

This book is being used by: _____

2019-2020 CHS PATHWAYS TO SUCCESS AND STUDENT HANDBOOK

Welcome to Carmel High School. During this time, you will make decisions which will affect you significantly for years to come. You are sincerely encouraged to make the very best of your experience here. The following is our school philosophy developed by CHS stakeholders:

Carmel High School recognizes that all students deserve the opportunity to develop their potential in order to establish and maintain responsible citizens' roles in a dynamic society. The school provides a program of educational experiences promoting all appropriate phases of student growth. In an atmosphere of self-disciplined behavior, the school provides the opportunity for students to mature intellectually, emotionally, socially, physically, and aesthetically. It is the shared responsibility of the school, home, and community to instill the fundamental principles of American democracy and the view of education as a lifelong process. Carmel High School is committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement. By recognizing and allowing for individual differences and special needs, the school through its programs encourages and inspires students to think logically, creatively, and effectively for the benefit of themselves and society.

Your challenge is to implement this philosophy while you are a member of this community.

DIVERSITY STATEMENT

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

Carmel Clay Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, disabling conditions, or national origin including limited English proficiency. For further information, please contact the Human Resource Director, 5201 E. 131st Street, Carmel, IN 46033.

Carmel High School Administrative Staff:

Dr. Tom Harmas	Principal
Mrs. Karen McDaniel	Assistant Principal: Student Services
Mr. Joe Schaller	Assistant Principal: Operations
Mrs. Amy Skeens-Benton	Assistant Principal: Freshman Center
Ms. Valerie Piehl	Assistant Principal: Curriculum
Ms. Maureen Borto	Assistant Principal
Mr. C.J. Glander	Assistant Principal
Mr. Justin Quick	Assistant Principal
Mr. Toby Steele	Assistant Principal
Mrs. Brittany Wiseman	Assistant Principal
Mr. Jim Inskeep	Athletic Director
Mr. Bruce Wolf	Assistant Athletic Director

School Resource Officers:

Sergeant D. J. Schoeff

Officer Blake Lytle

Officer Scott Moore

Officer Shane VanNatter

STUDENT HANDBOOK FOREWORD

This student handbook contains important information for students, parents and staff regarding the daily operation of Carmel High School. Included are policies, procedures and penalties related to student infractions of various laws and rules, including those in the areas of attendance, discipline, Student Resource Time (SRT), and many others. These policies, penalties, procedures, and rules will be administered in a spirit of consistency, fairness and flexibility; thus, exceptions to a statement in this handbook occasionally may be made with the approval of the principal or his designee.

HISTORY

Carmel High School enjoys a long tradition dating back to 1887 when the cornerstone for the first CHS was laid on a building located on the Southside of the town of Carmel. A second building was opened in 1923 on the present school site and housed K through 12 students until 1958. The present high school building dates from 1958. Since that opening there have been additional construction projects that have expanded and renovated the building. From 1964 until 1995 CHS was a grade 10 through 12 high school. The ninth grade began attending CHS once again in 1995.

In 1954 CHS became a fully accredited member of the North Central Association of Colleges and Schools. Over 90% of Carmel's recent graduates have attended college, yet attention has been given to vocational training facilities and programming.

Carmel High School is recognized nationally for its academic excellence. In 1983 it was one of the first schools in the nation recognized for excellence by the United States Department of Education. A similar award was made by the governor of Indiana the same year.

Activities at Carmel High School have been the focus of community pride. Radio station WHJE, the 400-watt high school student-operated radio station, has been in operation since 1963 and is Hamilton County's only 24-hour radio station. CHTV provides 15 hours of video programming to Carmel cable users each week.

The co-curricular clubs at Carmel High School have excelled competitively in both state and national contests. Academic Super Bowl, Ambassadors, Chem club, DECA, Economics club, National History Day, and Science Olympiad teams have all won state and national titles. *Hilite*, the school newspaper, *Pinnacl*e, the yearbook, and WHJE, the radio station, as well as Marching Band, Orchestra, and Choir have all received state and national awards for excellence. Carmel High School is the home of the largest high school dance marathon in the nation for student participants and dollars raised for a children's miracle network hospital.

The greyhound has been the school's mascot since the early 1920s and athletics have been a source of community activity and pride throughout the years. CHS offers 20 sports in interscholastic competition. Students are also offered many extracurricular and intramural opportunities through an extensive activities program.

BLOCK 8 SCHEDULE

We believe the Block 8 class schedule

- provides a wider variety of learning experiences for students
- provides greater instructional flexibility for the classroom teacher
- increases student and faculty attendance
- reduces the number of student disciplinary referrals
- reduces the stress level of both students and staff

Blue Day	Time	Gold Day
B1	7:50 – 9:20	G1
B2 (Class)	9:30 – 11:03	G2 (SRT)
B3 <i>A Lunch</i>	Lunch: 11:03 – 11:38 Class: 11:46 – 1:23	G3 <i>A Lunch</i>
B3 <i>B Lunch</i>	Class: 11:13 – 11:41 Lunch: 11:46 – 12:13 Class: 12:21 – 1:23	G3 <i>B Lunch</i>
B3 <i>C Lunch</i>	Class: 11:13 – 12:16 Lunch: 12:21 – 12:48 Class: 12:56 – 1:23	G3 <i>C Lunch</i>
B3 <i>D Lunch</i>	Class: 11:13 – 12:48 Lunch: 12:56 – 1:23	G3 <i>D Lunch</i>
B4	1:33 – 3:05	G4

Block schedule for Late Start

Busses will run at normal times and school will be open at normal times. Students will have access to the Media Center, tutors from the NHS, and breakfast will be served in the cafeterias. Supervision will be present in all areas. First period will start at 8:30 a.m.

Block schedule for 2 hour delays

In the event of a two hour delay the schedule will be modified to accommodate the time frame and provide equity among classes. Each time a two-hour delay is announced, the schedule will rotate between. A, B, and C for Blue days and alternating A and B for Gold days. Students will always start in their first period class.

Blue Day Schedule A

Period B1

9:50 – 10:50

Period B3	11:00 – 1:10
Lunch times:	
A lunch	11:00 – 11:25
B lunch	11:33 – 12:00
C lunch	12:08 – 12:35
D lunch	12:43 – 1:10
Period B2	1:20 – 2:05
Period B4	2:15 – 3:05 (announcements)

Blue Day Schedule B

Period B1	9:50 – 10:50
Period B4	11:00 – 1:10
Lunch times:	
A lunch	11:00 – 11:25
B lunch	11:33 – 12:00
C lunch	12:08 – 12:35
D lunch	12:43 – 1:10
Period B2	1:20 – 2:05
Period B3	2:15 – 3:05 (announcements)

Blue Day Schedule C

Period B1	9:50 – 10:50
Period B2	11:00 – 1:10
Lunch times:	
A lunch	11:00 – 11:25
B lunch	11:33 – 12:00
C lunch	12:08 – 12:35
D lunch	12:43 – 1:10
Period B3	1:20 – 2:05
Period B4	2:15 – 3:05 (announcements)

Gold Day Schedule A

Period G1	9:50 – 10:50
Period G3	11:00 – 1:10
Lunch times:	
A lunch	11:00 – 11:25
B lunch	11:33 – 12:00
C lunch	12:08 – 12:35
D lunch	12:43 – 1:10
Period G2	1:20 – 2:05 (announcements)
Period G4	2:15 – 3:05

Gold Day Schedule B

Period G1	9:50 – 10:50
Period G4	11:00 – 1:10
Lunch times:	
A lunch	11:00 – 11:25
B lunch	11:33 – 12:00
C lunch	12:08 – 12:35
D lunch	12:43 – 1:10
Period G2	1:20 – 2:05 (announcements)
Period G3	2:15 – 3:05

STUDENT RESOURCE TIME

A unique feature of the CHS Block 8 schedule is the inclusion of Student Resource Time (SRT). An SRT/homeroom period occurs during G2 of the 8-period rotation. Important information regarding this period is provided below.

Statement of Purpose

Student Resource Time (SRT) is time provided during the regular school day to allow students fuller access to resources they need for:

- making up class assignments or tests
- getting help from teachers
- seeing counselors or administrators
- completing forthcoming assignments
- acquiring remediation
- studying
- sponsors meeting with club officers

The SRT period, which is the second block on “gold” days, may also be used to complete non-classroom-related tasks which in the past have taken regular class time. Examples include student election speeches, convocations, cap, gown, and announcement ordering and delivery, field trips, surveys, etc.

Assignment of Students

With a few exceptions in which students are pre-assigned to a particular teacher or department, students are assigned by grade which are monitored by classroom teachers. This homeroom serves both as a traditional homeroom in which announcements and administrative tasks are accomplished and as the SRT study room. Students begin the SRT period in this room each time it occurs.

Time Structure

- 9:30 - SRT begins (announcements)
- 9:50 - Release for 1st session
- 9:55 - 1st session begins
- 10:25 - End 1st session/Release to 2nd session
- 10:30 - 2nd session begins
- 11:03 - SRT ends

Students are not to be released until five minutes before first session.

Expectations of Students

1. Each student reports to his/her SRT homeroom at the start of G2. This time is, at the very

least, to be used as study time. Students must come to SRT each day with study or reading materials sufficient for the entire 90-minute block. Sleeping is prohibited.

2. A student who wishes to leave his/her SRT for an approved reason must obtain a pass, **prior to going to SRT**, from the staff member to whom he/she will report. A student may not obtain an SRT pass from a substitute teacher. SRT teachers may not give passes for students to leave the room.
3. Students are to obtain SRT passes to the Media Center from one of their academic classroom teachers.
4. A student must show the pass to the SRT teacher and sign out on a log sheet provided. The student must list all intended destinations. Upon arrival to his/her destination, a student must sign in on a log sheet.
5. **Students are expected to remain in each session for the entirety.** Regardless of whether a student is in a classroom, the Media Center, or a computer lab, they are to remain in that area until the end of the session.
6. Students who attempt to visit a computer lab or the Media Center and are turned away because they are at capacity, are to return to their SRT teacher to find another location to work.
7. Students are not allowed to work in unsupervised areas (café, hallways, commons) during SRT. Group work should be conducted in the Media Center with appropriate passes written.
8. A student who is truant for any reason from his/her assigned destination will be subject to the school wide truancy policy.

Students may go to the following locations during SRT period:

- SRT homeroom
- Media Centers
- A computer lab
- A teacher's classroom or teaching/office area
- A counselor's office
- An administrator's office
- Other locations approved and supervised by teachers/administrators

Expectations of Staff

1. Each SRT teacher keeps a log of all students who present passes to leave the room. No student is to leave SRT without showing a pass that has been obtained from the teacher of his/her intended destination prior to arriving. (Exception: a counselor or an administrator may send a pass to the SRT room to have a student sent to his/her office).
2. SRT teachers are not to give any student a pass to leave the room except in the event of extreme emergency. Restroom passes are to be given very sparingly, and only one student should be excused to use the restroom at a particular time. Each pass should be written and signed individually by the teacher. Bricks, paddles, etc. are not to be used.
3. Teachers/monitors at resource destinations must check passes of arriving students and have them sign a log sheet he/she will have prepared as a result of giving passes the previous day. Names of students who do not report to a particular destination should be reported to the Student Services office.
4. A student may stay in one location for more than one session as long as the pass is signed accordingly.
5. **Students may not leave early from a particular destination. Teachers are asked not to dismiss students from a session prior to the end of it.**

6. Classroom teachers are asked to encourage students who need help to see them during SRT period.
7. For future reference, passes and logs should be stored by SRT homeroom teachers and the teacher/monitors of resource rooms until the end of the semester.
8. Counselors and administrators will send students back to SRT homeroom following appointments. Such may occur prior to or following the SRT session break times.
9. A teacher must sign each pass with his/her last name written legibly and in full (no initials or abbreviations) and indicate the appropriate time.
10. An SRT teacher will not allow students to be in unsupervised areas.

Computer Labs

Some computer labs are open for students' use during SRT periods. Departmental lab sign-up procedures vary, so students need to consult with their individual teachers to use these labs. Students must obtain a pass prior to reporting to the lab. They must stay the entire session. In the event a lab is at capacity, the teacher in the lab will contact the SRT teacher to state the student is being sent back to SRT. The SRT teacher will then try to locate another lab the student can use.

Media Center SRT

The CHS Library Media Center is open during SRT for students who have school work to complete that cannot reasonably be undertaken other than in the Media Center. Students wishing to use the Media Center during SRT must acquire a completed SRT pass/assignment sheet in advance that specifies the work to be done from a core teacher. Students should report to their SRT classroom, watch or listen to the announcements, and acquire the SRT teacher's signature *before* leaving for the library. Upon arriving at the Media Center, students must time-stamp their SRT pass/assignment sheet and scan their CHS ID card from the current school year. Students are to keep their passes with them at all times while in the Media Center. Students should expect to maintain a learning environment while working in the library for SRT. No passes to the Carmel Café can be provided. At the end of SRT, students will deposit their passes in the designated collection box by the door as they leave. **Students must stay the duration of the session or sessions as indicated on the pass.**

ATTENDANCE

A student's attendance is essential to learning—learning that includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised work. Furthermore, every student contributes to every other student; therefore, a student who is absent short-changes a student who is not.

Every absence whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interest in the continuing program. Research shows that educational achievement is directly related to attendance.

The school assumes that a student who is unable to attend the last two blocks of a particular day because of illness is unable to participate in extracurricular activities the same day.

Requests by parents to the school to give students final tests early for jobs, vacations, and a variety other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final test time. **Final exams will not be given early.** See details in the **Final Exam** section of the handbook. For information pertaining to Skip-A-Final requirements and FAQs, please visit <http://www.ccs.k12.in.us/chs/offices/skip-a-final>

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework

itself must be flexible enough for educationally sound exceptions.

When a student has accumulated ten absences, the attendance record is reviewed for truancies, false calls, class discrepancies, and unexcused absences. The parents/guardians may be notified that a doctor's written excuse will be required to excuse any further absences for the semester.

When a student accumulates more than ten full day absences or 40 total periods, a parent/guardian conference will be requested with one or more of the following steps taken:

1. Loss of privilege to attend field trips.
2. Rearranging a student's schedule.
3. Placing a student on homebound instruction per doctor's request.
4. Recommending the revocation of a student's work permit.
5. Filing of truancy papers with the Hamilton County Probation Juvenile Division.
6. Withdraw or withdraw fail a student from class.
8. Request for expulsion.
9. Referring the student to Project ACES attendance program.

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 requested to call the 24-hour attendance voice mail line (571-5915) before or the day of the absence. **If a call is not received by 9 a.m. the day after the absence, the absence will be considered unexcused.**
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. 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
4. Upon returning to school the day following an absence, the student should go directly to class. If there is a question about the absence, the Student Services Office will contact the student.
5. If a student leaves the school building during the school day, the student must sign out with the attendance office. Students must sign in at attendance upon returning to school that day or arriving at school after the school day begins, even if returning or leaving during a passing period.

Failure to properly sign in or out could result in the student's absence being marked as unexcused and consequences may be assigned.

Procedure for pre-arranging an absence

1. Medical/Driver License Appointments:

To prearrange your student to miss school for a specific period, periods or day due to an appointment, please call the attendance office (571-5915) as far in advance as possible. Attendance office personnel can take these calls and schedule your son or daughter's absence for any date from now to the end of the school year. Please state the student's name (spelling the name), grade, the type of appointment and the time that the student is to leave school. If an appointment is anticipated to last longer than two and a half hours, parents are expected to indicate this when the absence is pre-arranged. Students are to obtain a Prearranged Absence Pass from the attendance office before school or during a passing period. The teacher is to sign the pass prior to the student leaving for the appointment, and the student will sign out at the attendance office before leaving school. The student will retain this pass. Upon returning to school following the appointment, the student is to report to the attendance office to sign in and to have the pass stamped. The Prearranged Absence Pass will serve as the student's admittance to class. **If the Prearranged Absence Pass is not obtained from the attendance office PRIOR to leaving school or if the student does not sign out, the time missed will be considered unexcused. It is the parent/student responsibility to inform the teachers of their pre-arranged absence from school.** The following consequences may be assigned if the procedure is not followed:

- a. 1st offense- warning
- b. 2nd offense: A detention will be assigned.
- c. 3rd offense: Detentions will be assigned.
- d. 4th offense: Saturday detention
- e. 5th offense: 1 day of Out-of-School suspension/SATURDAY SCHOOL through the county suspension program will be assigned and parents will be contacted by phone or a conference will be held.

2. School sanctioned activities:

These will be handled through the school.

3. Extended Planned Family Absence:

The parent/guardian should call the attendance office as early as possible prior to the absence. The student should obtain a Prearranged Absence form from the student services office to inform her/his teachers of the absence. A copy of the completed form must be turned in to the student services office prior to the absence. It is the student's responsibility to request make-up work or schedule tests missed with each teacher either prior to the absence or upon returning to school. **A student may NOT BE EXCUSED from school for a pre-arranged absence due to a planned family vacation if the absence occurs during the administration of final exams.** See details in the **Final Exam** section of the handbook.

4. Parents going out of town should leave emergency contacts/guardians and pertinent information with Student Services.

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. Parents will be mailed a letter when their student has accumulated 7 days or 28 periods of absences. When students have been absent for 10 days or 40 periods, the

school may request a doctor's note for any future absence.

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

Recognized Religious Holidays

Death in the immediate family

Court Appearances, Jury Duty

Serving as a page for the State Legislature

College Visitation

Driver License Examination

Immigration, passports

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

<http://www1.ccs.k12.in.us/district/student-services/attendance-program>

MAKE-UP FOR ABSENCES

All assignments should be made up regardless of the reason for the absence. The designated time limit is one day of that class for each day's absence, beginning the day the student returns following an absence (that is, one blue or gold day is allowed for each blue or gold day missed). It is the responsibility of the student to schedule make-up work with his/her teachers.

Any parent or student may access Canvas to receive current information regarding academic assignments and coursework.

A student who is absent the day of a test is expected to take it upon returning to school if they were aware, or should have been aware, of the test. (Note: the same test may or may not be given for make-up.) A teacher should use appropriate professional discretion in administering this rule for students with medically excused absences.

TARDINESS

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins in that room.

1. Excessive tardiness is a disciplinary problem that can lead to consequences assigned by an administrator. Every student's tardy will be documented.
2. The Student Services Office will handle tardies with the assistance of teachers. Every student will receive a warning for their first tardy of the semester. After one warning per semester, the following disciplinary procedures will be in effect for each successive tardy per nine week grading period.
 - a. 2nd Tardy - A detention will be assigned.
 - b. 3rd Tardy – Detentions will be assigned and parent contacted.
 - c. 4th Tardy – Saturday Detention and parent contacted.
 - d. 5th Tardy - 1 day of Out-of-School suspension/Saturday School through the county suspension program will be assigned and parents will be contacted by phone or a conference will be held.
 - e. 6th Tardy or more – Out-of-School suspension and/or individual disciplinary action will be taken by administration during a conference with parent(s) and student.

Truancy

Truancy is absence from school for all day or for any single period of the day when the absence is initiated by the student without parental consent under circumstances not covered by law or recognized by the school. If a student cuts class (has not left the building and is absent from a portion of one class or more than one class without permission of the school and/or parent), the consequence will be the same as those for truancy. In dealing with truancy, the term "instance of truancy" shall be used, and it should be understood that this expression defines a period of truancy

that may vary in length from one instance to the next. The disciplinary actions for truancy may be:

If truancy is not a FULL day:

1st Instance of Truancy: The absence will be unexcused. Students will “make up” time missed by serving a detention to equal the hours missed.

2nd Instance of Truancy: The absence will be unexcused and the student will serve Saturday Detention equaling the hours missed.

3rd Instance of Truancy: The student will be assigned additional Saturday Detention and/or additional school consequence.

4th Instance of Truancy: The student will be assigned In-School Suspension.

5th Instance of Truancy: The student will be assigned Saturday School through the county suspension program.

6th Instance of Truancy: The student will be assigned one day out-of-school suspension.

7th Instance of Truancy: The student will be assigned three days out-of-school suspension.

8th Instance of Truancy: The student’s name will be given to Carmel Police for pick-up.

If truancy is a FULL day of school:

1st Instance of Truancy: The absence will be unexcused. The student will be assigned Saturday Detention equaling the hours missed.

2nd Instance of Truancy: The absence will be unexcused and the student will serve In-School Suspension.

3rd Instance of Truancy: The absence will be unexcused and the student will serve Saturday School through the county suspension program.

4th Instance of Truancy: The student will be assigned one day of out-of-school suspension.

5th Instance of Truancy: The student will be assigned three days out-of-school suspension.

6th Instance of Truancy: The student’s name will be given to Carmel Police for pick-up.

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.

BEHAVIOR CODE

DISCIPLINARY PROCEDURES

The first line of responsibility for discipline in the school rests with the classroom teacher who is expected to motivate the student and plan classes so as to minimize behavior problems. Typical interventions for students may include a teacher conference with the student and parent, meeting with the department chair or counselor, and the possible referral to a student services administrator. If the administrator assigns a school consequence such as detention or suspension the night or morning of an event, the consequence takes precedence. Students that miss a scheduled detention or suspension may receive additional consequences.

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 student services 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 student services. This report may be made anonymously.
 5. Student services 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. Student services will be responsible for working with the school counselors 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

COLLEGE TRANSITION STUDENTS

All CHS school policies and procedures apply to students in the Transition to College Program

- Students will be required to carry their CHS TCP ID with them at all times while they are on campus. These IDs are a different color and layout in order to designate students as part of the program.
- TCP students are not required to sign in and out of school when they are coming and going from campus. The TCP ID allows students to come and go according to their schedules.
- If students elect to stay on campus when they are not in a scheduled class, they may use the Media Center (all CHS Media Center policies and procedures apply). Students should not be roaming the halls, in common areas or cafeterias during class periods.
- Passes are required for students during SRT and any other time they may need to work with a teacher during the school day. Students should have schedule appointments prior to meeting with teachers at any time.
- Students may choose to eat lunch on campus and may select the lunch period of their choice. However, students must remain in the cafeteria for the entire lunch period.
- Students are required to attend all senior class meetings scheduled during SRT. Students are welcome to attend other SRT events such as all school recognition convocations, but these are not required.
- Students may participate in other special SRTs.

CRIMINAL GANG/ CRIMINAL ORGANIZATION ACTIVITY IN SCHOOL

Prohibited Conduct

Carmel Clay Schools prohibits criminal gang or criminal organization 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/organization" 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).

Organization or "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.

A school employee shall report any incidents of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

DRESS AND GROOMING

Our school philosophy emphasizes that education is to help the individual develop his/her potential in an atmosphere of self-disciplined behavior. The basic dress code is intended to encourage students to “dress for success” and to come to school properly prepared to participate in the educational process. 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 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.

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to, the following:

1. The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. Garments such as short skirts and shorts, those that reveal belly button or back, tube tops, crop tops, see-through tops, and plunging neckline or visible cleavage are not permitted.
2. The maintenance of health and safety includes the wearing of shoes, sandals, or boots, and such additional items as may be required in special classes such as shop, laboratories and physical education. Cleanliness of person and apparel is required.
3. Students will not be permitted to wear clothing which advertises the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal. Additionally, clothing will not be permitted which advertises, promotes, or, via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school. **This includes promoting violence, gang affiliation, racially or sexually offensive messages or references.**
4. Attire that may cause property damage or personal injury is not to be worn, e.g. chains.
5. Accessories that cover the view of an individual’s face such as a hat, sunglasses, and mask cannot be worn. Articles of faith are exempt from this policy.
6. Body piercing that attracts attention or interferes with learning and the educational process may be inappropriate and will be addressed. No piercing of any kind will be done at school.

The following discipline guidelines will be implemented for student violations of the dress code.

First Offense: The teacher will have the student correct the dress code violation, e.g. put on t-shirt, reverse t-shirt or put on appropriate covering. The teacher will email Student Services to log the offense.

Second Offense: The student corrects dress violation and the teacher will write a referral to Student Services for disciplinary action. Parents will be contacted.

The final determination regarding dress code issues/violations will be made and enforced by the administration.

DRIVING

Parking on campus property, adjacent to school buildings, will be limited to staff and by permit parking only. Students may not park in any designated staff areas on campus. Please be respectful to private parking areas off campus and pay close attention to posted signs. Students who wish to drive to school may park their vehicles in the parking lot at the stadium on 136th/Smokey Row Rd. There is ample parking at this facility to accommodate all students who wish to drive. Please remember that bus transportation is always available. The Transportation Center's telephone number is 317-844-8207.

Student driving regulations:

1. Students must hang a Carmel High School parking permit from their rear view mirror to be able to park on property.
2. Students must park in the stadium parking lot. Any exceptions must be approved by the Student Services Office.
3. Vehicles are to be driven in a courteous and safe manner at all times. A speed limit of fifteen (15) miles per hour applies on school property.
4. Vehicles are not to be driven unnecessarily on campus.
5. Vehicles are to obey all posted signs and heed the designated fire lanes.
6. Upon arrival at school, vehicles should be prepared for inclement weather. Vehicles should be locked.
7. Vehicles are to be unoccupied once they have been parked.
8. School buses have the right of way.
9. When vehicles are parked on property without a permit, the student driver will be required to register for a CHS permit. Students will also face consequences as determined by rule 10 of the driving regulations.
10. Vehicles are to be parked properly in the designated parking spaces. When vehicles are not parked properly in the designated parking spaces or not properly displaying their parking permit, the student driver will face the following consequences:
 - a. **First Offense:** Student will conference with an administrator, and contact will be made to a parent. Student is given a choice to serve two Saturday Detentions or pay a \$50 parking fee.
 - b. **Second Offense:** Student will conference with an administrator, and contact will be made to a parent. Student is assigned an in-school suspension for failure to comply with an administrative directive. The student is ineligible for Skip-A-Final for the current semester.
 - c. **Third Offense:** A conference with the parent and student will occur to discuss the multiple instances of failure to comply. The students will be assigned an out of school suspension. The student's parking permit will be revoked for the remainder of the school year. The student is ineligible for Skip-A-Final for the current semester.
11. Cars parked in posted NO PARKING zones, fire lanes or along yellow curbs will be towed at the owners' expense. The school will reserve the right to tow cars parked illegally if it creates a disturbance to the school environment.

A school administrator may enter and inspect any vehicle, if, in their judgment, there is reasonable evidence that materials forbidden by law, school policy, or school rules are therein.

Carmel High School have security personnel who patrol all campus parking areas. However, Carmel Clay Schools is not responsible for damages/thefts that occur to cars while parked on Carmel Clay Schools' property.

DRIVER LICENSE INVALIDATION

IC 9-24-2 Sec. 1.

- a. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 1. Is a habitual truant under IC 20-33-2-11 (A student who has the equivalence of three or more days of trancies in a school year).
 2. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
 3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.

DRONES/ UNMANNED AIRCRAFT SYSTEMS

Students are prohibited from possessing, operating, or using unmanned aerial devices (i.e. drones), on or over campus or at school sponsored events.

EMPLOYMENT-STUDENT

I.C. 9-24-2-1, 20-33-2-28.5

The School Board believes that attendance at school should occupy a student's full attention and should take precedence over non-school-related employment.

If a student must work while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities.

School corporations may deny a work permit to a student whose academic performance does not meet the School Corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, it is the responsibility of the school to advise the parents and the employer to ensure that the student's education remains the primary focus.

If the student fails to attend an exit interview or fails to return to school if his/her request to withdraw in accordance with Carmel Clay School Board Policy 4130 is denied, then the work permit and driver's license shall be revoked or the application shall be denied.

Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such student will lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

The Superintendent shall prepare guidelines which will ensure that:

- A. the student's employment complies with Indiana laws;
- B. all students employed in out-of-school jobs are closely monitored by staff regarding school attendance and achievement in order to determine the effects on school performance of the students assuming out-of-school work commitments.

HOVERBOARDS/SKATEBOARDS

Skateboards and similar transportation methods (hoverboard, longboards, skate shoes, scooters etc.) are not permitted for use on school property. All devices using lithium ion batteries are prohibited on school grounds.

PERSONAL ELECTRONIC DEVICE

Personal electronic devices are not to be used during instructional time unless approval has been given. Use of these devices outside of the classroom in common areas 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. 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 communication and/or music devices, the teacher will provide a written 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 deliver them to Student Services. An administrator will meet with the student and contact a parent. The parent can decide whether or not administration keeps the phone until they can pick it up or if they prefer the phone be given to the student at the end of the school day. If a parent cannot be reached, administration will give the phone back to the student at the end of the day. The following consequences will be given to students after the phone is in the possession of student services:

1st offense: Detention

2nd offense: Saturday Detention

3rd offense: Parent/Student conference to address failure to comply and 1 day In-School Suspension

4th offense: Parent/Student conference to address the continuing failure to comply and 1 day Out of School Suspension

It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property.

PUBLIC AFFECTION

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or immoderate, but kissing and petting is immoderate and objectionable. Disciplinary action will be taken against students who ignore or refuse to cooperate with this reasonable rule.

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, Carmel High School adopts the following policy:

1. General Certified school personnel may search a student's person, locker, or vehicle if there are reasonable grounds for that search. As used in this policy, reasonable grounds for search exist if the circumstances would cause a reasonable person to suspect that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.
2. 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.

3. 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.
4. Search of Motor Vehicles A student may be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle and the parent of the student consent to the search of that vehicle when there is reasonable grounds for that search. If possible, the student whose vehicle is to be searched shall be present at the time of the search.

SECRET SOCIETIES and FRATERNITIES

Secret societies, fraternities, or other similar organizations are not permitted in school; the administration will enforce this policy by suspending or, if necessary, expelling a student who refuses or neglects to obey such rules or regulations.

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*

SUBSTANCE ABUSE POLICIES AND PENALTIES

The following information is designed to clarify the serious consequences for violations of drug and alcohol use, possession, transmission, etc. not only on school property, but as the law dictates.

"The grounds for expulsion or suspension...apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and any other time when the school is being used by a school group,
2. Off school grounds at a school activity, function, or event, or
3. Traveling to or from school or a school activity, function, or event."

OFFENSE

Rule 10f, *Grounds for Suspension and Expulsion* section, of CHS **Student Handbook** states, "Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana/THC, stimulants, intoxicants, narcotics depressants, hallucinogens, amphetamines, or barbiturates."

PENALTY

The student will be suspended ten school days with a request for expulsion to the superintendent. In most cases, if the offense is the student's first offense with alcohol/drugs, that student may be offered, at the discretion of the administration, an ALTERNATIVE TO EXPULSION. *

OFFENSE

Rule 10g, *Grounds for Suspension and Expulsion* section, of CHS **Student Handbook** states, "Engaging in the unlawful selling of 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”

PENALTY

The student will be suspended ten school days with a request for expulsion to the superintendent. ALTERNATIVE TO EXPULSION* may not be offered in this case because the student was selling the drug (or providing to others) and endangering the safety of others.

*ALTERNATIVE TO EXPULSION: This program allows for the suspended student to enroll in a school-approved substance abuse counseling program any time before the tenth day of the suspension/expulsion. Having enrolled in such a program, that student will be allowed to return to school after the 10 days, with the stipulation that he/she successfully completes the counseling program. If at any time after returning to school (after the ten days), the student withdraws from or does not satisfactorily meet the requirements of the counseling program, he/she will be expelled for the remainder of the semester or school year, in accordance with I.C. 20-33-8-19 et seq.

TOBACCO/NICOTINE POLICY

For purposes of this policy, “use of tobacco/nicotine” shall mean all uses of tobacco/nicotine, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes. Possessing and/or using tobacco/nicotine products by a student who is on school grounds, adjacent to school grounds, on school provided transportation, traveling to or from school or attending a school-sponsored event is not permitted. Any student under the age of eighteen (18) who has violated the tobacco/nicotine policy has also violated state tobacco possession law. This information will be referred to law enforcement agencies and may result in the student being ticketed and having to appear in Carmel Court. If the court finds a violation of the law, the student will pay court costs and whatever fines the judge deems appropriate. Additionally, any student found to be in possession or using tobacco/nicotine products may also be subject to a school disciplinary consequence up to and including suspension or expulsion.

VIOLATIONS OF BEHAVIOR CODE

Due Process Procedures

“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. For minor disciplinary infractions a student will be given a statement of the charges against him/her and, if the charges are denied, a summary of the evidence against him/her. Students will be given an opportunity to explain his/her conduct.

Suspension

In accordance with the Indiana Student Conduct Code, I.C. 20-33-8-18 et seq., no suspension will be made for longer than ten school days. Also, the student must be afforded the opportunity for a meeting. At the meeting the student is entitled to a written or oral statement of the charges against him/her and, if the charges are denied, a summary of the evidence against him/her and an opportunity to explain his/her conduct.

Notice and the meeting shall precede suspension except where the nature of the misconduct requires immediate removal. In such a situation, the notice and meeting shall follow as soon as reasonably possible after suspension.

Parents will be sent a suspension letter. This form will describe the misconduct of the student, the rule violated, the reason for the disciplinary action taken, and the disciplinary action itself. A copy will be forwarded to the superintendent of schools or designee.

Within the ten-day suspension maximum time limit, the principal or his designee may decide to seek expulsion.

Expulsion

By virtue of this rule, the superintendent of schools or the designee is vested with the power of expulsion.

In the event the principal or the designee feels it is necessary to request the expulsion of a student, the procedure described in the Indiana Student Conduct Code, I.C. 20-33-8-19 et seq will be followed. Any student or parent wishing to review this process may request a copy of the pertinent information from the school.

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedure 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 parents 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 hearing.
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.

Grounds for Suspension and Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience, as defined by Indiana Law IC 20-33-8-14 & IC 20-33-8-15. The following include examples of student misconduct or substantial disobedience, 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 the convening or continued functioning of any school or education function or 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. Using an electronic device in a manner that negatively impacts the educational function and/or disrupts the educational environment. This includes, but is not limited to, taking/posting/disseminating pictures, audio and/ or video without permission.
 - g. Disseminating maliciously false, sexually suggestive, or defamatory statements about any student or staff member or immediate family
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. Using any form of written, verbal or nonverbal harassment, and/or physical contact which includes but is not limited to disability, ethnic, gender, sexual orientation, racial, and/or religious.
 6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon
 7. Defacing, intentionally damaging, or being in possession of another student's school ID card
 8. 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
 9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function
 - 10.. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. Engaging in sexual behavior on school property
 - b. Disobedience of administrative authority including a directive to respond truthfully and completely when questioned about a school related matter
 - c. Willful absence or tardiness
 - d. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana/THC, alcoholic beverage, stimulant, depressant or intoxicant of any kind including any substance represented to be the above drugs. Possession of a drug authorized by a medical prescription from a physician is a violation of this subdivision. All medication must be brought to school by a parent, stored and administered in the Health Center by the school nurse or specific designated employee.
 - e. Possessing, using, or transmitting any tobacco/nicotine products. All uses of tobacco/nicotine, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains nicotine, as well as electronic, "vapor," or other substitute forms.
 - f. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana/THC, stimulants, intoxicants, narcotics depressants, hallucinogens, amphetamines, or barbiturates. (Examples of things which are not to be possessed or provided to another person are: electronic pipes, pipe screens, rolling papers, clips, vape pen, or any other mechanical devices used for the above.)

- g. Engaging in the unlawful selling of 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
- h. Abusive or profane language, verbal or written
- i. Participating in or placing nuisance phone calls to staff as well as unauthorized or prank phone calls to police, fire, or 911 services
- j. Misuse of technology as outlined in the Carmel High School Network and Internet Responsible Use Guidelines.
- k. Knowingly providing false information to school personnel
- l. Engaging in any academically dishonest behavior that would give a student an unfair advantage or represents another person's work as his/her own.
- m. Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.

11. Possession of a Firearm

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - 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 inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- c. The penalty for possession of a firearm: 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.

12. 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

13. No piercings of any kind will be done at school.

14.. Drug Testing Policy:

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

The school may require a student to submit to a test for drugs if a student exhibits behaviors that lead school authorities to suspect the student consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. Behavior such as slurred

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

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

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group,
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.
- d. A student may be suspended or expelled for 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 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.

If a student's discipline record indicates possible upcoming suspension or expulsion, the following plan, cooperatively developed between Carmel High School and the Hamilton County Prosecutor's Office, will be implemented to provide opportunities to help students avoid suspension or expulsion.

1. 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.
2. 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.
3. Administrators may assign students to "in school" suspension for various behavior problems. Students will be under the direct supervision of a teacher aide. Full credit will be given for all work completed. The "in-school" suspension room will be closely monitored with rigid rules of discipline. Violation of "in-school" suspension rules will result in an "out-of-school" suspension.
4. When student behavior problems warrant an "out-of-school" suspension, the parent will be called and the suspension period will begin the same day or the morning of the next school day. The parent and/or guardian will be instructed to drop off/pick up the student at an off-site designated location each day of the suspension, where the student's "out-of-school" suspension time will be spent. THE STUDENT WILL BE EXPECTED TO OBTAIN ANY ASSIGNMENTS TO TAKE WITH HIM/HER TO THE SUSPENSION FACILITY. The school will work cooperatively to FAX necessary student work to the suspension facility. 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 AND/OR THE SCHOOL ADMINISTRATION

5. Students will not discuss the consequences of their actions outside of the student services office or their home. If they do not honor the request for confidentiality, and it results in a disruption to the school environment, it will be considered failure to comply and further consequences may be warranted.
6. In the event of a weather related closing for Carmel Clay Schools, students will serve additional day(s) of suspension in order to fulfill the suspension. School closings will not count toward the suspension.
7. Students under expulsion or suspension are not to be on school premises, participate in or attend curricular activities, extracurricular activities, or any school functions except by direction of the school administration.

COUNSELING SERVICES

The school provides multi-faceted counseling services to assist students with academic, post-secondary and career planning as well as personal counseling. All students and their parents are encouraged to take advantage of the many services of the Counseling Center. To find the name of a student's counselor, please go to: <http://www1.ccs.k12.in.us/chs/counseling/staff>

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1976

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.

RECORDS RELEASE FORMS

Public law requires a signed release for the school to forward transcripts to employers or postsecondary schools. Students should have the form on file before leaving school.

Certain "directory information" including the student's name, address, date of birth, and other similar information may be released unless parents notify the school that they do not want such information released without prior consent.

MILITARY RECRUITERS

Federal law requires public school districts, upon request, to release the name, address and telephone number of secondary school students to a recruiting officer of any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or the parent may request, by informing the school in writing by the end of the first week of the school year, not to include this contact information (name, address or phone) without prior consent of the parent.

SCHEDULING PROCEDURES

In addition to complying with the graduation requirements prescribed by the State of Indiana and Carmel High School, students may select their courses of study within the framework of the following procedures and suggestions:

1. All students must attend school all periods each semester. Because of the requirements of Core 40, all students are expected to enroll in seven periods of class. Exceptions to the minimum course requirements must be made through the Counseling Center and approved by the Principal.
2. Seniors who are part of the CHS Transition to College program must take a minimum of four courses each semester from the list of courses approved for this program. Additional information about the program is available in the CHS Program of Studies.
3. Students and parents must be advised that not all subjects can be offered in the master schedule during every period.
4. To be eligible scholastically, ***athletes must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently enrolled in at least five full credit subjects or the equivalent. Seniors participating in the CHS Transition to College Program who are taking four classes will be considered full-time students (they are fully enrolled in the requirements of the program) and must be passing a minimum of three credits. Seniors in the program who take more than the four required courses, must be passing a minimum of five credits to be eligible.*** (Semester grades take precedence.)

Subjects for which two or more credits per semester are earned toward graduation shall be considered as an equivalent number of required subjects. A combination of 2, 3, or 4 partial credit subject grades may be substituted for 1 or 2 full credit subject deficiencies. Audited courses will not be considered in determining athletic eligibility.

SCHEDULE CHANGES

Carmel High School students are encouraged to invest quality time in planning their schedules for the coming school year. Such planning should consist of consultation with parents, school personnel, fellow students, college personnel, and anyone who might provide insight in helping students make wise decisions in planning their academic programs.

The administration and counseling staffs of Carmel High School allow ample time for a student and parents to make a firm decision regarding the student's program plan for the following year. Each student is given the time from the initial scheduling meeting until **May 1, 2019**, to make revisions to the schedule.

After May 1 2019, changes in a student's schedule will be made for either semester for the following reasons only:

- Errors made by the school in developing the schedule.
- The school's need to balance class sizes.
- Medical reasons with documentation.
- Change in program placement for students with learning problems, such as adjustments in or assignments to special services or resource classes.
- Request to take courses to qualify for the Academic Honors Diploma or Core 40.
- Failure of a course required for graduation.
- Failure of a prerequisite; i.e., anything that would prevent a student from going on to a requisite course as published in the Program of Studies.
- Failure of a course required for entrance into post-secondary education.
- Request to add a course required for college (with documentation from the college).
- Adding a seventh course to replace a study hall.
- A student has failed with a teacher previously in a course, and he/she gets the same teacher for exactly the same course.
- A student requests to attend the full year rather than be a mid-year graduate.
- Move-in students who may need a second or third study hall because we are unable to match courses. (This applies only after the tenth day of each semester.)
- Adding a class to continue the sequence of a year-long course.
- Adding a required course in lieu of an elective class.

The rationale for adhering to only the above stated reasons for a schedule change is based upon:

i) maintaining the academic rigor of the student's schedule; ii) the expectation that the parent and student carefully studied the Program of Studies in choosing the best curricular preparation; iii) the imbalance that occurs in the elective departments' enrollments; iv) the fact that staffing decisions are based upon student course selections and course changes could affect the balance of our staffing efforts.

Occasionally, there will be individual situations arise that will be reviewed by school personnel to determine whether or not a schedule change is needed or can be granted. These situations will be considered with feedback from the student, teacher, parents, counselor, etc. The respective department chair will base the decision whether to allow a change or withdrawal based on this information. Any appeal is made to an assistant principal.

COURSE WITHDRAWALS

1. A withdrawal after 15 school days in a semester course follows the procedure listed above and must be approved by the respective department chair. An approved withdrawal
 - becomes a "W" if a student is passing the course at the time of withdrawal which will not be factored into the student's cumulative GPA.

- Becomes a “WF” if a student is failing the course at the time of withdrawal. A “WF” counts the same as a “F” when computing the grade point average.
3. Loss of credits will accrue to the student who has withdrawn from school due to dropping out completely or expulsion. “W’s” will be marked on the student’s permanent record.

AUDITING OR RETAKING CLASSES

Students who wish to retake a course in order to improve the grade may do so in consultation with their counselor and may be referred for an evaluation by our academic departments and approval of the principal. Students wishing to improve a single semester grade for a yearlong course will be allowed to retake the entire year if they choose to do so. When retaking a course, the original grade and the grade earned when the class is retaken will both appear on the student’s transcript. The higher grade will be associated with the credit and factored into the student’s GPA. The lower grade will remain on the transcript with a notation that the course was retaken, but will not be included in the calculation of the student’s GPA. In order to place into a higher-level course than what was recommended by the Carmel Clay School System, a student may request to sit for a placement exam prior to starting the next sequence course to determine placement. Incoming ninth graders with high school credit earned in middle school may retake those courses at Carmel High School after consultation with their high school counselor and may be referred for an evaluation by our academic departments and approval of the principal. When retaking a course previously taken in middle school, the course, credit and grade earned in middle school will not be a part of the Carmel High School transcript. In some cases, students transferring to Carmel High School may audit a class if the audit is recommended after appropriate evaluation by an academic department and is approved by the principal. During the regular school year, an audit or retake may be denied if placing a student in a particular class for this purpose causes the class size to be excessive. Again, the principal will make the decision in such cases.

Before enrolling in non-CHS courses, the student must have permission from their CHS counselor to enroll and to apply the specific course toward CHS diploma requirements. A maximum of eight credits earned from other approved accredited programs will be accepted.

COLLEGE APPLICATION PROCESS

Applying to colleges should be a positive and exciting experience as you prepare to pursue your post-high school goals. By taking the following steps, you will likely minimize your stress and put your best application forward:

Become familiar with and login to Family Connections often: Family Connections is an online resource that helps CHS students make their post-high school educational and career plans. Through Family Connections you can research colleges, sign up to talk with college representatives who visit CHS, learn about upcoming events, and more! When you are ready to apply to colleges, you will make requests for documents needed for your college applications through your Family Connections account. These documents include transcripts, secondary school or counselor reports, and letters of recommendation.

Take note of all deadlines: Once you get organized you must identify all of the deadlines for your applications. Many colleges maintain several different deadlines, and it is especially important to be aware of the deadlines to apply for full scholarship consideration, honors college admission, housing, and more. These deadlines often occur earlier than the final application deadline. Some schools will offer different application windows such as Early Decision, Early Action, Regular

Decision, or Rolling Admissions. It is important that you understand the differences, and then make a decision about which option is the best for you.

Get Organized: Once you have an idea about the colleges to which you plan to apply, you should create an organizational system that works for you for completing your applications. Be sure to build time into your schedule to work on applications, and create a place/space for keeping all of your application materials organized (either a physical organization system or an electronic one.) Be sure you use a current e-mail address that you check often, since much of the application and admission information is communicated via e-mail.

Make sure all parts of the application are submitted:

1. Complete the application(s) online. Applications are available online and can be accessed from the individual college/university admissions website. Many colleges accept or require the Common Application (www.commonapp.org) to be considered for admission. You should be certain to note which schools use the Common Application. This allows you to complete ONE application and send it to several different schools. **NOTE: once you have created a Common Application account you will need to link it with your Family Connections account.**
2. Request that your transcripts be sent to those schools to which you are applying. You do not have to wait until your part of the application is complete before you request your transcripts to be sent. Your application will not be considered complete without your transcript. **You will request your transcripts through your Family Connections account.**
3. Send your SAT and/or ACT scores to schools that require them. To send your scores, you must login to the account you created when you registered for the ACT (www.actstudent.org) or SAT (www.collegeboard.org) and request that your scores be sent for a fee. Many students take advantage of the opportunity to send up to four free score reports when they register for the exams.
4. Be sure that all other required application parts or documents are submitted, including: counselor forms, letters of recommendation, essay responses, extracurricular resumes, etc. **NOTE:** when asking for letters of recommendation, please do so at least two weeks in advance of your earliest deadline, and please take care to make the request respectfully.

Plan ahead, and do not wait until the last minute. Be sure to plan ahead and do not put yourself in a position to miss a deadline by procrastinating. **NOTE:** you do not have to (and should not) wait until your part of the application is complete to request transcripts, letters, secondary school reports, and test scores. Colleges and universities do not have to receive all pieces of the application at the same time. Instead they will place all application items in your file no matter what order they receive them. **DO NOT** wait to request these items, as it takes time for counselors, teachers, and the testing agencies to process the requests. **DO** only make these requests for schools to which you are definitely applying.

Use your resources! Your counselor is your first best resource to help you navigate the college application process, but there are many additional resources available in the Counseling Office that you may find helpful. The College and Career Resource Center (CCRC) offers special programming for CHS students and parents as well as individual appointments with CCRC College Advisors. Be sure you stay informed about the opportunities for exploring college and career options, understanding the financial aid process, and identifying scholarship opportunities. Check your Family Connections account **OFTEN** for information and updates about programming and resources!

PEER CONFLICT MEDIATIONS

Peer mediation is a process that allows students in conflict to work together with a student mediator to resolve a dispute. A select group of CHS students are trained to assist their peers in a safe and confidential setting as peer mediators. They do not make decisions for either party, but facilitate a win-win resolution that allows both sides to avoid further conflict. Peer mediation is

voluntary and can be initiated by students, teachers, counselors or administrators. Students may request assistance through Student Services.

SCHOLARSHIP AND FINANCIAL AID

Information concerning student scholarships and financial aid is available in the Counseling Center and its Career and College Resource Center.

SELECTIVE SERVICE REGISTRATION

Registration is the process of providing the Selective Service with the name, address, phone number, and other related information about one's self. It is a civic and legal responsibility. Even though no one is currently being drafted, men are REQUIRED TO REGISTER WITH SELECTIVE SERVICE as soon as they reach age 18. Selective Service registration forms are available at any U.S Post Office. Registration can also be completed on-line at <http://www.sss.gov>.

SOCIAL SECURITY BENEFITS

Students who are receiving Social Security benefits and will become 18 years of age during the school year must be enrolled in a minimum of four periods both semesters in order to continue receiving benefits.

WITHDRAWAL FROM SCHOOL

Prior to withdrawing from school, student and parent must notify the Counseling Center which will check with teachers for clearance. No student under the age of eighteen may withdraw from school without an exit interview.

GRADES

GRADING

Grades convey an evaluation by the teacher of the student's progress in school.

The scale of letter grade to achievement is:

A	High Achievement
B	Above Average Achievement
C	Average Achievement
D	Below Average Achievement
F	Unacceptable
I	Incomplete
P	Passing
W/F	Withdrawal While Failing, or Withdrawal After the Cutoff Date
N	No Grade Report - Contact Teacher

GRADING SCALE

Carmel High School's grading scale is as follows:

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

HOMEWORK POLICY

Carmel Clay Schools believes strongly that successfully completing homework and class work are

important components to achieving academic success. CHS 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.

SEMESTER GRADES

1. Grades are issued at the end of each nine week period.
2. Nine-week grades are final for the nine weeks and count as separate units in the semester grade, which is the final grade.
3. Each nine week grade counts as 40% of the semester grade.
4. The final exam grade counts as 20% of the semester grade.
5. If a nine week percentage is less than 40% in the calculation of the semester grade, the nine week grade is to be raised/overridden to equal 40%
6. A W or WF should be given to a student who drops a course after fifteen school days at the beginning of a semester course. A "W" if the student was passing, a "WF" if the student was failing.

FINAL EXAM

STUDENT ILLNESS DURING FINAL EXAMS

In order for a student to be excused from their final exam that day, they must provide medical documentation to Student Services. If a student doesn't have a doctor's note, they are expected to come in to be seen by our Health Center nurses. If the Health Center staff finds the student to be too ill to attend, the absence will be considered medically excused. If the Health Center staff finds the student well enough to attend, the student will be expected to stay and take the final exam. If medical documentation is provided and they are feeling better before the end of the week, students are allowed to make up the exam with their teacher(s) during the week of finals if the teacher(s) and the student can work it out. If unable to test during the week of finals, the student will take their exam(s) either when they return from winter break or the week after school is out in June. This may require entering in an Incomplete for the student's grade until the exam is taken. Students who are not medically excused and/or have not been preapproved through Student Services to take finals at a later date, will receive a zero for their final exam.

PREARRANGING FINAL EXAMS

Students are not permitted to take any final exam prior to the time it is scheduled. Students should contact Student Services to seek approval to reschedule final exams before the final is administered. Approved rescheduled final exams will be given when students return from winter break or the week after school is out in June. Students that do not prearrange a final exam will receive a zero, unless a doctor's note is received, if the exam is not taken at the scheduled time.

DURING THE FINAL EXAM PERIOD

All students should be taking the final exam during the final exam period. Allowing students to take their exams earlier violates the above listed policy re: taking final exams early. Approval for a special circumstance would come from the Student Services office.

ACADEMIC DISHONESTY

Cheating and plagiarism compromise the integrity and character of students and does not align with the mission and philosophy of CHS. Academic dishonesty occurs when a student engages in any behavior or uses any unauthorized device (including but not limited to cell phones, calculators, and other electronic devices) which gives the student an unfair advantage or represents another person's work as his/her own. Examples of these behaviors include, but are not limited to plagiarism, talking during assessments, using cheat sheets (paper or electronic), looking at or copying another student's work, and/or relaying information to students in other classes about specific information covered in that class. Should an incident of cheating occur, teachers will conference with the student, contact the parents, and provide an alternative

assignment/assessment. In addition to these steps the teacher may choose to complete an office referral. After an investigation indicates academic dishonesty took place, the student's consequence for a first offense may result in an out of school suspension. A second offense may lead to a withdrawal (W), if currently passing, or withdrawal while failing (WF) of the course. This strong course of action should be a deterrent for students from participating in academic dishonesty.

ACADEMIC HONOR CODE

From our school's philosophy statement: *Carmel High School recognizes that it is the shared responsibility of the school, home, and community to instill the fundamental principles of American democracy and the view of education as a lifelong process.* Two core values of the United States are the concepts of equal opportunity and fair play. In matters of law, business and academics, no individual should be allowed an unfair advantage over another. We have an obligation to teach our citizens that the route to success is paved with self-discipline, hard work and personal integrity. In order to fulfill that duty and reinforce the positive standards taught at home, Carmel High School requires all of its students to adhere to the letter and spirit of its Academic Honor Code.

Responsibilities

School will:

- Investigate all Academic Honor Code violations in a timely and confidential manner
- Cultivate a culture of academic honesty

Teachers will:

- Conduct a discussion of the Academic Honor Code to all students
- Indicate clearly when collaborative work is permitted
- Provide a secure testing site to the best of the teacher's ability

Students will:

- Submit their own work
- Ask for help when unsure about academic honesty
- Keep assignments, tests and details of assessments to themselves
- Report any suspected Academic Honor Code violations to a staff member

Parents will:

- Support their child and faculty in adhering to the Academic Honor Code

GRADE POINT AVERAGE

To compute the grade point average, the total number of grade points earned is divided by the total credits attempted (not the total credits earned). Averages are figured cumulatively. In other words, the total points for all semesters of school work are divided by the total credits attempted for all semesters. Beginning with classes taken in the 2007/08 school year, Carmel High School implemented a weighted grading system to recognize and reward academic work in selected honors courses and courses that follow a national curriculum or are given college credit by an accredited university. The grades of students entering Carmel High School from a school using weighted grades will be converted to Carmel High School's point values. The weight given for courses and the list of weighted courses are outlined below. Note: Calculation of grade point average for any purpose will be computed using four decimal places and expressed to the nearest thousandth.

Letter Grade	Standard Course No Weight	Honors course in Core Academic Areas Partial Weight	IB, AP, ACP, PLTW Full Weight
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A	4.0	4.5	5.0
A-	3.667	4.167	4.667
B+	3.333	3.833	4.333
B	3.0	3.5	4.0
B-	2.667	3.167	3.667
C+	2.333	2.833	3.333
C	2.0	2.5	3.0
C-	1.667	2.167	2.667
D+	1.333	1.833	2.333
D	1.0	1.5	2.0
D-	0.667	1.167	1.667
F	0	0	0

GRADE REPORTS

Each semester is divided into two nine-week grading periods. Grades will be available online through PowerSchool one week after the end of a grade period.

INCOMPLETE GRADES

A student will be given an "I" for Incomplete if extended illness or some other reason beyond the student's control prevents him/her from completing work on time. An "I" counts as a failure in computing academic athletic eligibility and in computing a Grade Point Average. A student will be given no longer than one day for each day absent to make up work. The maximum limit will be two weeks after which the "I" will become an "F" or "W", depending upon the situation. Any extension of this time limit must be approved by the principal or his designee. A grade of "I" makes the student ineligible for any Honor Roll.

Every teacher who gives an "I" has the responsibility to:

1. Communicate with the student before the end of the grading period to inform him/her of:
 - a. What is expected of him/her in order to complete the required work for the grading period?
 - b. The date the "I" is to be completed
2. Report the grade promptly to the CHS Registrar for processing

Every student who receives an "I" has the responsibility to:

1. Communicate with the teacher to determine what work is expected of him/her and the date it is due.

GRADUATION

COMMENCEMENT

Commencement exercises will include those students who have successfully completed

requirements for graduation as certified by the high school principal. Those students who are within (2) credits of meeting graduation requirements may participate in Commencement exercises. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. **Students who have been expelled or are under the parameters of a waiver to expulsion may be denied the opportunity to participate in commencement ceremonies. Students that are expelled or agree to the parameters of a waiver during their graduating year will be denied the opportunity to participate in the commencement ceremony.**

Students who complete 38 of the 40 credits required for a diploma at Carmel High School prior to a change in residency may transfer the remaining two credits back to Carmel High School and participate in commencement. Students and parents of students who wish to participate in commencement must agree to the following rules and regulations in addition to any reasonable rules as may be necessary to insure a solemn and dignified graduation for the graduates, the families, and the school:

1. All seniors who expect to participate in the commencement exercise must attend all practice sessions and remain for the duration of same.
2. Each male graduate is expected to wear dress shoes, socks, dress pants, a dress shirt and a tie.
3. Each female graduate is expected to wear dress shoes. A dress or dress slacks should be worn under her gown.

ISTEP+/ECA GRADUATION QUALIFYING EXAMS

For information on the ISTEP+ Graduation Qualifying Exam please see the Program of Studies.

CORE 40 WITH ACADEMIC or technical HONORS DIPLOMAS

The Core 40 with Academic Honors Diploma and the Core 40 with Technical Honors Diploma are special diplomas which a student may earn if he/she meets specific criteria as defined by the State of Indiana. Complete requirements for these diplomas can be found in the Carmel High School Program of Studies.

GRADUATION BEFORE EIGHT FULL SEMESTERS

The curriculum is designed to give maximum benefit to students who enroll for eight full semesters of high school courses; however, circumstances sometime make it necessary for students to terminate their high school education early. Students who wish to explore the possibility of graduating before completing eight semesters should see their counselors.

PROCEDURE

1. Complete seven semesters of high school as required by Carmel High School.
2. Make arrangements with the counselor to graduate early.
3. Complete an application signed by parents and counselor.
4. Pay cap and gown fee prior to end of first semester (amount is subject to change).

EARLY GRADUATION TO ATTEND COLLEGE

1. Follow same procedure as for seventh semester graduation.
2. Notify the counselor prior to December 1 of the seventh semester.
3. Obtain approval from the Principal.
4. Demonstrate proof to the Counseling Center that the student has been accepted to and will attend college.

Distinguished Graduates

The distinguished graduate program is a recognition given to the top 100 seniors who score the

highest number of points from the chart listed in the program of studies. 30 of those students will receive the highest recognition of distinguished grad while the remaining 70 will receive the honor of commended graduate. The purpose is to recognize students who excel in academics, service and leadership, and extracurricular activities.

ACTIVITIES

STUDENT INTEREST CLUBS

Carmel High School is able to provide a safe place for students to meet and discuss their similar interests under supervision of faculty volunteers within the school. All club sponsors and members must read and follow the rules and guidelines posted on Canvas to be recognized. Clubs that do not comply will not be recognized as a Carmel High School club. Meetings and activities organized by the club members outside of school are not sanctioned or monitored by CHS. At the start of the school year, student interest clubs must reapply to be active. If you are interested in starting a club, please visit the activities office for a club proposal form.

SCHOOL SPONSORED CLUBS

The school sponsored clubs are annually sponsored by Carmel High School faculty members that are hired by CHS administration. All school sponsored clubs must meet the following criteria: a.) provide an opportunity to participate in a school sponsored "performance", an academic "competition", or community service totaling at least 40 hours each school year, b.) members must agree to and sign the code of conduct, and c.) participate in the Community Open House, Activities Night, and the SRT Activities Fair.

A list of student interest clubs and school sponsored clubs can be found at <https://www.ccs.k12.in.us/chs/student-life/chs-clubs>

ATHLETICS

PHILOSOPHY

Interested students should have the opportunity to develop their potential as athletes in activities appropriate to their level of ability. In this spirit, CHS provides a program of interscholastic athletics which promotes participation for qualified students within the rules and regulations of the Indiana High School Athletic Association and Carmel High School Athletic Department. It is the goal of our school to provide such opportunity as a further means of developing the intellectual, emotional and social maturity of our students, while at the same time teaching the importance and worth of teamwork and sportsmanship. CHS athletics also provide a unifying influence upon our student body and between our school and community.

Finally, as is true in all aspects of education at CHS, our athletic program is committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement.

PROFILE OF CHS ATHLETIC PROGRAM

CHS has developed a rich tradition in athletics. The entire school and community take pride in the accomplishments of the Greyhound athletic teams.

CHS is a member in the Metropolitan Interscholastic Conference (MIC). Other member schools include Ben Davis, Center Grove, Lawrence Central, Lawrence North, North Central, Pike and Warren Central. Conference champions are awarded in all 19 sports plus an "All-Sports" Trophy for both boys' sports and girls' sports.

Boys are offered a ten-sport program including cross country, football, soccer and tennis in the fall; basketball, swimming and wrestling in the winter; and baseball, golf and track in the spring. Girls are offered a ten-sport program including cross country, golf, soccer and volleyball in the fall; basketball and swimming in the winter; and softball, tennis and track in the spring.

All students with sufficient ability are eligible to participate provided they meet the scholastic standards and conduct requirements as established by the CHS Athletic Board and IHSA.

CHS ATHLETIC HANDBOOK

The CHS Athletic Department distributes a handbook each year with updated information concerning the specifics of the program. Athletic handbooks can be obtained from the Activities Office or the Athletic Department website. The head coaches for each sport should be contacted for specific information concerning their sport.

CARMEL SCHOOL SONG

*Cheer, Cheer for old Gold and Blue,
Come on team, we're all proud of you,
We're all loyal to our High,
Send up a cheer that will reach the sky
Although the odds be great or small,
Old Gold and Blue will win over all,
While our loyal Hounds are fighting
Onward to victory! (Yell after singing school song)
C—C—CAR; M—M—MEL; CAR—MEL
Carmel! Carmel! Carmel!*

CARMEL FIGHT SONG

*Fight on for Carmel High
Show them we'll meet their challenge
Gold and Blue will always see you through.
We'll stand beside you loyal and true,
We're shouting.
Mighty our team will stand
We've got the spirit that's best in the land.
We're shouting fight, fight Carmel High School
Onward to victory.*

CARMEL ANTHEM Alma Mater

*Loyal to our Carmel High
We stand to Gold and Blue.
For her mem'ry raise in song
To Carmel fair and true.
Grant us wisdom; Grant us strength
To see each challenge through.
Ever proudly through the years
Our hearts remain with you.
None compare in all the land;
All Hail to Gold and Blue.*

GENERAL INFORMATION

ACCIDENTS

Each and every accident in the school building, on the school campus, at athletic practice sessions, or at any sponsored event at school or away must be reported immediately to school personnel sponsoring the activity. An accident report is also to be filed with the nurse.

BOOKSTORE

The Bookstore stocks textbooks, paper, pencils, other educational supplies, and is in charge of lost and found items. It is open from 7:30 a.m. until 3:15 p.m. and is closed for thirty minutes following the lunch period.

SCHOOL BREATHALYZERS

Carmel Clay Schools takes many measures to ensure the safety and security of our students and spectators at school and for extra-curricular events. We strive each year to be proactive in the deterrence and detection aspect of our school safety plans. One component of deterrence and detection is the use of the school breathalyzer instruments to deter the consumption of alcohol by students attending non-mandatory school events such as home varsity football games, school dances, and field trips. Breathalyzers may be used at additional non-mandatory school events as deemed appropriate by administration. The use of breathalyzers has been extremely successful in keeping these extra-curricular activities alcohol free. As with many airports, professional and collegiate locations, increased security measures including limiting certain containers, searching bags and purses along with our breathalyzer procedures are legally permissible and are viewed as best practices. We understand in some instances, security measures can be viewed as inconvenient but we feel our duty and responsibility to maintain a safe, alcohol free environment is extremely important. There are many other steps we take including highly visible security presence, administrative and staff supervision and rules and regulations prohibiting the use of alcohol on school grounds which further promote our obligation to our patrons, students, spectators and community.

CAFETERIA AND LUNCH

Students at CHS have 3 cafeterias where they can eat lunch: Freshman Cafeteria, Greyhound Station, and Main Cafeteria. Breakfast is offered daily in Main Cafeteria and Greyhound Station. Freshman Cafeteria is designated for freshman students only. Each cafeteria offers several menu choices and ala carte items to select from daily. The USDA school lunch and breakfast program is offered to all students. School lunches consist of an entrée, 1-2 servings of vegetables, 1-2 servings 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), however checks made payable to Carmel Clay Food Services and cash are also permitted. Please refer to the district food service website for prepayment meal account information, meal prices, and menus. <http://www1.ccs.k12.in.us/district/food-services>.

When finished eating, students are asked to carry their trays to the conveyor belt, discarding all food, paper and milk cartons and placing the recyclable plastic items and beverage cans in the proper containers for recycling. All items brought from home are considered trash whether plastic or paper. Students are asked to go to and from the cafeteria quickly and quietly because many classes are in session during the lunch periods.

Students are not permitted to leave the school campus during their lunch periods. They are to remain in the cafeteria-commons area. A student may visit the Counseling Center with a pass or go to the Media Center before the bell rings. Students are not to be in any other areas of the building during their lunch period. Students may not use a food delivery service during school hours.

Carmel Clay Schools, in cooperation with the Indiana Department of Education School Lunch Division and the United States Department of Agriculture, has agreed by school board policy to provide a free lunch or a reduced-price lunch to any student who applies and whose parents'

income is at or below certain levels on an established income scale. Application forms are available in the Main Office and families can apply online.

CONDUCTING RESEARCH POLICY

As an academic institution CHS from time to time will conduct research and collect data from a variety of sources, including human subjects. When it is necessary to involve human subjects in a research project, proposals and procedures must be reviewed and approved by the teacher of that course and align with CCS Policy 5416. Data collection may include, but is not limited to questionnaires, observations, interviews, or experiments. Parent consent will be sought in the event that the research includes a sensitive topic including the following: a student's political affiliation, religious beliefs or practices, mental or psychological conditions that may embarrass the student or his/her family, sexual behavior or attitudes, illegal, anti-social, self-incriminating or demeaning behavior, critical appraisals of other individuals with whom the students has a close, family relationship, legally-recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program). Any parent or guardian of a child enrolled in a school operated by the Carmel Clay Schools may inspect any instructional materials which will be used in connection with a survey. Any form used to obtain such consent must state the contents and nature of the survey.

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.

DIRECTORY INFORMATION

Carmel Clay Schools designates the following items as Directory Information: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. The corporation may disclose directory information to any individual, other than a for profit organization, even without a parent's prior written consent.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) business days after receipt of this Student Handbook.

DRIVER EDUCATION

Driver Education is offered by Central Indiana Educational Service Center at CHS. Information is available in the activities office.

EMERGENCY CLOSINGS

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.

FIRE AND TORNADO DRILLS

Fire and tornado drills are conducted for the students' protection. When the fire alarm sounds, all students are to evacuate the building in a quiet, prompt, and orderly manner. When the tornado alarm sounds, students should follow the designated procedures. Each classroom is posted with instructions for each drill. Teachers will explain procedures and details.

HEALTH CENTER INFORMATION AND MEDICATION POLICY

The primary goal of the health center is to promote student health and development in order to advance academic success. All students must have a written pass to be evaluated in the health center, with the exception of diabetic students and student injuries. A written pass will not be issued by the health center for students to return to class.

A child with a contagious illness or fever should not be sent to school. 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). Any student whose temperature is above 100° F will be sent home from school. All other student illness, including vomiting and diarrhea, will be evaluated on a case by case basis. Health-related school dismissals will be done at the discretion of the school nurse. Students cannot be pre-arranged to go home for illness; they must come to the health center to contact a parent. Students will not be allowed to leave school property unless a parent or authorized designee is notified and gives consent.

Parents who are going to be out of town should notify the school with information regarding who will be responsible for the student in the parent/guardian absence, thereby giving authorization to release the student to the designated person in the event of illness or injury.

Use of Medications

In consideration of student health and welfare, all medication required during school hours, except those subject to IC 20-33-8-13 (student possession and self-administration), will be administered by the nurse or designated, trained staff under the following conditions:

1. Transportation of Medication: ALL medication, both prescription and non-prescription, must be transported to and from the school health center by a parent or guardian. Students are not permitted to have any medication or drug in their possession.
2. Storage of Medications: ALL medication, prescription or non-prescription, must be stored in their original containers labeled with the student's name and expiration date. All medications, with the exception of emergency medications, must be stored in a locked cabinet or drawer. Emergency medications should be stored in a secure area that is inaccessible to children and must be unlocked and immediately available to school personnel at all times when students are present.
3. Prescription Medication: Prescription medication must have a current, written order of a physician, dentist, chiropractor, optometrist, podiatrist, OR prescription (label affixed on container) including name of the drug, drug dosage, route of administration, directions or interval for the drug to be given, and name of the licensed healthcare provider prescribing the medication.
4. Non-Prescription Medication: Non-prescription medication must be accompanied by a current, written order of a physician, dentist, chiropractor, optometrist, podiatrist, including directions for administration. Directions should include name of the drug, drug dosage, route of administration,

directions or interval for the drug to be given, and name of the licensed healthcare provider prescribing the medication. Please write your student's name on non-prescription containers.

5. Parent Consent to give Medication: Carmel Clay Schools requires a parent/guardian signature giving consent for the school to administer any medication. The consent of the parent/guardian shall be valid only for the period specified on the consent form and in no case longer than the current school year or program year. For daily medication, it is the student's responsibility to come to the health center 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.

6. Student possession and self-administration: In accordance with Indiana statute, students are not permitted to self-carry or administer any medication, with the exception of students with acute or chronic medical conditions that require emergency medications (i.e. Epi-pen, inhaler, insulin, Glucagon). An annual health plan with both parent and physician signatures must be received stating the nature of the medical condition and that the student has been instructed how to self-administer the medication.

7. Analgesics: The school nurse will administer analgesics (generic Tylenol or Advil) as needed, if parent consent is on file. At the elementary level (K thru 5), a parent/guardian will be notified when analgesics are given.

8. Benadryl: The school nurse will administer Benadryl, as needed, for life-threatening allergies. A parent/guardian will be notified when Benadryl is given.

9. Products unapproved by the FDA: Carmel Clay Schools does not honor any requests to administer any products not approved by the FDA, including but not limited to herbs, homeopathic medicines, vitamins, cultural treatments, salves, and nutritional supplements.

10. Administration of Low Hemp THC Extract, including CBD oil, by School Personnel: Carmel Clay School Personnel will administer a low THC hemp extract substance, including CBD oil, if at a minimum, all of the following criteria are met:

- The parent has provided the school with written permission to administer this product to his/her child and has verified that the product was acquired from a retailer that meets the requirements listed in SEA 52;
- Product has come in original packaging and is unopened;
- Student's healthcare provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
- Product has been approved by: (1) the federal Food and Drug Administration or the federal Drug Enforcement Agency as a prescription or over the counter drug; or (2) meets the packaging requirements of SEA 52.

11. Emergency Stock Medication: Carmel Clay Schools may store emergency stock medication, as permitted by Indiana statute, to be administered in emergency situations.

12. Medication Documentation: All medication administration will be documented and kept on file in the health center.

13. Medication Termination: If medication needs to be terminated, the parent/guardian will provide written notification to the school indicating the date medication consent is withdrawn.

14. Medication Disposal: At the close of the school year, ALL medications must be picked up by the student's parent or designated adult. Medications left in the health center will be destroyed.

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.

INCLEMENT WEATHER - ACTIVITIES

The following will serve as the CHS policy concerning school activities scheduled for days of inclement weather:

"School activities" would include, but not be limited to, meetings, practices, rehearsals, work sessions, competitions, and performances.

All activities will be cancelled on days when the Carmel Clay School Corporation (including offices) is closed due to inclement weather.

All activities will be cancelled on days when school is dismissed early due to inclement weather.

Activities may be held on days when classes have been cancelled before the school day begins due to inclement weather if:

1. The weather and/or road conditions have improved, and
2. There are no penalties imposed upon students who are unable to attend due to the weather conditions or unavailability of transportation.

Those who are immediately responsible for school sponsored activities (i.e., teachers, sponsors, advisors, directors, coaches, etc.) should seek approval from the appropriate building level administrator if there is a question as to whether or not weather and/or road conditions have improved sufficiently to hold an activity.

The director of transportation shall direct building administrators to cancel or postpone any school activity which requires bus or van travel if in the director's opinion such travel would be unsafe due to inclement weather.

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.

ID CARDS

Each student will be issued an ID card. The current year ID is to be carried by the student at all times. It is to be shown upon request of any staff member and needs to be presented to gain admission to many school functions. Failure of a student to properly identify themselves to any staff member when requested to do so may result in disciplinary action. If a student loses the ID card, it must be replaced immediately. The student must report to the Activities Office for a replacement identification card. There will be a charge of \$5.00 for each replacement. The fee must be paid prior to ordering the replacement I.D. card.

STUDENT SCHEDULES

Each student is provided a copy of his/her class schedule during registration in the fall, at the beginning of each semester, and anytime a schedule change is completed. If a student needs an additional copy of his/her schedule, there will be a charge of \$3.00.

LEAVING SCHOOL CAMPUS

The school has a closed campus policy. A student must obtain permission from the Student Services Office to leave the school campus prior to the end of his/her school day. Failure to obtain permission may result in suspension from school.

LOCKERS

A locker will be available to every student to store school supplies and personal items necessary for use at school. These lockers will be issued by the Activities Office at the time students purchase books. The Activities Office will handle any locker problems. Only school locks may be used to secure lockers.

The school places upon the students the responsibility for removing locker contents at the end of the year. Lockers are for the students' use, yet remain the property of the school. The school does not assume the responsibility for items presumed stolen or in any way missing from lockers.

MEDIA CENTER

The Carmel High School Media Center is open from 7:30 to 3:30 Monday through Thursday, and 7:30 to 3:15 on Fridays.

The CHS Library Media Center houses over 40,000 print and 5,000 non-print titles in a centrally located facility comprised of five classrooms, two computer labs, a small conference room, a makerspace, and a myriad of other spaces for various functions. Students are encouraged to make use of the facility as often as possible, and are welcome to speak with a library teacher at any time for assistance in research or other services.

A valid CHS student ID number is required to check out resources from the Media Center. Most print materials circulate for a three-week period. Reference books, DVDs, and videos may be checked out overnight. Select AV equipment may also be checked out overnight. The charge for a lost or destroyed item is the cost of the replacement.

Students needing computers for school work take precedence over other non-school related work. Numerous black and white printers and one color printer are available at no cost. Students may be asked to relinquish a computer or limit their computer time during periods of heavy demand. Game playing of any kind is never allowed on the computers.

Students are welcome to use the Media Center throughout the day with a pass or freely before/after school or during lunch. Students should stop at the front desks in order to check-in

before entering the library. To access the Media Center during SRT, students must have a valid student ID from the current school year and a completely filled out and signed SRT pass from a core teacher. Students are to observe the SRT policies regarding passing periods and arrive or depart accordingly for the two sessions. Students in the Media Center are expected to respect the rights of others to work uninterrupted. Failure to respect the intended environment of the library will result in a restriction of a student's access to the facility. Silent study areas will be available when possible.

Students attending the library during lunch sessions will arrive before the bell, and remain in the library until the departure bell sounds. Students will not bring food from the cafeteria to the library. Although we love to have students in the library during lunch periods, an educational setting must be maintained so that teachers may use the library as a classroom during that block. Any students not abiding by this rule will be asked to attend lunch in the cafeteria. Students should remove all trash before exiting the library.

MESSAGES & DELIVERIES FOR STUDENTS

The school feels obligated to communicate emergency messages from parents to students immediately; however, cannot communicate other messages. CHS offices will not deliver items to students. Utilization of food delivery services is prohibited.

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.

PASSES

When not in the classroom, students are expected to carry school passes signed by a teacher and dated, except during passing periods, activity periods and announced meetings and convocations.

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.

RENTAL TEXTBOOKS

All textbooks are available to students on a rental basis. The book rental fee payment deadline will be announced.

Each student is responsible for any and all damages done to his/her assigned textbooks. Damages include pencil or ink markings, torn covers, bent corners, deliberately torn pages, water, gum, food damage, highlighting, etc. Each student will be fined according to severity of damage. Fines range from \$1.00 to the full price for any text that cannot be reissued. It is the responsibility of each student to carefully check his/her textbooks for any previous damage which missed being repaired. Any textbooks found to be damaged must be returned to the Bookstore by the FIFTH DAY of the semester or the assigned student will be accountable. For an added class, the student has one week from the date the textbook was issued.

Lost or stolen textbooks are the responsibility of the student. The full price of the book will be charged and if later found, a refund, less handling fee, will be given.

All textbooks must be turned in to the bookstore by the end of the school day the last day of school, or the student will be charged the full price for the books.

State Assistance

In order for the school corporation to receive reimbursement for the students applying for state textbook assistance, the state MUST RECEIVE our report BEFORE October 31st, therefore,

1. Students entering school on or before October 1:
Application for State textbook assistance must be received by the school no later than October 3.
2. Students entering school after October 1:
Application for free textbooks must be submitted at the time of enrollment.

Welfare Assistance - Foster Children Only

Students must apply at the time of enrollment. The name of the county and case worker is needed.

Refunds for Class Changes

Refunds will be given only for class changes made during the 10-day period at the beginning of each semester and only for changes resulting in a refund over \$5.00.

To Receive Refunds

1. Students must return to the Bookstore any textbook not being used.
2. The student must clear up any obligations with the Bookstore before April 1.
3. No refunds will be honored after April 1.
4. A refund check will be issued to the parent/guardian and mailed.

Refunds for Withdrawals

Any mid-term grad or student withdrawing from school is required to turn in ALL textbooks to the Bookstore for proper credit. Refunds cannot be processed until all textbooks have been accounted for.

SCHOOL BUSES

The bus conduct and safety rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority; therefore, each student is expected to cooperate fully by obeying all the rules.

The authority of the bus driver will be recognized and supported by all for everyone's safety. The noise level on the bus must be low so the driver can communicate with students, and be able to hear traffic sounds such as sirens. Students must quickly respond to the directions of the bus driver.

School bus transportation is a privilege and is not guaranteed by law. Transportation privilege may be taken away if students violate any of the safety and conduct rules. If transportation privileges are denied, the parent or guardian is responsible for getting their child to and from school.

Students wishing to ride a bus other than one assigned must bring a parent note to Student Services for approval and receipt of a bus pass.

To promote a safe, orderly, efficient and enjoyable bus ride to and from school, these rules must be followed:

1. Be on time. Board and leave the bus only at your regularly assigned stop.
2. Always obey the driver promptly and respectfully.
3. Be seated promptly and remain seated.
4. Keep all books and materials on your lap or contained in a backpack/bag.
5. Be courteous and use no profane language.
6. Speak in low tones.
7. Never push, shove, scuffle, fight, or horseplay.
8. Keep your head, hair, hands, feet and all belongings inside the bus and to yourself.
9. Never throw objects inside or outside the bus.
10. Do not eat or drink on the bus.
11. Treat bus seats and equipment with care and respect.
12. Keep the bus clean. Deposit trash in the containers at the front of the bus upon leaving.
13. Take your turn and do not push when leaving the bus.
14. The driver is authorized to assign seats.

VISITORS

Parents and guardians are always welcome to visit school. Conferences with teachers, principals and counselors should be made by appointment. As always, safety is a top priority at CHS. 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 visitors enter the building, they will be required to scan their identification card and be issued a badge to wear. Visitors will scan their ID and return the badge prior to leaving the building. Once the school day has begun, only the front doors by the Main Office, door four by Student Services, and the main entrance to the Freshman Center will be unlocked for visitors to enter the building. Student visitors will not be allowed.

WORK PERMITS

Students 17 years of age and under must obtain a work permit to accept employment. Those students within the Carmel Clay School Corporation boundaries should contact the Main Office for

this permit. A minor may not hold two work permits. The issuing officer cannot issue the second one until the termination card has been received from the first employer. Also, the issuing officer may refuse to issue a work permit to a minor who has been absent from school more than sixteen times for any reason during either semester. Once issued, the issuing office may revoke the work permit for the same reasons.

WHERE TO GO, WHOM TO SEE FOR HELP

Activities/Athletics Office

- to see about lockers and locks
- to set dates for school events
- to obtain use of part of building
- to get permission to hold a social affair
- to organize a club
- to ask about driver education
- to obtain information about athletic programs and policies

Bookstore

- to obtain textbooks, educational materials, and office supplies, for students and staff
- to locate lost & found items

Counseling Center and College and Career Center

- to discuss personal concerns
- to get help for improving study skills
- to discuss scheduling options
- to check graduation requirements
- to learn college entrance requirements
- to see college catalogs
- to learn about financial aid
- to have transcripts sent to colleges
- to see the job board
- to secure career information
- to sign up for the Selective Service System

Student Services Office

- to get a pre-arranged absence approved
- to pick up a pre-arranged absence pass
- to turn in attendance related documentation (ex: doctor's note)
- to locate lost electronics
- to pick up an item from the drop off table
- to get approval for a poster or sign to be displayed at school
- to inquire about the need for peer mediation
- to report a school related concern

WHO'S WHO PROGRAMS

Parents and students are requested to contact the school principal or counselor when receiving literature related to various Who's Who type programs or other requests for student names. These programs are often subtle attempts to sell a product and do not exhibit bona fide interest in the

welfare of the individual student.

ITEMS FOR EASY REFERENCE

Main Switchboard

317-846-7721

Main Office FAX

317-571-4066

Freshman Center

317-571-4620

Freshman Center FAX

317-571-4625

Attendance

317-571-5915

Attendance FAX

317-571-7924

Counseling Center

317-571-5922

Counseling Center FAX

317-571-4056

10-12 Nurse's Office

317-571-5916

Freshman Center Nurse's Office

317-571-4624

Up-to-date information via twitter

Carmel High School

@chsinfo

College and Career Center

@CHSCollege411

CCS Transportation Info

@MyCCSBus

PTO

@CarmelHS_PTO

Internet Addresses Concerning Carmel High School:

<https://www.ccs.k12.in.us/chs>

<http://www.carmel.instructure.com/>

<https://succeed.naviance.com/auth/signin>