent home. We will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices:

- Present a hazard to the health or safety of the student himself/herself or to others in the school;
- Interfere with school work, create disorder or disrupt the educational program;
- Cause excessive wear or damage to school property;
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

#### **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.
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 (including hoodies) 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 controversial matter that causes a disruption to the learning environment is unacceptable.
9. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas are 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. Body piercings that attract attention or interfere with learning and the educational process may be inappropriate and will be addressed.

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.

#### **EMERGENCY CLOSING**

It may be necessary for the school to close or be delayed due to extreme weather conditions. Notification regarding weather-related closings, delays or early dismissals will be posted on the district and school websites, district social media page and on local news stations. In addition, a School Messenger email, phone call and text message may be used to notify parents. Please be certain your family has established a plan for weather-related closings, delays or early dismissals.

#### **EXTRACURRICULAR ACTIVITIES**

Participation in all extracurricular activities is a privilege. The school will sponsor occasional social events. Attendance at these events will be limited to Creekside Middle School students and their parents. All social events 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. Teachers cannot be expected to chaperone indefinitely while some students wait for a ride home.**

#### **FERPA / RECORDS / DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. There rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after Carmel Clay Schools receives a written request;

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the school decides not to amend the record, the parent or eligible student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing;
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

FERPA permits the disclosure of education records, without consent of the parent or eligible student under certain circumstances. One of those circumstances is to other school officials, including teachers, within Carmel Clay Schools whom the school has determined to have legitimate educational interests. For purposes of FERPA, "school official" includes: teachers, professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, school board members, members of committees and disciplinary boards, contractors, including online service providers, volunteers, or another party to whom the school has outsourced institutional services or functions.

Additionally for purposes of FERPA, "legitimate educational interest" means direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

## 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

The school year at Creekside is divided into four 9-week grading periods. Students will receive grades at the end of each 9-week period for a total of 4 reports. Grade reports will be available at the end of each 9-week grading period through parents' myCCS accounts. Parents and students may access their student's grades by entering the Creekside Website online and clicking on myCCS. Parents who want more detailed reporting should arrange a conference, phone or personal, with their student's teacher(s). Parents wanting more frequent reporting should contact their student's counselor.

The following grades will be used:

"**A**" represents work of excellent quality. It is the definite honor grade.

"**B**" represents work of good quality, clearly above average.

"**C**" represents work of average quality and is given to the large group of students who do average work.

"**D**" represents work which is below the average, but above failure.

"**F**" represents work that is not of an acceptable quality.

"**S**" represents work that is of satisfactory quality.

"**U**" represents work that is of unsatisfactory quality.

"**I**" represents work that has not been completed.

## HALL PASSES

Permission to leave a class 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. A child with a contagious illness or fever should not be sent to school. Any student whose temperature is above 100 F should be sent home from school. However, a student may also be sent home when his/her temperature is below 100 F should other symptoms warrant it. Any student with a fever should be kept home until the student has been fever free for 24 hours without medication (temperature below 100 F). 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 allergic reaction, Benadryl may 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 with information regarding who will be responsible for their children in the parents' absence. A statement of immunization history, verified by a physician, will be required of all students enrolled in Creekside Middle School. New students enrolling in Creekside 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.

## HEAD LICE

Parents have prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their children's hair and starting immediate treatment when head lice are detected. While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation, and bring it to attention of the student's parent. Parents, students and school staff will be educated about head lice identification, treatment and prevention.

If at all possible, students should not be excluded from school for having head lice as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case by case basis.

This policy is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Hamilton County Health Department.

## IMMUNIZATIONS

Indiana law requires that students in all grades are required to meet the minimum immunization requirements. The immunization record must include the student's name and date of birth, the vaccine given and date (month/day/year) of each immunization. Below lists the Indiana school requirements of vaccines with number of doses students must have before attending class.



## Indiana 2019-20 Required and Recommended School Immunizations

Grade	Required	Recommended	
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)	Annual influenza 2 Hepatitis A
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
<b>6<sup>th</sup>-7<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2 HPV (Human papillomavirus)
<b>8<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 1 MCV4 1 Tdap	Annual influenza 2 Hepatitis A 2/3 HPV
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 MenB (Meningococcal) 2/3 HPV

Number next to vaccine denotes the number of cumulative doses needed.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 11<sup>th</sup> grade. Parent report of disease history is acceptable for grade 12.

### INDOOR AIR QUALITY

Carmel Clay Schools recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program

designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. Carmel Clay Schools' administrator designated to monitor, facilitate, and answer questions pertaining to these indoor environmental quality procedures is the Director of Facilities and Transportation; 317-815-3962.

### 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.

### EMERGENCY INFORMATION

In order to facilitate reaching the parents of sick children, please remember to update emergency information on the CCS Powerschool Parent Portal with any change in home, work and cell phone numbers. Please also supply names and phone numbers of friends and/or relatives who can be called if parents are not available.

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

### MENINGOCOCCAL DISEASE

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the

disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

## PESTICIDES

Carmel Clay Schools is committed to providing a safe environment. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. For information regarding pest control, please contact the main office, and the name and phone number of a specific contact person will be provided. Carmel Clay Schools will provide notice of planned pesticide applications to parents who have requested advanced notice during the student registration process. Unless an emergency is declared, Carmel Clay Schools will give notice at least forty eight (48) hours prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

## HOMEWORK POLICY

Carmel Clay Schools believes strongly that successfully completing homework and class work 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 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. This list of names will be published at the end of each grading period in the school paper and submitted to the local Carmel newspaper.

**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.

## 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 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 year, while a few students misplace many items. Students are asked not to bring to school articles of great value.

## LUNCH AND CAFETERIA PERIOD

### School Meals and Cafeteria Policies

The USDA school lunch and breakfast program is offered to all students. School lunches consist of an entrée, 1-2 servings of vegetables, 1 serving of fruit, and an 8oz milk. Ala carte items are also available for an additional cost. Parents are highly encouraged to create an EZSchoolPay account to deposit funds into their child's meal account ([www.EZSchoolPay.com](http://www.EZSchoolPay.com)), however checks made payable to Carmel Clay Food Services and cash are also permitted. The cost of lunch is \$2.65 and breakfast is \$1.35. If they do not have money in their meal account, students are permitted to charge a minimum of two days (breakfast and lunch courtesy meals). After two meals are charged, Carmel Clay Schools will reach out to the household regarding the negative balance. It is a parent's responsibility to see that their child has a lunch brought from home or money in their account.

Students will be asked to provide their school identification card at the time of purchase. Students may also bring a packed meal from home to be eaten in the cafeteria. In an effort to help protect students with food allergies, restaurant carry-in meals are not allowed in the cafeteria during lunch. The cafeteria is supervised by school staff and rules are expected to be followed. When finished eating, students are asked to carry their trays to the dishroom, discarding all food, paper and milk cartons and placing the recyclable plastic items and beverage cans in the proper containers for recycling. Students are asked to go to and from the cafeteria quickly and quietly because many classes are in session during the lunch periods

Students should never leave their lunch money in or on their desks. It should be kept in a pocket, purse, or in their locker. 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 with cafeteria procedures, we remind parents that outside food/carry-in meals are only permitted to be brought in for your child only. Outside food/carry-in meals are NOT allowed to be brought in and shared with an entire lunch table. This includes desserts for birthdays or celebrations.** 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.

Please refer to the district food service website for prepayment information, menus, and to obtain the link to the online free and reduced-price meal application. <http://www1.ccs.k12.in.us/district/food-services>

## MEDIA CENTER

Creekside Middle School has excellent media facilities that we urge all students to use. Our Media Center is open from 7:40 a.m. until 3:10 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 identification 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 Creekside 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.

To promote the importance of reading as a lifelong skill, reading contests and programs for each grade are available. Such programs as Young Hoosier Book Awards and Accelerated Reader encourage recreational reading and allow students to earn rewards for reading. Parents may check out materials that can help them support their children academically and socially. New titles are added throughout the school year.

## **NETWORK AND INTERNET RESPONSIBLE USE GUIDELINES**

Due to Recent E-Rate regulations (Children's Internet Protection Act), CCS updated their Responsible Use Policy. Legal guardians must now electronically sign the Responsible Use form before a student can access the internet and district network resources from school.

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

- Support the achievement of the Indiana Common Core State Standards and Indiana content 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.

## **PHYSICAL EDUCATION INFORMATION AND POLICY**

All students are required to wear a uniform during physical education classes. 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 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 is published by seventh and eighth grade journalism classes. Contents of the publication are student initiated. The school yearbook is an annual account of the students and their activities. Students who wish to order a yearbook may do so during the annual sale in the fall.

## **SEVERE WEATHER**

In the event of severe weather, teachers and students will be notified by public address system. All academic areas, library, gymnasiums, cafeteria and all rooms with windows will be evacuated. The lower level at the east end of 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 their heads facing the wall, knees on the ground, and 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.**

## LOCKDOWN / SEVERE WEATHER SITUATIONS

Students will NOT be released to parents during an emergency school lockdown or during a severe weather situation. All students will be required to report and remain in their assigned locations until conditions are safe. These procedures have been established for the protection and safety of our students.

## STUDENT GOVERNMENT

Student Government consists of representatives from classes to represent them, speak for them and to provide leadership for school activities. The purpose of this association is:

- To promote school spirit and morale
- To promote cooperation between the faculty and the student body
- To develop attitudes of good citizenship
- To provide a forum for expression of student opinion
- To develop student initiative and responsibility

## 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.

## 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

Creekside Middle School fields 30 different interscholastic athletic teams in 10 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. Parents may find a means to purchase student accident insurance through their MyCCS account and must carry the responsibility for providing medical care and insurance coverage for their

son and/or daughter. They are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment.

## ELIGIBILITY RULES

Creekside 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 and online consent form (MyCCS) on file in the athletic office. The physical 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 online ([www.ccs.k12.in.us](http://www.ccs.k12.in.us)). 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. If a student-athlete is a member of a club sport outside of school, he/she recognizes that the school team practices and contests take priority over the club team's schedule. Students must be in attendance at school by 11:30am to be eligible for extra-curricular activities that day or by 11:30am 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 (including 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

A student-athlete must maintain a C (2.00) grade average in all subjects enrolled with no more than one failing mark (F). A student must be enrolled in a full course of study to be eligible to participate in interscholastic athletics. A full course of study is a minimum of six classes in an eight-period day. **PROVISION:** A student-athlete, whose grade point average has dropped below a C or has more than one failing grade may have the following option to regain his/her athletic eligibility: (a) The student-athlete may be assigned an after-school study program. Attendance in the program would be mandatory for the academically-deficient student; (b) upon completion of three weeks in the program; the student-athlete may request a grade check form from the Athletic Department. The student-athlete must then obtain his/her academic progress from all of his/her current teachers in each class. After obtaining this information, the student-athlete must submit his/her form to the Athletics Director; (c) upon review by the coaches and Athletics Director, the student-athlete may be granted eligibility to return to the team for the remainder of the grading period. Eligibility is effective the date on which report cards are issued. *The final grading period determines eligibility for the beginning of fall sports for students returning to a middle school in the Carmel Clay Schools.* Creekside Middle School has established the following dates for certification of athletic eligibility for the 2009-2010 school year:

- **Quarter 1 ends October 18 .....Grades posted October 25**
- **Quarter 2 ends December 20.....Grades posted January 10**
- **Quarter 3 ends March 13 .....Grades posted March 20**
- **Quarter 4 ends May 28.....Grades posted June 6**

## GRADING SCALE

Creekside Middle School's grading scale is as follows:

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

## **CREEKSIDE SCHOOL SONG**

(To the tune of the University of Florida Fight Song)

Let's give a cheer for the Wildcats  
Strong, brave, and true  
Our Creekside team fights for one and all  
Hail, red and blue!  
Beneath the Creekside sky  
You'll hear our victory cry!  
Proud and determined,  
Creekside Wildcats, Go, Fight, Win!

**COLORS:** Navy Blue and Red

**MASCOT:** Wildcats

## **Social Emotional Learning Competencies**

**Self-Awareness:** I understand who I am and how my feelings about myself and others influence my actions. I know my strengths and opportunities for growth. I know when I need help and how to get it.

**Social Awareness:** I care about and work with people like me and people different from me. I understand and respect other's thoughts, feelings, and points of view.

**Responsible Decision-Making:** I act in ways that are respectful and safe. I consider how my choices and decisions will affect myself and others.

**Self-Management:** I express my feelings and handle my actions in skillful ways. I set goals and I achieve them.

**Relationship Skills:** I interact in ways that build positive relationships with people like me and people different from me. I am able to handle conflicts in healthy ways.

# REQUIREMENTS FOR CREEKSIDE ATHLETIC PARTICIPATION

1. A completed Creekside/IHSAA Physical Examination form must be on file in the athletics office before the first day of practice/tryouts. This form is available online and in the athletics office.
2. The online consent form (completed on Myccs) must be on file in the athletics office before the first day of practice/tryouts. It needs to be completed just one time for the entire school year.
3. Parents and athletes must read this handbook prior to the first day of practice/tryouts. There is a considerable amount of very important information regarding such items as insurance, academic eligibility, injuries, conduct, financial obligations, training rules, and important dates.

## ATHLETICS

Creekside 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 2018-19 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\*

## GO WILDCATS!

### DIRECTIONS TO OPPOSING SCHOOLS

*(if further information is needed the telephone number of the opposing schools has been included for your convenience)*

**AVON M.S.**..... 7199 E. U.S. Hwy. 36, Avon .....317 272-0128

Take I-465 to the west side of Indianapolis and exit at Rockville Rd. & U.S. 36. Go west toward Danville. Continue on this road for approximately 8-9 miles. The school will be on the left (formerly the old high school). Parking is behind the school.

**BEECH GROVE M.S.** ..... 1248 Buffalo Ave.....784-6649

I-465 east to the Emerson Ave./Beech Grove exit. Go north on Emerson Avenues to Albany (stoplight). Go left (west) on Albany to 13th Street. Go right (north) on 13th to Cleveland. Go right (east) on Cleveland to school.

**BELZER M.S. (Lawrence Twp.)**..... 7500 E. 56th St. .... 545-7411-I-465

east to 56th Street east exit. Take 56th St. east and the school is approximately ½ mile.

**BROWNSBURG J.H.S. East**.....317-852-2386

I-465 west to I-74 west and follow to Brownsburg exit. At the stoplight, turn right onto S.R. 267 (Green St.). Go through the town and



turn left onto 400 East (Airport Road). The school will be approximately 1.25 miles on the left. (Down the street from Bburg West)

**BROWNSBURG J.H.S. West**..... **1555 O'Dell** .....**317-852-3143**

I-465 west to I-74 west and follow to Brownsburg exit. At the stoplight, turn right onto S.R. 267 (Green St.). Go through the town and turn left onto 400 East (Airport Road). The school will be approximately one mile on the right.

**CARMEL MIDDLE SCHOOL (Carmel)** ..... **300 South Guilford Road**.....**846-7331**

School is located just south of the intersection of Main Street (131st) and Guilford Road and approximately 1½ miles north of 116th Street and Guilford intersection.

**CENTER GROVE CENTRAL MS** ..... **4900 West Stones Crossing Road G'wood**.....**317-882-9391**

Take I-65 south to State Road 37 South exit. Follow 37 SOUTH for 9 miles to STONES CROSSING RD. Turn left (east). Follow to the second 4-way stop at MORGANTOWN RD (500W). Go through the stop. Center Grove Middle School Central is the first drive on the left.

**CENTER GROVE NORTH MS**..... **202 N. Morgantown Road**.....**885-8800**

Exit 465 South at Bloomington exit (SR 37) and go south approx. 5 miles. Turn left at Fairview Road stoplight. (There is a school sign just before the stoplight.) Go east to the 2nd stop sign which is Morgantown Road (approx. 1 mile from SR 37). Turn right. School is ¼ mile south of the intersection of Fairview Road and Morgantown Road. School is on the right.

**CHAPEL HILL (Wayne Twp.)**..... **7320 W. 10th St.** .....**241-9285**

I-465 west to I-465 south, I-465 south to 10 St. west exit. Take 10th St. west to school which is approximately 2 miles from I-465.

**CLAY Middle School (Carmel)**..... **5150 E. 126th St.** .....**844-7251**

School is located about 1 1/2 miles east of Keystone on 126th St. Baseball/tennis use west entrance, football/gymnasium sports use east entrance.

**CLINTON PRAIRE Jr.-Sr. H.S.**..... **2400 S. CR 450 W Frankfort** .....**765 659-3305**

Take U.S. 31 north to SR 32. Go west on SR 32 to SR 421. Go north on SR 421 to SR 28. Go west on SR 28 to Frankfort. Follow SR 28 through Frankfort to the small town of Jefferson. Turn left at County Road 450 W (gas station) and go about 1 mile to the school.

**CRAIG M.S. (Lawrence Twp.)** ..... **6501 Sunnyside Rd.**.....**823-6805**

I-465 east to Pendleton Pike exit. Turn left onto Pendleton Pike and follow to Sunnyside Road. Turn left onto Sunnyside Rd. School is approximately 2 miles on the right.

**CRESTON M.S. (Warren Twp.)**..... **10925 E. Prospect St. Indpls.**.....**894-8863**

Take I-465 east to Washington St. exit (US 40). Turn left onto Washington St. (east) and follow to German Church Road. Turn right (south) on German Church Rd. and follow to Prospect Street. School is on the southwest corner of German Church & Prospect.

**DOE CREEK M.S. (New Palestine)** ..... **2279 S. 600 West** .....**861-4487**

I-465 South to I-70. Go east on I-70 to Mt. Comfort exit. South on Mt. Comfort Road (600W) for approximately 5 miles. School is on the left. If coming from U.S. 40, turn right (south) on Mount Comfort Road (600W) and school will be located on the left approximately two miles south of U.S. 40.

**EASTWOOD M.S. (Washington Twp.)**..... **4401 E. 62 St.**.....**259-5401**

Take Keystone Ave. south to 62nd St. Turn left on 62nd St. School is about 4 miles on the right side of the road.

**FALL CREEK VALLEY M.S. (Law. Twp.)**..... **9701 E. 63rd St.** .....**823-5490**

I-465 east to Pendleton Pike exit. Turn left onto Pendleton Pike and follow to Sunnyside Rd. Turn left onto Sunnyside Rd. and follow to 63rd St. Turn left onto 63rd St. and school is about one mile

**Fall Creek J.H.S (Hamilton Southeastern Schools)** ..... **12001 Olio Rd. Fishers** .....**594-4390**

Take 116th St. east and continue on 116th past I-69 for several miles. Turn left onto Olio Rd and school is about 1/2 mile on your left.

**FISHERS J.H.S. (Hamilton Southeastern Schools)** ..... **13257 Cumberland Road, Fishers** .....**594-4150**

Take 116th Street to Cumberland Road in Fishers. Go north on Cumberland Road about one and one-half miles to school.

**GUION CREEK M.S. (Pike Twp.)**..... **4401 W. 52nd St.** .....**293-4549**

I-465 west to Michigan Road (421) exit, go south on Michigan Rd. to 86th St. Go west on 86th St. to Georgetown Road. Turn left (south) onto Georgetown Rd. and follow to 52nd St. Turn left (east) onto 52nd St. School is about 1 mile on the right.

**HAMILTON HEIGHTS M.S.** ..... **Arcadia**.....**317 984-3588**

Take U.S. 31 north to 266th St. Turn right onto 266th St. School is on the left approximately 5 miles. (If the event is being held at the high school: U.S. 31 north to 236th St. Go east to SR 19 in Cicero. Go north about 1 ½ miles to Hamilton Heights High School.)

**HAMILTON SOUTHEASTERN J.H.S.** ..... **12278 N. Cyntheanne Rd. Fishers** ..... **594-4120**

Head east on 146th st (which turns into Campus Pkwy which then turns into Southeastern Pkwy). Turn left on Cyntheanne Rd.

**HERITAGE CHRISTIAN SCHOOL** ..... **6401 E. 75th Street** ..... **849-3441**

Take 465 E to State Road 37 south to 75th Street. Turn left onto 75th and right into school.

**LEBANON M.S.** ..... **1800 Grant St. Lebanon** ..... **317-482-3400**

U.S. 31 north to SR 32. Turn left (west) onto SR 32 and follow into Lebanon. Follow Indianapolis Ave. to Grant St. Turn right onto Grant St. and follow to school.

**LINCOLN M.S (Pike Twp.)** ..... **5555 W. 71st St.** ..... **291-9499**

I-465 west to I-465 south. Take 1-465 south to 71st St. exit. Turn left onto 71st St. and school is on the corner of 71st and Zionsville Rd.

**LYNHURST (Wayne Twp.)** ..... **4901 W. Gadsden** ..... **247-6265**

Take I-465 west to I-465 south. Follow I-465 south to Airport Expressway exit. Take Airport Expressway east to Lynhurst Dr. Turn right and follow to Troy Ave. Turn left and follow to Westbrook. Turn left onto Westbrook and follow to Farnsworth (4-way stop). Turn left and street deadends at school parking lot.

**MOUNT VERNON J.H.S./HS. (Fortville)** ..... **8112 N. 200 W. Fortville** ..... **317-485-3144**

I-465 east to S.R. 67 exit (Pendleton Pike). Go east on 67 through the town of McCordsville. Just outside of McCordsville turn east on S.R. 234. School is at the corner of SR 234 and 200W.

**NEW AUGUSTA ACADEMY** ..... **6450 Rodebaugh Rd.** ..... **388-1263**

Take I-465 west to I-465 south to 71st Street exit. Turn left (east) on 71st St. and follow to Rodebaugh Road. Turn right (south) onto Rodebaugh Road and school is about 1/2 mile south on the right side of road.

**NOBLESVILLE EAST M.S.** ..... **625 Field Drive.** ..... **773-0782**

Head east on Hwy 32. Turn Left on Cicero Rd/South State Rd 19. Turn right onto field Dr. School is on your right.

**NOBLESVILLE WEST M.S** ..... **19900 Hague Road** ..... **776-7792**

Take U.S. 31 North to SR 32. Turn right on SR 32 and follow into Noblesville. Turn left onto Hague Road.

**White River Elementary**, 19000 Cumberland Road (Cross Country) Take U.S. 31 north to SR. 32. Turn east (right) onto SR 32 and follow into Noblesville until you reach Cumberland Road. Go north (left) on Cumberland Road past Noblesville High School to the elementary school.

**Forest Park** (some baseball)

Take U.S. 31 north to SR 32. Turn east (right) onto SR 32 and follow to Noblesville. Go north at the intersection of SR 19. Enter the park off of SR 19.

**Hazel Dell Elementary** (some baseball)

Take U.S. 31 north to SR 32. Turn east (right) onto SR 32. School is located about 1/2 mile east of Gray Road on SR 32.

**Trinity Field** (some baseball)

Take U.S. 31 north to 161st St. Go east past Hazel Dell Road. Diamond is located about 1 ½ miles east of Hazel Dell Road on the right.

**Noblesville Intermediate School** (tennis)

Take U.S. 31 north to SR 32. Turn east (right) onto SR 32 and follow into Noblesville until you reach 16th Street. Turn north (left) on 16th Street and follow until it dead ends and school is on the right.

**NORTHVIEW M.S. (Wash. Twp.)** ..... **8401 Westfield Blvd.** ..... **259-5421**

Take Westfield Blvd. (Rangeline Road in Carmel). School is about 2 blocks south of 86th St. on Westfield Blvd. next to North Central H.S.

**PARK TUDOR SCHOOL** ..... **7200 N. College Ave.** ..... **251-1405**

Take U.S. 31 south to 86th St. Go east on 86th St. to College Ave. Go south on College. School is on the right near the intersection of

71st & College.

**RAYMOND PARK M.S.** (Warren Twp.) ..... **8575 E. Raymond St.** .....317 862-8247

Take I-465 east to U.S. 52 (Brookville exit). Go east on US 52 to Post Road. Turn south on Post. Go to Raymond St. (4-way stop). Turn right and follow to school.

**RIVERSIDE J.H.S. (Hamilton Southeastern Schools)**

Take 116th Street east of Carmel to Eller Road. Turn right (south) on Eller Road. School is located on the ride (west) side of the road.

**SHERIDAN J.H.S.**..... **RR 2 Sheridan** .....317 758-4431

Take US 31 north to SR 38. Go left (west) on SR 38 into Sheridan, when SR 38 turns left you will go straight ahead to church, turn right and go approximately 1/4 mile to Jr.-Sr. H.S.

**WESTFIELD M.S.** ..... **326 W. Main St. Westfield**.....896-5535

Take U.S. 31 north to SR 32. Go east on SR 32 about 1 block and turn left (north) on Shamrock Blvd.

**WESTLANE M.S.** (Washington Twp.)..... **1301 W. 73rd St.** .....259-5412

Take US 31 south to 86th St. Turn right onto 86th St. and follow to Ditch Road. Turn left onto Ditch Rd. and follow to 73rd St. School is in front of you on the south side of 73rd St.

**ZIONSVILLE M.S.**..... **900 Ford Road Zionsville** .....733-4000

Take 116th St. west to Zionsville. Continue west past Michigan Road as 116th St. becomes Highway 334. Pass through the stoplight and follow 334 through town. Go to the next stop light (Ford Road) and turn right. Continue north. School is on the left.

**ZIONSVILLE WEST M.S.** ..... **5770 South 700 East Whitestown** .....873-1240

From the east (Carmel area - 146th), 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.

From the east (Carmel 116th, and Michigan Rd.), take hwy 334 (116th) west from Michigan road and follow 334 west through Zionsville. Continue west out of Zionsville about 2 miles to 700 E. Turn right (north) on 700 E. School is about 1/2 north on your right, across from the soccer stadium.

**PARENT-TEACHER ORGANIZATION**

All parents are cordially invited and encouraged to at-tend the programs offered this year by the Creekside Middle School Parent-Teacher Organization in support of your children. Please consult our PTO newsletter or feel free to call the school for more PTO information.