

**Carmel High School**

**2019-20 School Year**

# **Freshman Transition Guide**



**A guide for incoming  
freshmen and their  
parents.**

**Welcome Class of 2023!**



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## **Welcome to CHS**

### **Message from Carmel High School Principal, Dr. Tom Harmas**

Welcome to Carmel High School! We look forward to you experiencing all the opportunities that help you determine your future after high school. Please take advantage of all that Carmel High School has to offer in our programming, classroom and the outstanding co-curricular and extracurricular programs. The more you become involved in being a Greyhound the more you will enjoy your high school years. I wish each of you the best start to school and remember you are not in this alone, we are here to help you along the way.



## Welcome to CHS

### Message from Freshman Center Assistant Principal, Amy Skeens-Benton

What an exciting year we have planned for Carmel High School. Student government is off and running, planning many social events and activities for all our students. With over 120 clubs, we hope you get involved within the first few weeks of school. In order to get a head start on your upcoming year, we have created this guide to make sure you have as much information as you need. From academics to athletics to important school rules and procedures, this guide will be a helpful tool in making your transition to high school a great one! I look forward to working with you. Good luck and have a GREAT year.



### GREYHOUND KICK-OFF

Carmel High School offers a Kick-off Program for all incoming freshmen. This year, the one-day orientation will be offered on **Friday, August 9th**. During kick-off, upper-classmen help the freshmen understand the layout of the school, learn the basic school rules, and get them excited for the year. **Registration forms** for Greyhound Kick-off can be found on our website. Nearly 97% of the freshman class attends this annual event!



#### **What's a GKOM?**

#### **Greyhound Kick-Off Mentors**

GKOMs are our junior and senior mentors that run kick-off and meet with freshmen during the entire school year.



## **Where to Go & Who to See**

**FC Assistant Principal – Amy Skeens-Benton** **571-4620**

**FC Assistant Principal– C. J. Glander** **571-4620**

**FC Main Office – Robyn Schroeder, Administrative Assistant**  
**571-4620**  
**FAX: 571-4625**

- to solve a locker problem
- to register for Greyhound Kickoff prior to August 9th

**FC Attendance – Peggy Taylor, Administrative Assistant**  
**571-4622**

- to report a student absence
- to pre-arrange a student for an appointment

**FC Counseling – Lori Lynch, Administrative Assistant**  
**571-4621**  
**FAX: 571-4626**

- to discuss scheduling options
- to schedule an appointment to see your counselor

**FC Health Center – Meredith Haines, RN,-Nurse** **571-4624**

- to drop off medication for a student
- to pick up an ill student



## Where to Go & Who to See

**CHS Main Office — Mary Jane Schloot, Receptionist    846-7721**

- to obtain a work permit

**CHS Activities Office — Karen Hayes, Administrative Assistant**

**846-7721**

- to organize a club or find out info about a club
- all students, grades 9-12, use the same Activities Office
- to pay for a replacement ID—\$5.00

**CHS Athletics Office — Libby Chang, Administrative Assistant**

**846-7721**

- to pick-up or drop-off athletic physical and consent forms
- to purchase tickets for athletic events
- all students, grades 9-12, use the same Athletics Office

**CHS Bookstore — Melissa Hinck**

**846-7721**

- to purchase tickets for social and performing arts events
- to look for an item in lost & found
- to purchase supplies for class projects, daily classroom needs, and PE Uniforms
- all students, grades 9-12, use the same bookstore (located near the Main Cafeteria)

**Carmel Clay Schools Educational Services Center**

**844-9961**

**Carmel Clay Schools Transportation Office**

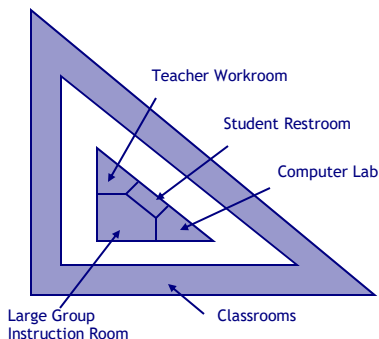
**844-8207**



## Freshman Center Overview

### Purpose & History of the FC

The Carmel High School Freshman Center opened in 2005 after several years of research and design. The administration and staff are focused on easing transition for students from a middle school environment into the high school environment. The facility helps students feel comfortable at CHS and also enables them to access the 10-12 building on a daily basis for several classes.



### Design of the FC

The Freshman Center facility has three floors, each nearly identical in structure with 15 classrooms, 2 computer labs, a teacher work room, and a large group instruction room. We refer to the floors as Houses, and each House has very similar course offerings in math, English, science, and social studies. Each House includes about 400 freshmen who have most of their academic classes in that area of the building as well as their locker.

### Administrative Staff

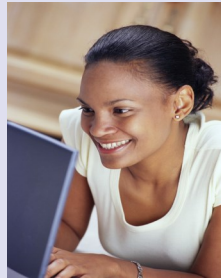
The Freshman Center has a strong administrative staff that coordinates our daily life and long-term planning for our students and staff. We have two Assistant Principals who oversee the programming of the Freshman Center. In addition, the Freshman Center main office has a full-time nurse, a school resource officer, and two administrative assistants to assist our students.



## Freshman Center Overview

Parents can find bus information as well as other helpful information on our school website, [www.ccs.k12.in.us/chs](http://www.ccs.k12.in.us/chs). Simply click on “Parents” in the top right corner. Options include bus stop information, Parent PowerSchool accounts, lunch accounts, tutoring information, and parent resource center, just to name a few.

Students will have computer access with their own personal login. Any student new to Carmel Clay Schools will need to log onto a CHS computer before trying to access off site. The CHS media center will be able to assist with logins and other technical issues.



Technology

### Counselors

The Freshman Center has four counselors, an administrative assistant and a social worker to serve our students. In-building counselors and social worker allow for easier access for students and better student support and communication with staff. Students can request a pass at any time. All students schedule their sophomore classes with their counselor during November/December of their freshman year.

#### Call 571-4621 for Counseling appointments.

House 1: David Schleper (A-Ru)

House 1: Kate Barsten (O-Z)

House 2: Kate Barsten (A-Kim)

House 2: Cary Schwartz (Kin-Z)

House 3: Cary Schwartz (A-E)

House 3: Leslie Brown (F-Z)

Secretary: Lori Lynch

Social Worker: James Dowell





## Policies & Procedures

### Daily Schedule

Carmel High School is on a **Block 8** calendar, where students are scheduled for 8 classes during each semester. Students attend 4 of these classes on Blue Days and the other 4 classes on Gold Days. This alternating day schedule allows for four 90-minute periods during each day. On a **regular school day**, classes begin at 7:50 a.m. and end at 3:05 p.m. We have four 9-week grading periods which end on the following dates:

Qtr. 1-Oct. 18      Qtr. 3-Mar 13  
Qtr. 2-Dec. 20      Qtr. 4-May 28

### PLC Late Starts

CHS teachers work in Professional Learning Communities (PLCs) to improve instruction for our students. These teacher groups meet regularly on Gold Late Start Wednesdays during the year, rather than the more traditional half-days set aside for staff development. See **page 11** of this guide for more information about Late Starts. **Classes begin at 8:30 on PLC Late Start Days.**

### Student Attendance

Parents/legal guardians are asked to call absences to the **Attendance Office at 571-4622** to notify the school of any illnesses or appointment. **Twenty-four hour voicemail is available for calls which are picked up continually throughout the day.** If a call is not received by 8 am the day after the absence, the absence is considered unexcused. For more information on absences please refer to the CHS student handbook.

### Pre-Arranged Absences

Please call the Freshman Attendance line at **571-4622** as far in advance as possible to pre-arrange appointments. Calls are picked up continually.

Students are to pick up the pre-arranged pass from the attendance office after 7:30 a.m. the day of the pass or during any passing period. The student should show the pass to the teacher, allowing them to leave the class. Or they may leave during a passing period. Students should **sign-out** at the Freshman Office when leaving and should be picked up at Door 13. Students should **sign in** and obtain a pass at the Freshman office when arriving late to school or returning from an appointment—medical documentation is always helpful at check-in. If the student does not have a pass or does not sign out, the time missed will be considered as unexcused. Failure to inform the teachers prior to a pre-arranged absence may jeopardize the opportunity to complete make-up work.





## Policies & Procedures

### Blue Day Schedule

B1 Period	7:50-9:20
B2 Period	9:30-11:03
B3 Period	11:13-1:23 (includes 30 minute lunch)
B4 Period	1:33-3:05



#### When will I eat Lunch?

There are 4 lunch periods at CHS, called A, B, C, and D Lunches. Students eat lunch based upon the subject taught by their B3 and G3 period teachers. For example, if a student has English during period B3, then she will eat lunch with other students who have English during period B3 on Blue Days.



#### SRT—Student Resource Time

All students at CHS have a common time to meet with teachers, hold meetings, and study for classes. This SRT period occurs every Gold Day during the period G2.

### Gold Day Schedule

G1 Period	7:50-9:20
G2 Period	9:30-11:03 (SRT Period)
G3 Period	11:13-1:23 (includes 30 minute lunch)
G4 Period	1:33-3:05



## Policies & Procedures

### Bus Transportation



The majority of our freshmen ride the bus daily to and from school. Bus routes are available from the Carmel Clay Transportation Office at **844-8207**. Buses will drop-off near the Natatorium entrance, depending on which bus the student rides. Afternoon bus departures are from the Natatorium or East side of the high school. A late bus is available Monday-Thursday at 4:00 p.m. for students who stay after school with a teacher. They depart from the West side of the high school. (no late bus is available Fridays or the afternoon prior to a holiday). Bus information is found on the Parent PowerSchool account.



### Health Center Info

Any student who becomes ill during the school day should request a pass to go to the Health Center in the Freshman Center. The nurse will assess the student and contact parents if their child needs to go home. Any student with a temperature over 100 degrees will be sent home. All medication that is to be taken by a student needs to be brought to the Health Center by a parent and have a prescription, including over-the-counter medication. By law, an immunization record and an emergency parent contact must be on file in the Freshman Health Center. To contact the nurse, call **571-4624**.



### Emergency Cancellation of School or Delays

Due to severe weather and/or emergency conditions, school may be closed. Also, there may be delays due to ice, fog, etc. All local radio and television facilities will be used for general closing announcements, along with Carmel District and CHS websites. Activities will be cancelled on days when the Carmel Clay School Corporation is closed due to inclement weather. Please refer to Student Pathways and coach/sponsor for more information.

## Policies & Procedures

### PLC Late Start Schedule

Every Gold Wednesday the staff at CHS meets for professional development. Buses will run at normal times and school will be open at normal times. Students can take advantage of tutoring opportunities and seminars during this time. They also are provided places to study quietly or hang out with friends prior to school beginning. Greyhound Cafeteria and Main Cafeteria are open for students.



PLC Meeting	7:40—8:25
Period G1	8:30—10:00
Period G2	10:10—11:03
Period G3	11:13—1:23
Period G4	1:33 - 3: 05

### Skip-A-Final Information

Skip-A-Final is an attendance incentive program for CHS students. Students that miss each class two times or less per Semester may get teacher approval to skip an elective final. The following information helps explain the qualifications for this program. Additional information can be found in the school handbook. (Schools activities, bereavement or religious holidays do not account against Skip-A-Final.)

I CAN SKIP IF:	I CANNOT SKIP IF:
I missed two or less times per class (doctor's notes do not excuse an absence)	I miss more than two times in ANY class (doctor's notes do not excuse an absence)
Have ONE tardy or less	I miss more than 10 minutes in a class
If all my grades are C- or better when Skip-A-Final form is submitted	If you have a grade lower than a C- when you turn in the Skip-A-final form
Have not been suspended or accused of academic dishonesty	If you have been assigned a school suspension or have more than one tardy.



## **Policies & Procedures**

### **Tardies**

At CHS, students are expected to be in class when the bell rings unless they have been given a pass to be admitted late.

Please see the handbook for more details.

### **Lunch Procedures**

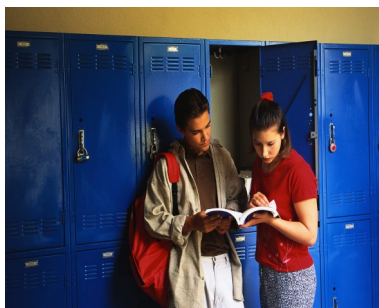
Students at CHS have 3 cafeterias where they can eat lunch: Freshman Cafeteria, Greyhound Station, and Main Cafeteria. Freshmen can choose to eat in any of these cafeterias at any time. Due to its location, most freshmen choose to eat in the Freshman Cafeteria. Students can either bring their own lunch to school or purchase lunch using their ID number/student ID and lunch account. To deposit money in a lunch account:

- 1.) parents can mail a check made payable to *CHS* to the Carmel High School Cafeteria. Please make sure to include the student's ID number on the check.
- 2.) Students can also bring in a check directly to the cafeteria line for deposit into their account.
- 3.) Parents may also deposit by using a credit/debit card using *EZSchoolPay* via our school website under "Parent" tab.

Since CHS is a "closed campus," students are not permitted to leave campus OR order food to be delivered.

### **Lockers**

Lockers are assigned to students by House. Locker numbers and combinations are printed on the student schedules. For problems with lockers please contact a teacher or the Freshmen Center Office Staff. It is the student's responsibility to remove locker contents at the end of the year. Please note that the school does not assume responsibility for items presumed stolen or in any way missing from lockers, so please avoid bringing valuable items to school.





## **Policies & Procedures**



### **PE Uniforms**

Carmel High School students will need to purchase a PE uniform when they are participating in their PE class. Students pay for these at the CHS bookstore when directed to do so by their PE teacher.

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### **Dress Code**

Students are encouraged to “dress for success” at CHS. The student handbook on the CHS website outlines our complete dress code, and students and parents should read through it before the start of school. Our Freshman Center Office Staff is also happy to answer any questions you might have about dress code.



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### **Electronic Devices**

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. Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action. (see Student Pathways for further information)



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### **Lost and Found**

The main lost and found area for CHS is the bookstore in the main building. Students should check this area for any belongings that have been misplaced.

### **Dropping Off Items**

We do not interrupt classes to notify students of dropped off items. Items may be dropped off at door 21 or door 13 (freshmen only).





## Academic Overview



Good options for SRT include using the media center to work on assignments, making up tests or other missed work, using the computer labs in the Freshman Center, attending club meetings, or seeking extra help from teachers.

### SRT

Student Resource Time is held on Gold Days during period G2. Students need to ask for an SRT pass from their teacher so they can leave their SRT. The two sessions of SRT allow students to see more than one teacher per SRT. Students are also encouraged to use SRT time for any appointments that would otherwise pull them out of academic classes.

### SRT Schedule:

Announcements	9:30—9:50
Session 1	9:55—10:25
Session 2	10:30—11:03

### CHS Departments

- Art
- Business
- Media & Communications
- English
- Family & Consumer Science
- Engineering & Technology
- Mathematics
- Performing Arts
- Physical Education
- Science
- Social Studies
- World Language



Check out the Program of Studies on our website for information about these and other unique programs offered at CHS:

- Advanced Placement (AP)
- Honors
- International Baccalaureate (IB)
- AVID

## Academic Overview

### Credits

Students earn 1 credit for every class that they take with the exception of assistive lab classes which earn a  $\frac{1}{2}$  credit or supported study hall which earn 0 credits. To earn a credit for a course, students must “pass” the class, earning anything higher than a grade of F.

### Diploma Tracks

There are 3 diploma choices for the State of Indiana:

- \* Core 40 (requires 40 credits)
- \* Core 40 with Academic Honors (requires 47 credits)
- \* Core 40 with Technical Honors (requires 47 credits)

Please see the Program of Studies on the CHS website for more details about the diploma requirements.

### Weighted Grades

Students taking an honors level class in the core academic areas receive partial weight for their grade.

Example: A = 4.5 rather than 4.0

Students taking an IB, AP, ACP, or Dual Credit class receive full weight for their grade.

Example: A = 5.0 rather than 4.0

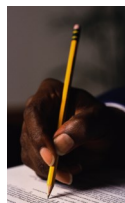
### Tutoring

There are many tutoring opportunities for students at CHS. A list of student and adult tutors may be found on the CHS website under “Parent” tab. Also, students may request to see a particular teacher during SRT for extra help.

Students should expect a consistent nightly homework load at CHS. The block schedule allows students a minimum of two nights to work on assignments. Students are expected to prioritize and plan ahead for homework and studying.

### Staying Connected

Parents and students are encouraged to use the Parent PowerSchool account to check their grades and upcoming assignments regularly. Teacher websites are also linked to this site so that students can utilize additional information posted by the teachers. Students should also check the PowerSchool SRT calendar regularly so they are aware of times when SRT will not be available for studying due to a convocation or other scheduled event for the class.



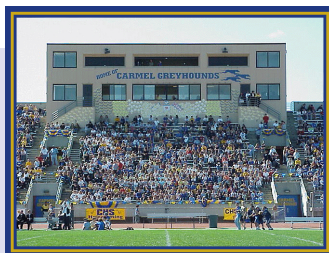


## Extracurricular Overview

### Athletics

CHS has a proud tradition of athletics and encourages all students to participate either as a member of a team or as a fan.

Freshmen are encouraged to purchase an **All-Sports Ticket** at the beginning of the year so that they can attend any home sporting event. Cost for students is \$40 for the year. Athletic schedules for all teams can be found at [www.carmelgreyhounds.com](http://www.carmelgreyhounds.com).



The CHS P.E. department also offers very popular **Intramural Leagues** for several sports during the year. Students can sign up to compete in intramural basketball, euchre, pickleball, volleyball, and even dodge ball. The CHS website has calendars for the intramural seasons and information on how to participate.

In addition to these in-school options, there are several **club sports** for students offered in the community, including hockey, lacrosse, boys volleyball and rugby. These teams function independently of the school.

### CHS Athletic Teams

#### Fall Sports:

Football \*  
Volleyball\*  
Boys & Girls Cross Country \*  
Boys & Girls Soccer\*  
Girls Golf  
Boys Tennis\*  
Competition Cheerleading\*

#### Winter Sports:

Boys & Girls Basketball\*  
Wrestling \*  
Boys & Girls Swimming/Diving  
Basketball  
Cheerleading

#### Spring Sports:

Boys & Girls Track & Field \*  
Baseball\*  
Softball  
Girls Tennis\*  
Boys Golf

#### \* Freshman Sports Teams:

In addition to Varsity and JV teams, these sports also have a freshman team that competes against other freshman teams from Indiana. Freshmen are eligible to compete on any team—Varsity, JV, or Freshman.

### Physicals & Parental Consent Forms

Students who wish to participate in any of our Athletic teams must have a physical & parental-consent on file. These can be picked up at the Athletics office or downloaded off the Athletics website.



## Extracurricular Overview

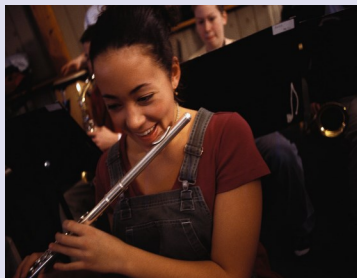
### Clubs

Students are strongly encouraged to be involved in activities and clubs during their four years at CHS. To get involved in an activity, students should check the CHS website and listen to announcements for meeting dates and times. They can also contact any of the club sponsors through email to find out meeting times and other info. Students can form a new club at any time by stopping by the Activities Office.



The CHS website has a full list of clubs and sponsors, but here is a sampling of what CHS offers for freshmen:

- |                  |                            |
|------------------|----------------------------|
| * 4-Square club  | * Healthy Environment Club |
| * Art Club       | * Historical Travel Club   |
| * Astronomy Club | * Key Club (comm. service) |
| * Badminton Club | * Kindness Matters         |
| * Best Buddies   | * Lego Club                |
| * Chess Club     | * Movie Club               |
| * Dance Marathon | * Nintendo Club            |
| * Debate Team    | * Table Tennis             |



### Performing Arts

CHS Performing Arts has something for everyone. Performing Arts events at CHS include our **bands, orchestras, choirs, and theatre groups**. There are frequent performances by all of the students involved. Highlights of the year include Holiday Spectacular, Jazz ala mode,

Strings 'N Things, Studio One Acts, Comedy Sportz Competitions, the Fall Theatre Production, Jazz at the Roof, the Winter Theatre Production, Evening with the Ambassadors, and the Spring Musical. All students and parents can purchase tickets for these and other events at the CHS bookstore.

Students interested in joining one of our performing arts groups should contact the teachers in the department or their counselor for information about how to get involved.

## Extracurricular Overview

### Annual Events for Students

#### Hot Dog Lunch

Food & music during lunch in Freshman Cafeteria for all freshmen.

#### Tailgate for Life

Food & student bands before a football game to raise money for a local charity

#### Homecoming Week

Playhouse Building Competition during the week; Homecoming Parade featuring the marching band, choirs, football team, and homecoming court; Trike Races (students sign up in teams of four); Football game on Friday night; Homecoming Dance held by the PTO on Saturday night for all students.

#### Canned Food Drive

SRTs collect money for the fire department to distribute to local families in need over the holidays

#### Care to Share

SRTs purchase gifts for a local family for the holidays



#### Basketball Pizza Night

Tailgate with music & free pizza with the GKOMS before a home basketball game

#### Winter Dance

Dance in the fieldhouse for all grades

#### Dance Marathon

6 hours of activities to raise money and awareness for Riley Hospital

#### Brain Game

SRTs compete in a trivia competition over several days



## Extracurricular Overview

### CHS Student Government

There are several ways for students to get involved in student government at CHS. We have **three** distinct student government groups: Senate, House of Representatives, and Class Officers.



**Senate** elections are held by each middle school prior to the end of 8th grade to elect a total of six senators for the class (two from each middle school). These students work with the senators from other grades in a special SRT to plan events for the student body. Their events include Homecoming Week, the Canned Food Drive, Care to Share, and Dance Marathon. In the spring, the freshman class will elect their six senators for their sophomore year.

**Class officer** (President, VP, Treasurer, and Secretary) elections are held for the freshman class in the fall. These elections are publicized on announcements and require students to pick up a petition, campaign for the position, and vote with classmates online. These students plan events specifically for their class, including dances, the class fundraiser, and homecoming activities.

**House Representatives** are also selected in the fall. There are 50 house members from each grade selected. House selection is done in SRT during the first weeks of school by students and teachers in each SRT. Any students not selected to represent their SRT may apply for one of the at-large House seats by picking up an application in Activities. House members will have meetings every two weeks during SRT to plan events such as Dance Marathon.

## **Carmel High School**

Freshman Center  
520 East Main Street  
Carmel, Indiana 46032  
Phone: 317-571-4620  
Fax: 317-571-4625  
[www.ccs.k12.in.us/chs](http://www.ccs.k12.in.us/chs)

