

2017-2018

CARMEL CLAY SCHOOLS
ELEMENTARY SCHOOL
Student/Parent Handbook Insert



Experience Excellence . . . Explore Opportunities . . . Realize Potential

CARMEL CLAY SCHOOLS VISION STATEMENT

EXPERIENCE EXCELLENCE...EXPLORE OPPORTUNITIES...REALIZE POTENTIAL

CARMEL CLAY SCHOOLS DISTRICT GOAL

ALL STUDENTS WILL IMPROVE IN LITERACY

CARMEL CLAY SCHOOLS DIVERSITY STATEMENT

The Carmel Clay school community 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.

ORCHARD PARK ELEMENTARY SCHOOL

MISSION STATEMENT

Orchard Park Elementary School strives to create a safe, nurturing learning environment. All members of the school community will be empowered to achieve personal potential, be productive citizens, be lifelong learners, and be capable of accepting challenges in an ever-changing society.

School Hours

Regular school hours are 8:05 — 2:35 p.m. daily with a tardy bell at 8:10 am. Students riding the bus will not be marked tardy should the bus be delayed. Students who are eating breakfast at the school will be released from the buses at 8:00 a.m. to go to the cafeteria. All other students will be released from buses at approximately 8:05 a.m.

The earliest arrival time for students not riding the bus, is 8:00 a.m. unless the student is attending breakfast. Only student's eating breakfast in the school cafeteria, may enter at 7:50 a.m. If your child needs to arrive prior to this time, he/she must be enrolled in the Carmel Parks & Recreation Program. We do not have the personnel for student supervision prior to the established time.

For student safety, all exterior doors will be locked at 8:15 a.m. daily.

SCHOOL GATE GUARDIAN

All individuals visiting Carmel Clay Schools **must be buzzed in** using the doorbell system at the main entrance and report to the main office. Please be prepared to state who you are visiting and the reason prior to entering the school. Carmel Clay Schools utilize a visitor check in system to provide the best possible security for our students and staff. Once you have been admitted, please report directly to the main office. All visitors are required to scan their driver's license or state identification card once they enter the school. This increased level of security will allow the school to better track visitors and help increase the safety and security of our students and staff.

As you enter the school, please report to the main office where they will scan your identification card and you will be issued a badge to wear. When you leave the school, you will return your badge to the office, and the office staff will scan your time out with that badge. Any visitor in the building without a visitor's badge will be redirected to the office. As always, safety is a top priority at Carmel Clay Schools. Thank you for your continued support as we continuously work to improve our educational institutions.

BUILDING VISITS

The community and parents are welcome to visit us providing the visit does not impede the educational process. We ask that you schedule your visits through either the main office or a staff member. In addition, we ask that you adhere to our policy of identifying yourself as a visitor in the building by checking in and wearing an identification badge.

We request that parents contact the office to arrange for any non-family visitor to the school or classroom to observe your child at least 24 hours prior to the visit/observation. Observations by outside agencies are limited to a one time visit, unless approved by the building administration.

All individuals visiting elementary schools must enter through the main entrance by ringing the doorbell. Please be prepared to give the reason for your visit and who you are visiting. Once you have been buzzed in, you will report to the main office. All visitors will need to identify themselves with a **driver's license or state ID card, check into the building utilizing the School Gate Guardian system and obtain a visitor's badge that**

should be worn while in the building. Any visitor in the building without a visitor's badge will be redirected to the office. These procedures are in place to ensure the safety of all students, and your cooperation is greatly appreciated.

There are times when visits are not encouraged (testing, special programs, etc.). Furthermore, uninterrupted instructional time in the classrooms is always a high priority. Visits by relatives, particularly young children, are discouraged except on special occasions and must be cleared through the office. Prior to your visit, please make the appropriate arrangements with your child's teacher. **Please understand that visiting with your child while at recess is not allowed. Please limit your stay to one hour or less per classroom visit.**

STUDENT ATTENDANCE

Daily attendance at school is absolutely vital in ensuring your child's academic success. Should your child have an illness that prevents them from coming to school, we ask that you notify the school each day prior to 8:30 AM. Please leave a message on our school's attendance line by calling 317-571-4039. In the event that we are not notified of a child's absence, we will attempt to contact parents or emergency contacts to verify absence and ensure the safety of the students.

Students must be in attendance at school by 11:30 a.m. to be eligible for extracurricular activities that day or by 11:30 a.m. on Friday to be eligible for Saturday participation. Exceptions to this would be pre-arranged absences or school-related functions.

Administration will make a home visit if the school is unable to verify the student's whereabouts via phone calls to the parents and/or emergency contacts.

STUDENT TARDINESS

Students who have not reported to their classroom by 8:10 a.m. are considered tardy and must report to the office along with their parent. DO NOT drop your child off at the door. Your child must be escorted by a parent or guardian and signed in so that he is not reported as absent. A student who enters the classroom after the bell must submit a tardy slip to the teacher. The office personnel will help you in this regard. Habitual tardiness has a negative impact on the beginning of the day for your child as well as their classmates. Every effort should be made to assist children in reporting to the classroom in a timely manner.

Carmel Clay Schools Attendance Program

PROJECT ACES - ATTENDING CLASS EQUALS SUCCESS

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.

Three Target Groups:

1. Students with Excessive Excused Absences
2. Students with Unexcused Absences
3. Students with Excessive Tardiness

Students with Excessive Excused Absences:

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

- Religious Holidays
- Death in the immediate family
- Court Appearances, Jury Duty
- Immigration, passports

1. When a student misses 7 excused days of school, (vacation or illness, no doctor's notes provided), the parent, student, school administration, counselor/social worker and nurse will meet to discuss the student's attendance at school. In some cases the School Resource Officer will attend the meeting.

At the meeting, an [attendance letter](#) will be handed to the parents, as well as a [LEAPP Packet](#).

The meeting will attempt to discern what the issues are for the student missing school and devise a plan to assist the student in improving their attendance.

Documentation of the meeting must be kept in the student file.

2. When student misses 10 excused days of school, (vacation or illness, no doctor's notes provided), a [Letter of Incapacity](#) and a [physician's certificate](#), which requires a doctor's note for any further absences, will be mailed to parent by certified mail.

3. When student misses 12 excused days of school, (vacation or illness, no doctor's notes provided), the student and parent are referred to the ACES program. The school administration will fill out and submit an [ACES referral form](#) to the Director of Student Services who will submit the form to the Carmel Community Prosecutor. The Prosecutor's Office will then contact the parents by mail and phone to inform the parent and child of the required meeting.

4. At the meeting the deputy prosecutor will present a presentation informing the parents and students how truancy leads to delinquency, increases the chances for becoming a dropout, Indiana law on school attendance and educational neglect, define excused and unexcused absences and the consequences of further absences from school.

5. Any further absences will result in a meeting between the deputy prosecutor, school administration, LEAPP, Carmel school probation officer, parent and child.

6. If students are still missing school, educational neglect charges will be filed.

Students with Unexcused Absences:

“Unexcused Absence” means an absence from school that is not authorized by the local school administrator or local school corporation rule.

1. When a student misses 1 unexcused day of school, the parent, student, school administration and counselor will meet. In some cases the School Resource Officer will attend the meeting. At the meeting, an attendance letter will be handed to the parents, as well as a [LEAPP Packet](#). The child will be assigned an In School Suspension.

2. When a student misses 2 unexcused days of school, student and parent are referred to the ACES Program. The school administration will fill out and submit an [ACES referral form](#) to the Director of Student Services who will submit the form to the Carmel Community Prosecutor. The Prosecutor's Office will then contact parents by mail and phone to inform the parent and child of the required meeting.

3. At the meeting, the deputy prosecutor will present a presentation informing the parents and students how truancy leads to delinquency, increases the chances for becoming a dropout, Indiana law on school attendance and educational neglect, define excused and unexcused absences and the consequences of further absences from school.
4. When a student misses 4 unexcused days, a truancy petition will be filed.

Students with Excessive Tardiness:

1. When a student misses 3 hours of seat time due to tardiness at the beginning of the school day, the parent, student, school administration and counselor will meet. In some cases the School Resource Officer will attend the meeting. At the meeting, a tardy letter will be handed to the parents, as well as a [LEAPP Packet](#).
2. When a student misses 4 hours of seat time due to tardiness, student and parent are referred to the ACES Program. The school administration will fill out and submit an [ACES referral form](#) to the Director of Student Services who will submit the form to the Carmel Community Prosecutor. The Prosecutor's Office will then contact parents by mail and phone to inform the parent and child of the required meeting.
3. At the meeting the deputy prosecutor will present a presentation informing the parents and students how tardiness leads to delinquency, increases the chances for becoming a dropout, Indiana law on school attendance and educational neglect, and the consequences of further missed seat time at school.
4. Any further hours of missed seat time will result in a meeting between the deputy prosecutor, school administration, LEAPP, Carmel school probation officer, parent and child.
5. If students in grades 1-6 are still missing seat time due to tardiness, educational neglect charges may be filed.

PARENT LINK VOICE MAIL SYSTEM

Communication between home and school is a vital part of a successful educational program. We encourage you to use our Parent Link Voice Mail system. This system enables you to leave messages for your child's teacher. We hope you use this system to contact your child's teacher or to leave messages with other school personnel. Please monitor student use of this system. The Parent Link phone number for Orchard Park Elementary is 317-571-4039.

All emergency messages should be left with the office secretaries by dialing the main office number 317-848-1918. After school hours, the Parent Link system will come online no matter which number you call.

CARMEL CLAY ELEMENTARY SCHOOL STUDENT DISCIPLINE POLICY

(a) Discipline 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.

(b) Student Discipline Policy

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8 the following actions can be taken:

1. **SUSPENSION FROM SCHOOL:** A school principal (or designee) may suspend a student from school for a period of up to 10 school days.
2. **EXPULSION:** In accordance with the due process procedures defined in this policy a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 12 listed under the grounds for Suspension and Expulsion in this policy.

(c) Grounds for Suspension or Expulsion

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, harassment 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. 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 his supervision
 - b. Setting fire to or damaging any school building or property.
 - c. Preventing or attempting to prevent by physical act or intimidation the convening or continued functioning of any school education function, or of any meeting or assembly on school property.
2. Causing or attempting to cause damage to property, stealing or attempting to steal property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student or for the purpose of, or with the intent of, preventing the student from participating in school or school activities.
5. Using any verbal, nonverbal, and/or physical contact which includes but is not limited to disability, ethnic, gender, racial, religious, and/or sexual harassment.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind or any substance represented to be the above. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance, a substance represented to be a controlled substance, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. 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.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. 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. disobedience of administrative authority;
 - b. falsely reporting a "911" emergency will also be reported to the authorities for appropriate action;
 - c. using abusive and profane language, verbal or written;
 - d. use of distracting or hazardous items such as: beepers, pagers, cellular phones, headphones, electronic games, radios, stereos, CD players, tape players, skateboards, toys, etc. during the school day or at school functions.
 - e. Knowingly using on school grounds during school hours and electronic recording device in a manner that is inappropriate or a situation not related to a school purpose or educational function.
 - f. Knowingly providing false information to school personnel.

12. 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:
 - 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.

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

- a. On school grounds before, during, and 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.

Carmel Clay Schools Policy - 5516 Student Anti-Hazing

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

sponsored event.

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

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school principal, *Mrs. Turner*, who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *Mrs. Turner*. This report may be made anonymously.
5. *Mrs. Turner* 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. *Mrs. Turner* 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, *Mrs. Turner* and the school counselor 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

ROAR Behavior Program

- Orchard Park students and staff participate in a school-wide positive behavior program that reinforces actions which show good character. The ROAR acronym stands for the four pillars of the program:

Respect
Own your choices
Academics
Responsibility

Students are taught the expected behaviors through direct instruction and modeling. Staff members give megaphones to students who are caught displaying ROAR, and the megaphones are used in a

variety of forms of incentives. Weekly raffles and big bashes at the end of each grading period help students celebrate their successes with positive behaviors.

PERSONAL BELONGINGS AT SCHOOL

In the best interest of the students, we request that valuable items NOT be brought to school. All items brought to school, such as coats, lunch boxes, backpacks, etc., should be clearly marked with your child's full name.

Because Orchard Park Elementary School is in the business of educating students, we discourage and will not allow any items that would disrupt or make unsafe the regular procedures for the day.

Items NOT allowed at school, unless required by assignment, include the following:

1. Toys, games
2. Cameras, radios, TVs, electronic games, noisy watches, ipods, cell phones, MP3 players.
3. Gum, candy, and other edibles not part of a lunch
4. Knives or other tools/equipment (see Student Discipline Policy)
5. Special collections, such as any type of trading cards
6. Skateboards, Rollerblades/skates
7. Any other item deemed unsafe or distracting by the school

This eliminates the possibility of loss, damage, or theft of valuable items. In the event that a personal item is needed for a class assignment, these items will be the responsibility of the student and should return home upon completion of the assignment. If such items are discovered that do not have a place in the classroom, the item(s) will be brought to the office. The parents of the student with the item(s) will be contacted and asked to come and pick up the item(s). Students are discouraged from bringing money to school other than for payment of fees or lunch money.

PERSONAL ELECTRONIC DEVICES AND CELL PHONES

Personal electronic devices, including but not limited to cell phones, IPODS, IPADS, radios, MP-3 players, headphones, CD players, Gameboys, DVD players, and laptop computers are not to be used during the school day and are to be kept in the student's backpack (8:05 — 2:35) unless staff approval has been given. This includes lunch and recess. Students in violation may be subject to disciplinary action.

CHANGES IN TRANSPORTATION

In order to increase the efficiency and accuracy of communicating transportation changes, NOTES, PHONE CALLS, or E-MAILS will no longer be accepted for any transportation changes. If it is necessary to change your child's transportation home, please click on the "transportation change" link on MyCCS to input the change. All information must be submitted **BEFORE 1:00 P.M.** **You will be required to input your family's digit code for your family to utilize this system.**

EARLY DISMISSAL

IF YOUR CHILD SHOULD NEED TO BE RELEASED EARLY FROM SCHOOL FOR ANY REASON (DOCTOR'S APPOINTMENT, DENTAL, ETC.), PLEASE NOTIFY THE CLASSROOM TEACHER IN WRITING AND SEND IT TO SCHOOL. ONCE YOU ARRIVE TO TRANSPORT YOUR CHILD, YOU **MUST COME TO THE MAIN OFFICE, SHOW YOUR DRIVER'S LICENSE**, AND REQUEST THAT YOUR CHILD BE DISMISSED FROM THE CLASSROOM. **YOUR CHILD WILL BE RELEASED FROM THE MAIN OFFICE ONLY.** STUDENTS WILL ONLY BE RELEASED TO A CUSTODIAL PARENT OR EMERGENCY CONTACT (ACCORDING TO THE MOST CURRENT SCHOOL RECORDS.) IT WILL BE NECESSARY TO SHOW IDENTIFICATION PRIOR TO THE CHILD BEING RELEASED.

Bus Transportation

Bus Conduct

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

Riding the school bus is a privilege. Therefore, it is very important for parents to review the bus rules with their children. Respectful, quiet, appropriate behavior is expected at all times. Rude, disrespectful, and/or dangerous behavior by any child may result in a suspension of transportation privileges. It then becomes the responsibility of the parent to provide transportation to and from school.

Buses are not to be used to transport additional students for after-school social activities. Students are not permitted to ride any bus other than the one assigned unless prior approval is arranged through the classroom teacher or administration. Permission from the parent needs to be sent to school in writing.

All changes in bus arrangements and all problems and concerns about routes/bus stops/drivers should be brought to the attention of the Carmel Clay Transportation through the "Transportation Concern" form located on MyCCS. Individual schools do not have the authority to make changes or to deal with transportation route difficulties.

TRANSPORTATION PROCEDURAL CHANGES

1. Stop assignment:

"Stops will only be assigned after student information has been entered in the school database or updated and has subsequently been received by the Transportation office."

The purpose of this change is to assure parent has properly made changes at student's school and that the change is valid. We will receive the revised or new information via our daily download of student data from PowerSchool to Versatrans transportation software.

2. Alternate address pick-up and drop-off:

This is a change to the Administrative Guideline 8600a, B. ALTERNATE ADDRESS PICK-UP AND DROP-OFF, add to paragraph 1. – "Transportation will only be provided to or from up to two places of student residence or before or after school care."

The purpose of this change is to limit the number of destinations for students and reduce the possibility for error in getting students to correct destinations.

3. Custodial parents:

“Requests involving alternate stops at households of separate custodial parents will require verification of custodial status prior to alternate stop assignment.”

Transportation will check PowerSchool and/or with the student’s school to verify custodial relationship of separated/divorced parents prior to assigning alternate address pick-up or drop-off. In this situation, the two households count as the maximum number of alternate addresses allowed per student per item 1 above.

WALKERS/BIKE RIDERS

Students who live in the Orchard Park neighborhood have the option of walking to school. Because sidewalks do not generally exist in these areas, walking patterns should be carefully discussed with your child. Once he/she is on school property, sidewalks will safely lead him/her to the doors used for walkers.

Both walkers and bike riders may NOT arrive at school before 8:05 a.m. Students may enter the school at 8:05 a.m. (or a few minutes early in inclement weather - but NOT before 8:00 a.m.). If your child is eating breakfast at school, he/she may enter at 7:50 a.m.

Bike riders must have a Bike Rack Agreement form signed by the student and parent on file in the front office. Bicycles must be kept in the bike racks located outside the south (main) entrance. These bicycles are the responsibility of the student and should be locked. Students living outside the Orchard Park neighborhood will NOT be allowed to ride bikes to school. Bicycle riders and walkers will not be dismissed at the end of the school day until after the buses and carpool have cleared the school property.

CAR PICK-UP AND DROP-OFF PROCEDURES

If you must pick up your student early, any time between 8:30 a.m. - 2:35 p.m., please park in the south parking lot located nearest the front doors and office. Come into the office, present your driver’s license, and sign out your child while waiting for him/her to be called to the office. PLEASE DO NOT PARK IN THE CARPOOL LANE OR NEAR THE BUS PARKING LOT! We encourage all children to ride the bus to and from school. However, if you do find it necessary to transport your child to school, the following procedures will apply only for the morning drop-off. A staff member will be there until **8:10 a.m.** to let these students in the building. Students in grades K-5 should be dropped off in the front of the building. Please pull around to the yellow line on the pavement and come to a complete stop in the carpool lane. There will be a staff member who will dismiss students, one car at a time, when the school building is open. Do NOT attempt to drive around the line of cars or let your child out early. We are GREATLY concerned about the safety of all children and cannot allow movement of cars in this area. Note: Please do NOT drop children off anywhere else around the school property. There are no adults to supervise the movement of children during these busy times, and all other exterior doors are locked. If you are picking your student up after school, the same procedures for the carpool line will occur. Please park along the curb in the front lot. Again, we require your help to make sure

that safety is the most important factor at the end of the day, NOT convenience or speed. Please do not park cars in the carpool line and then leave your car to enter the school. This creates a problem with dismissal. If you do need to enter the school, please park in a regular parking spot in the lot. Any changes in transportation arrangements must be made by going to the "transportation change" link on myCCS where you will input the change. All information must be submitted **BEFORE 1:00 P.M.** **Under no circumstances should a child be told to change arrangements - unless this change has been made on your child's MyCCS account we will follow your child's normal end-of-day procedure.** Additionally, do not leave timely messages on teacher voicemail. These messages are checked regularly **only** before and after school hours.

Vehicle Idling – Administrative Guidelines

This guide applies to all public and private vehicles on a school campus. The school shall post signs in areas where idling is prohibited.

- a. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped more than 5 minutes. (Engine cool down periods recommended by vehicle manufacturer may be followed)
- b. Bus drivers, teachers and school staff shall be informed of this requirement at the start of each school year.
- c. During student / parent orientations, parents, and all students shall be informed of this requirement.
- d. Any complaints of non-compliance are to be filed with the IEQ Coordinator's office.
- e. Any complaints of non-compliance will be reviewed and action taken as necessary.
- f. Bus warm up.
 - i. At 32 degrees or above, buses will be allowed to idle for no more than five (5) minutes.
 - ii. From 20 degrees to 32 degrees, buses will be allowed to idle for up to fifteen (15) minutes.
 - iii. From 20 degrees and below, buses will be allowed to idle for up to thirty (30) minutes, or until front windows are defrosted and all safety equipment is operable.

D. Exemptions

1. Safety of Children or Emergencies
 - a. Use of lift equipment during loading or unloading of individuals with special needs.
 - b. Use of heater or air conditioning during loading or unloading of individuals with special needs.
 - c. Use of defrosters, heaters, air conditioners, or any other equipment for health or safety concerns.
 - d. Use of bus headlights or flasher warning lights for safety or visibility purposes.
 - e. For other safety or emergency issues.
1. Hot or Cold Weather
 - a. When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply.
2. Maintenance Operations
 - a. Buses may idle as necessary as part of a pre-trip safety inspection.
 - b. When possible, maintenance operations should not be conducted within 100 feet of a school building housing classrooms.
 - c. If necessary to make emergency repairs to vehicles. (for example jump starting another vehicle)

EMERGENCY CANCELLATION OF SCHOOL

IN CASE OF SEVERE WEATHER, SCHOOLS IN THE CARMEL CLAY SCHOOL DISTRICT MAY ONLY BE CANCELLED BY ORDER OF THE SUPERINTENDENT OR DESIGNEE. STUDENTS AND FAMILIES WILL BE NOTIFIED OF A SCHOOL DELAY OR CLOSING THROUGH THE SCHOOL MESSENGER PHONE SYSTEM. ALL CONTACT INFORMATION IN THE STUDENT DATA BASE SHOULD BE UP TO DATE AT ALL TIMES. **PLEASE BE CERTAIN YOUR FAMILY HAS A PLAN FOR SUCH EARLY DISMISSAL.** THIS SITUATION SHOULD BE DISCUSSED WITH YOUR CHILD/REN AT THE BEGINNING OF THE SCHOOL YEAR AND REPEATED PERIODICALLY.

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.

HEALTH INFORMATION

All updates to a student's medical history and permission for Tylenol/Advil need to be completed through the student's myCCS account.

Immunizations

Indiana law requires that students in all grades are required to meet the minimum immunization requirements. The immunization record must include the student's name and date of birth, the vaccine given and date (month/day/year) of each immunization. For specific guidelines, please refer to the Immunization Requirements section found at: <http://www1.ccs.k12.in.us/district/current-families/nurse>

Injuries/Illness

Injuries should be taken care of before the child is allowed to return to school. If a child becomes sick or injured during the school day, parents will be notified immediately. It then becomes the parent's responsibility to pick up the child as soon as possible.

A child with a contagious illness or fever should not be sent to school. Any student whose temperature is above 100⁰ F will be sent home from school. However, a student may also be sent home when his/her temperature is below 100⁰ F should other symptoms warrant it. Any student with a fever should be kept home until the student has been fever free for 24 hours without medication (temperature below 100⁰ F).

Students may return to school:

- strep infections – after antibiotics and temperature below 100 degrees for 24 hours
- pink eye – after prescribed medication for 24 hours and improved condition
- skin lesions – it is mandatory that any student that has an open wound keep it covered during the school day and during athletic events
- ringworm – only if the lesion is covered and verification of anti-fungal treatment is given
- scabies – the next day after treatment
- vomiting and/or diarrhea – will be handled on a case by case basis after consultation with the school nurse

Medication Policy

When it is necessary for your child to take medication at school, the following guidelines are in effect for your child's protection:

1. **Transportation and Storage of Medication:** ALL medication, both prescription and non-prescription, must be transported to and from the school nurse's office by a parent or guardian. Students are not permitted to have any medication or drug in their possession. A parent or guardian will be required to pick up all medications at the end of the school year.
2. **Original Container:** ALL medication, prescription or non-prescription, must be in its original container. A prescription medication will already have the pharmacy label with the name of the student, name of medication, and the time when medication is to be administered. Please write your child's name on a non-prescription container.
3. **School Permission to give Medication:** Medication must have a written doctor's statement or current prescription (label on container) indicating that the medication is to be taken during school hours. Physician orders may be faxed to the school. The school will also need a signature from parents or guardians giving their permission for the school to give the medication. It shall be the student's responsibility to come to the nurse's office to receive the medication at the designated time. If it becomes necessary to give a student medication that is not kept at school, a parent or legal guardian may come to the school and administer the medication.
4. **Benadryl and Analgesics:** In case of a bee or wasp sting, Benadryl will be given according to weight guidelines if parent consent is on file. Also, the school nurse will administer analgesics (generic Tylenol or Advil) if a parent consent is on file. At the elementary level (K thru 5); parents will be notified when analgesics are given.
5. **If the medication is to be terminated,** the parent should notify the school by phone or provide a written and dated withdrawal of consent.
6. **Student possession and self-administration** of emergency medication is permitted for students with acute or chronic medical conditions. An annual written authorization must be received from both the parent and physician stating the nature of the disease and that the student has been instructed in how to self-administer the medication.

HEAD LICE

PARENTS HAVE PRIME RESPONSIBILITY OF ASSISTING IN THE PREVENTION AND MANAGEMENT OF HEAD LICE CASES THROUGH REGULAR CHECKS OF THEIR CHILD'S HAIR AND STARTING IMMEDIATE TREATMENT WHEN HEAD LICE ARE DETECTED. WHILE HEAD LICE ARE A NUISANCE, THEY DO NOT SPREAD DISEASE AND ARE NOT A HEALTH ISSUE. SHOULD A CASE OF HEAD LICE BE BROUGHT TO THE SCHOOL'S ATTENTION, THE SCHOOL NURSE WILL MAINTAIN CONFIDENTIALITY AT SCHOOL, VERIFY PRESENCE OF AN ACTIVE INFESTATION, AND BRING IT TO THE CHILD'S PARENTS' ATTENTION. PARENTS, STUDENTS AND SCHOOL STAFF WILL BE EDUCATED ABOUT HEAD LICE IDENTIFICATION, TREATMENT AND PREVENTION. IF AT ALL POSSIBLE, STUDENTS SHOULD NOT BE EXCLUDED FROM SCHOOL FOR HAVING HEAD LICE, AS THE MANAGEMENT OF HEAD LICE SHOULD NOT DISRUPT THE EDUCATIONAL PROCESS OF THE CHILD. THE NEED TO EXCLUDE STUDENTS FROM SCHOOL WILL BE DETERMINED ON A CASE BY CASE BASIS. THIS POLICY IS

SUPPORTED BY THE AMERICAN ACADEMY OF PEDIATRICS, THE NATIONAL ASSOCIATION OF SCHOOL NURSES, AND THE HAMILTON COUNTY HEALTH DEPARTMENT.

SPEECH AND HEARING SCREENING

INDIANA STATE LAW MANDATES HEARING TESTING FOR ALL CHILDREN IN KINDERGARTEN, 1ST, 4TH, 7TH, AND 10TH GRADES; NEW STUDENTS; SPECIAL EDUCATION STUDENTS; AND ANY CHILDREN WITH KNOWN LOSSES. A COMMUNICATION SCREENING WILL BE CONDUCTED FOR THESE STUDENTS, AS WELL AS THOSE STUDENTS IDENTIFIED IN PREVIOUS YEARS AS HAVING MATURATIONAL SOUNDS IN ERROR.

Changes regarding Asbestos and Pesticide notifications

The asbestos and pesticide information for your school can be found on myCCS. Parents just need to login and go to the "Parent Resources" box, click on "Pesticide Notifications" for pesticide information and "Legal Notices" for asbestos information.

On the "Pesticide Notifications" page you will find our Pesticide Policy, the Pesticide Application Information Request Form and the schedule for regular applications. If you would like to be informed of emergency treatments, please print the form and return the completed form to your school's office. You will either be notified via email, School Messenger or mail of the emergency treatments. The emergency treatments will also be posted on the website.

On the "Legal Notices" page you will click on "Annual Ahera Notifications". You can then click on your building to find your Ahera information.

ENROLLMENT/EMERGENCY INFORMATION

IF A CHILD BECOMES SICK OR INJURED DURING THE SCHOOL DAY, PARENTS WILL BE NOTIFIED IMMEDIATELY. UPDATED STUDENT INFORMATION IS CRITICAL FOR THIS PROCESS. ***PLEASE REMEMBER TO UPDATE YOUR STUDENT'S CONTACT INFORMATION BY GOING TO YOUR STUDENT'S MYCCS PAGE AND CLICKING ON CONTACT INFORMATION. THERE YOU CAN MAKE CHANGES TO YOUR HOME OR WORK PHONE NUMBERS AND NAMES AND PHONE NUMBERS OF FRIENDS AND/OR RELATIVES TO BE CALLED IF PARENTS ARE NOT AVAILABLE.*** IF APPLICABLE, ALSO PROVIDE CELL PHONES AND PAGER NUMBERS.

In the situation where a parent has restricted parental rights, the school must have an updated copy of custody paperwork on file for each student in the family.

Student Appearance

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which detracts from the learning environment will not be permitted. This includes apparel advertising alcoholic beverages or with other obscene or questionable printing on them. Short shorts, low rise pants or shorts, halter tops, tank tops and tops revealing midriffs, etc. are not appropriate. Shorts in general should be worn ONLY when the weather is extremely warm. Parental discretion will determine when this occurs.

Ball caps, hoods or hats may not be worn in the school building. Safe, appropriate footwear must be worn on the playground. Flip-flop sandals or high-heel shoes are NOT appropriate for the playground. Students not dressed appropriately may be asked to change.

School Lunches

Carmel Clay Schools use a computerized method of collecting funds, counting meals, and a la carte items in the school cafeteria. Each student will have an account identified by their student identification number. Cashiers will use your child's photo or name to identify them in the serving line. School menus are available at <http://www1.ccs.k12.in.us/district/food-services/menus>. Students may choose either a hot entrée, salad or sandwich lunch daily. For those students who purchase the school lunch, the meal consists of an entrée, 1-2 servings of vegetables, 1 serving of fruit, and an 8oz milk. Additional containers of white and low fat flavored milk are available to any student for **\$0.60** each. If you choose to fund your child's lunch account by check, please make all checks payable to **Carmel Clay Food Service. Please include your child's name on the memo line of the check** so that the money can be placed in the accurate account. Additional money may be placed into your child's account to cover "extras" and/or those times when money is forgotten or lost. Any child without cash or money in his/her account will be given a Courtesy Meal and a negative balance reminder email will be issued. Students with food allergies will have those items omitted from their tray **only** when the Food Service Department has a physician statement on file indicating the items to be omitted. This statement must be signed by a recognized medical authority. These statements must be updated each school year. We will try to substitute another food item **only** if the medical statement indicates what foods are appropriate substitutions. If you have any questions concerning allergies and/or diet restrictions, please contact Meghan Wilson, CCS Registered Dietitian at 844-9961. Questions regarding account balances or any other concerns can be emailed to your cafeteria manager or to Jennifer McFarland, Director of Food & Nutrition Services jmcfarla@ccs.k12.in.us.

School Lunch Prices

Elementary \$2.45
Adult \$3.40
Breakfast \$1.35
Milk \$.60

Online Payment System

Parents/Guardians have the option of using an online prepayment system at <https://www.ezschoolpay.com>. Once parents have set up their account with EZSchoolPay, they can check it at any time. You can set limits on your child's account by contacting the school cafeteria manager. Please explain any limits placed on the account with your child. An account balance cannot be shared by different children in the same household. Money in a student's meal account may be used for complete meals and a la carte sales. Money left in an account at the end of the school year will be available for the student's use in the next school year. Students who qualify for free or reduced-price meals may pay using the same options. You can apply online at <http://www1.ccs.k12.in.us/district/food-services/free-meals>. As always, you can send cash or a check with your child. If you have any questions concerning your child's meal account, please contact the school's cafeteria manager or look at your child's account at [EZSchoolPay](https://www.ezschoolpay.com). It is a parent's responsibility to see that their child has a lunch brought from home or money in their account. Students are allowed to charge a minimum of three days (breakfast and lunch meals). After three meals have been charged, students are provided a Courtesy Meal at a reduced price until the negative balance is paid. Please see the Carmel Clay food service website for free & reduced applications, staff contact information, menus and nutrition analysis. [Http://www1.ccs.k12.in.us/district/food-services](http://www1.ccs.k12.in.us/district/food-services).

LUNCH TIME VISITS

Parents and other relatives of our students are welcome to join us for lunch any time during the school year (unless otherwise notified). We must ask that parents/visitors call the school's cafeteria at 571-4075 prior to 9:00 a.m. on the day of their proposed visit so that they may order their lunch. **The cost of a visitor lunch is \$3.40.**

Parents/Visitors must come to the office to check in with their driver's license, pick up their visitor badge, and receive instructions on meeting their child for lunch. Parents/Visitors must return their visitor's badge to the front office prior to leaving the building. Only those adults listed on the emergency contact information or who are accompanied by a custodial parent/guardian may visit for lunch unless pre-authorized by the parent/guardian.

Please understand that visiting with your child while at recess is not allowed.

ONLINE PAYMENT SYSTEM

Parents of Carmel Clay School students can set up a free online account to view their child's purchase history. To enroll, go to mypaymentsplus.com to set up your free account. You will need your student's ID number, date of birth, school and grade. To get started, go to www.mypaymentsplus.com and select "Indiana" and "Carmel Clay Schools." To create an account for yourself, complete your child(ren)'s information. You **will not** need a credit card to set up an account. Once the account is set up, you can check on it anytime during the school year. There is also the option to receive notification when your child(ren)'s lunch balance is low.

If you want to make online payments to your child(ren)'s meal account, a credit card or debit card will be needed. This is a secure and convenient method for making payments. You can even set up a recurring payment option assuring that there will always be money in your child(ren)'s account.

You may also call the MyPaymentsPlus toll-free customer support center at 1-877-519-0811 for questions or assistance with enrollment.

Parents selecting the NO a la carte option should understand that this means no extra milk, entrée, juice, etc., along with no extra "snack/dessert" items. Parents selecting a daily or weekly spending limit should understand that once their child reaches the limit – they will not be able to purchase anything more – including a meal. Parents should explain any limits they place on the account to their child.

An account balance cannot be shared by different children in the same household. Money in a student's meal account may be used for complete meals and a la carte sales. Money left in an account at the end of the school year will be available for the student's use in the next school year. Students who qualify for free or reduced price meals may pay using the same options. Applications are available at your school office or on line at <http://www1.ccs.k12.in.us/district/food-services/free-meals> . As always, you can send cash or a check with your child. If you have any questions concerning your child's meal account, please contact the school's food service office or look at your child's account at mealpayplus.com

It is a parent's responsibility to see that their child has a lunch either brought from home or money in their account.

Please see the Carmel Clay food service website for free & reduced applications, staff contact information, menus and nutrition analysis. <http://www1.ccs.k12.in.us/district/current-families/lunch-menu>

BIRTHDAYS

Birthday parties and special treats are NOT permitted in the classroom or cafeteria. A suggestion for a special treat for your child's birthday is the "Birthday Book Club" available through the school Media Center. On your child's birthday, his/her name will be announced during morning announcements, displayed on our monitors throughout the school, and he/she will receive a birthday sticker. Also, the classroom teachers will recognize his/her birthday as well. **PLEASE DO NOT SEND ANY INVITATIONS FOR HOME BIRTHDAY PARTIES TO SCHOOL.** Student directories are available on your student's MyCCS account. Birthday party invitations can then be mailed to the children your child wishes to invite.

FOOD

Food is **not** permitted to be brought to school for distribution. This includes candy for Valentine's Day.

FIELD TRIPS

General information, permission slips, and requests for parent chaperones for each individual field trip will be sent home prior to the trip. **A full criminal history check must be obtained prior to chaperoning a field trip.** Forms are available at the front office or parents can apply on their student's myCCS account. Parents accompanying the classes on field trips need to be aware of the following:

1. Due to the supervisory roles assumed by parents on field trips, NO other children may accompany the parent during the field trip.
2. Field trips are considered extensions of the school program and therefore are also a part of the drug-free/smoke-free environment.
3. Parents may be asked to assume the responsibility for fees, etc., due to their participation in the field trip.
4. Once parents have been accepted as chaperones, it is imperative that they inform the teacher if plans to attend the trip change. Other arrangements for chaperones would need to be made before the trip.
5. Information about parking for parent volunteers/chaperones will be included in the volunteer notice sent home before the field trip.
6. Chaperones are expected to follow the appropriate dress code required by students.
7. The only accepted forms of payment are cash or a money order payable to Orchard Park Elementary.

TECHNOLOGY USE POLICY

ANY MISUSE OF TECHNOLOGY IN SCHOOL WILL RESULT IN SUSPENSION OF PRIVILEGES AND POSSIBLE DISCIPLINARY ACTION.

MISUSE SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

- Intentional violations of copyright law;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Misrepresenting other users;
- Disrupting the operation of technology through abuse of hardware or software, including the intentional introduction of software viruses;
- Malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.

GRADES AND PARENT-TEACHER CONFERENCES

Carmel Clay School has adopted a nine week grading period for grades first through fifth. Report cards for students in grades first through third will be sent home electronically at the end of each grading period. Report cards for students in grades fourth and fifth can be accessed on your student's MyCCS account at the end of each grading period. Kindergarten students are on a semester grading period and their report cards will be sent electronically at the end of each semester.

Communication between parents and teachers is vitally important! The Orchard Park staff is made up of dedicated professionals who care about your children and wish to provide the best educational experiences for them. **Please note that a teacher's responsibilities do not allow him/her time during the instructional day to hold impromptu or unscheduled conferences with parents; however, if you would like to schedule a conference with your child's teacher, write a note or call him/her before or after school hours.**

SMOKE-FREE & DRUG-FREE ENVIRONMENT

The Carmel Clay School Board has designated all school buildings and campuses as smoke and drug free environments. This policy applies at all hours of every day.

SUPPORT PROGRAMS

In addition to the diversified programs of the regular classroom, our schools offer a variety of support programs. Among these are programs that address:

- Learning disabilities;
- Speech and hearing difficulties;
- Emotional disabilities;
- Occupational and physical therapy needs;
- A Challenge program for academically gifted children;
- An elementary counselor/MSW for individual, group, and parent support;
- Staffing and referral procedures for specialized testing; and
- ENL (English as a Second Language) services
- Title 1 services

If you or your child has a need for a support program, please call the principal, assistant principal, counselor, or classroom teacher for more information.

Carmel Parks and Recreation

There is a before and after school care program available for students in your building. This is not a school-sponsored program; rather it is run through a governing board and funded through the Carmel Parks Department. There are fees required, but reduced fees are available for those students on free or reduced lunch/textbook programs. The morning program runs from 7:00 – 8:05 a.m. The afternoon program runs from 2:35 – 6:00 p.m. For more information, please contact the Carmel Parks at: www.carmelclayparks.com or telephone (317) 571-2467.