



Smoky Row Elementary

Student/Parent Handbook 2018-2019

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

Carmel Clay Schools

TABLE OF CONTENTS

Attendance/Tardies/Early Dismissal.....	4
Building Visitors/School Gate Guardian	3
Bus Transportation.....	7
Carmel Clay Schools Attendance Program (Project ACES).....	5
Carmel Clay Schools District Goal	2
Carmel Clay Schools Diversity Statement.....	2
Carmel Clay Schools Student Code of Conduct.....	8
Carmel Clay Elementary School Student Discipline Policy	10
Carmel Clay Schools Vision statement	2
Carmel Parks & Recreation	7
Enrollment/Emergency Information	12
Field Trips	13
Food Service.	13
Health Information	14
Injuries/Illness.....	15
Lockdown/Severe Weather Situations.....	16
Medication Policy	14
Pesticide/Asbestos Information.....	16
School Hours.....	3
Smoke-Free & Drug-Free Environment	16
Speech & Hearing Screening.....	17
Student Appearance	17
Support Programs	17
Technology Use Policy.....	18
Smoky Row Elementary Guidelines.....	19

CARMEL CLAY SCHOOLS VISION STATEMENT

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

CARMEL CLAY SCHOOLS DISTRICT GOAL

CARMEL CLAY SCHOOLS WILL PROVIDE OPPORTUNITIES FOR ALL STUDENTS TO REALIZE THEIR POTENTIAL IN AN EVER-CHANGING WORLD.

CARMEL CLAY SCHOOLS DIVERSITY STATEMENT

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

CARMEL CLAY SCHOOLS STUDENT/PARENT HANDBOOK

Please go to the Carmel Clay Schools website (www.ccs.k12.in.us) for updated information on the CALENDAR.

myCCS

All families need to sign up for myCCS – our on-line informational site. You will need your child's Student ID number (located on their report card) to log-in.

SCHOOL HOURS

Regular school hours are 8:05 — 2:35 p.m. daily with a tardy bell at 8:10 am. Bus arrival and departure time, and breakfast schedules vary by building. Please refer to your building handbook for this information.

Each school has a set arrival time for the students. 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 all times.

BUILDING VISITORS

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 and report to the main office 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.

SCHOOL GATE GUARDIAN

All Carmel Clay Schools utilize a visitor check in system to provide the best possible security for our students and staff. All visitors are required to scan their driver's license or state identification card to enter the school. This increased level of security will allow the school to better track visitors and help increase the safety and security of our students and staff. As you enter the school, you will be required to scan your identification card and be issued a badge to wear. When you leave the school, you will scan and return that badge. As always, safety is a top priority at Carmel Clay Schools. Thank you for your continued support as we continuously work to improve our educational institutions.

ATTENDANCE

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.

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 your school's attendance line. 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.

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.

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** 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 may be necessary to show identification prior to the child being released.

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.

Bus Transportation

Specific information regarding bus numbers and route information will be available on the myCCS website.

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.

Changes in Transportation

In order to increase the efficiency and accuracy of communicating transportation changes, **NOTES, PHONE CALLS, or E-MAILS** are no longer accepted for any transportation changes. If it is necessary to change your child's transportation home, please click on the "Submit a Daily Transportation Change" link on the Bus Stop widget on myCCS to input the change. **All information must be submitted BEFORE 1:30 p.m.**

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.

STUDENT CODE OF CONDUCT

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.

I.C. 35-42-2-2

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 Principal/Asst. Principal 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 Principal/Asst. Principal. This report may be made anonymously.

5. The Principal/Asst. Principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The Principal/Asst. Principal 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

CARMEL CLAY SCHOOLS 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. using 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 an 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.
 - a. 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.
 - b. 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.

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.

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. In an ongoing effort to reduce costs, an online registration system has been developed that allows you to easily update your registration information at any time and from any place. By using this program, Carmel Clay Schools is able to reduce paper waste, ensure records are always accurate, and provide better service. Please take a moment to access the system and update your information.

1. Start by logging on to <https://forms.ccs.k12.in.us/schoolaccounts/login.aspx>
2. Create a family account by entering the exact spelling of your name, as well as an email address and password. *This information is used to validate your access to your child's records and must be the same as we currently have on file.*
3. Next, enter some basic information about your child, XXXXX's student identification number (XXXXXX), legal name, date of birth, and current school/grade. *Please enter all of the children under your care that reside in your household.*
4. After that, simply complete each screen and click "next". The system automatically saves the entered data each time "next" is selected, so you may stop at any time during the process and return later to continue.

5. Once complete, you will have the opportunity to print copies for your own records and have access to update the information any time throughout the year.
6. After your first visit, you will be able to update your child's information any time there is a change by simply visiting your myCCS account and choosing the Contact Information widget.

Keeping your registration information current is very important because Carmel Clay Schools relies on this data to contact you about your child, should an emergency arise. If you have any questions or concerns about this system, please contact your school office.

FIELD TRIPS

A full criminal history check must be obtained prior to chaperoning a field trip. Parents can apply on their student's myCCS account.

FOOD SERVICE/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. School lunches, which cost **\$2.45**, may be purchased by the day, week, month, or entire school year. 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.

Student Meal Charge Policy

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).

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.

Online Payment System

Parents/Guardians have the option of using an online prepayment system at <https://www.ezschooldpay.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. Applications are available at the front office or 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.ezschooldpay.com). It is a parent's responsibility to see that their child has a lunch 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-menus](http://www1.ccs.k12.in.us/district/current-families/lunch-menus)

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 all students must have on file a completed record of their immunizations with the month, day, and year of the immunizations. This must be completed and signed by the physician on the health survey form before the student is allowed to attend classes. For specific guidelines, please refer to the Immunization Requirements section found at:

[http://www1.ccs.k12.in.us/district/uploads/File/Immunizations\(2\).pdf](http://www1.ccs.k12.in.us/district/uploads/File/Immunizations(2).pdf)

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 school by a parent or guardian. Students are not permitted to have any medication or drug in their possession.
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.
1. **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.

3. **Benadryl and Analgesics:** In case of a bee or wasp sting, Benadryl will be given according to weight guidelines, if a parent consent is on file. Also, the school nurse will administer analgesics (generic Tylenol or Advil) if a parent consent is on file. At the elementary level (K thru 5), parents will be notified if analgesics are given.
4. **If the medication is to be terminated,** the parent should notify the school by phone or provide a written and dated withdrawal of consent.
5. **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.

Injuries/Illness

Injuries should be taken care of before the child is allowed to return to school. Any medication information that should be forwarded to the school nurse should be done as soon as possible. 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 100°F will be sent home from school. However, a student may also be sent home when his/her temperature is below 100°F should other symptoms warrant it. Any student with a fever should be kept home until the student has been fever-free for 24 hours without medication (temperature below 100°F).

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

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.

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

PERSONAL ELECTRONIC DEVICES & CELL PHONES

Personal electronic devices, including but not limited to cell phones, IPODS, IPADS, radios, MP-3 players, headphones, CD players, Gameboys, DVD players, electronic books 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.

PESTICIDE NOTIFICATIONS/ASBESTOS INFORMATION

Pesticide/Herbicide application notifications will be posted. Please check the website, <http://www1.ccs.k12.in.us/district/facilities-transportation/pesticide-notifications> for updates.

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

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.

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.

STUDENT APPEARANCE

We will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices:

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

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.

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;
- ENL (English as a Second Language) services; and
- 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

NETWORK AND INTERNET RESPONSIBLE USE GUIDELINES

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

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

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

- Enhance the development of 21st Century skills.
- Provide access to information.
- Encourage innovation and creativity.

- Network access is a privilege, not a right, and as such, users take seriously the responsibilities associated with signing this user agreement.

Users should NOT use the Network to:

- Access, create, send or receive, store, or display obscene materials.
- Create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language.
- Access or use other individuals' accounts, information, or files without permission.
- Access websites, files, or other information or resources using passwords not specifically assigned to themselves.
- Pursue commercial or for-profit endeavors.
- Wantonly waste district resources.
- Damage, disable, or otherwise disrupt the operation of the Network.
- Violate any local, state, or federal statutes, including but not limited to copyright law.

Smoky Row Guidelines

ABSENCES/LATE ARRIVALS:

When your child is going to be absent or late to school, please call our Attendance line at **571-4086, Ext. 1 -- prior to 8:30 a.m.** If we do not have a parent phone call to match an absence, our office will call all phone numbers listed as contacts for you until we reach a “live voice”, in order to determine the whereabouts of the child. If we are unable to reach someone, we are required to notify the Carmel Police Dept.

When children arrive late, a parent is required to accompany them into the building and sign them in at the front office. This is for the safety of your child and others. We encourage all “good-byes” to take place at the front door in order to promote student independence and to avoid disruption for the classroom. Tardiness is the act of being late if a student is not in his/her assigned station when the bell rings at 8:10 a.m. **Due to security/safety measures, parents are not permitted to walk students to class.**

ABSENCES/PRE-ARRANGED:

A Pre-Arranged Absence Form, which may be obtained from the principal’s office, needs to be completed and submitted prior to the absence. **Principal signature denotes awareness, not approval of absence.** School work will be available for the students to complete *following* the absence. Please do not request work prior to absences. Our school district requests that families schedule vacations around the school calendar.

BEFORE/AFTER SCHOOL CHILD CARE:

Please notify the Carmel Parks & Recreation site coordinator directly if your student will not be attending after care. The site coordinator can be reached at 317-418-6917. If the Parks & Recreation Department is not notified directly by the parent of any schedule changes they will follow the original schedule given to them by the parent.

BICYCLES

Our bike rack is located on the North-West end of our building. It is highly recommended that parent supervision take place during a student’s ride to school to ensure a student’s safety in crossing busy streets. If you plan to allow your child to bike to and from school, please contact the school principal so that she or a designee can go over in detail bike-riding procedures.

BIRTHDAYS:

Birthdays are celebrated throughout the school year with an announcement and a small treat from the principal's office. *Classroom birthday parties and class treats are NOT permitted.* Flowers, balloons, or other birthday surprises should not be delivered to the school. Party invitations should

not be brought to school for distribution. **Carmel Clay Schools does not allow our office to distribute student addresses and phone numbers.**

CARPOOL PROCEDURES:

The east lot is to be used for carpool drop-off and pick-up at Door 6. (Students are **not allowed** to be dropped off in the front of the building.)

AM – All carpool drivers will form a single file line and drop off students at the sidewalk. No car will pull out of line to pass another in the drop-off lane unless directed to do so by a staff member. Please arrange your car so that students can exit the vehicle on the passenger side. This is for your child's safety.

PM – All carpool drivers will form a single file line and wait in cars for students to be dismissed. Students will be dismissed as a group once all students are out of classrooms. A staff member will accompany students out of the building and direct students to cars. Please do not exit your vehicle to pick up your child. No car will pull out of line to pass another in the pick-up lane unless directed to do so by a staff member. Please arrange your car so that students can enter the vehicle on the passenger side. This procedure is for your child's safety. If your child needs assistance buckling into his/her car seat, please pull forward into the loading dock area to assist your child; do not stop traffic to buckle your child. Please have your carpool tag visible in your car.

CAR POOL TAGS:

All cars coming through the car pool line need to have a tag displayed in their car. In the event that a car comes through the line without a tag, the driver will be asked to pull over and present identification to the car pool supervisor. All drivers in car pool must be listed on the Student Information sheet as someone to whom we can release the child. This is for the safety of your child.

EMERGENCY INFORMATION

Keeping your contact information updated and current is very important. Please take a moment to visit your myCCS account to choose the Contact Information widget and make certain your phone, address, email & emergency contact information is correct.

EMERGENCY SCHOOL CLOSING/DELAYS:

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.

FIELD TRIP CHAPERONES/VOLUNTEERS:

All volunteers and chaperones must have a criminal background check on file at the school. Application for your background check is to be completed online at myCCS. There is a \$33.00 fee and

background checks are good for 5 years. Parents will be asked to complete a permission form for each field trip. No one shall join a field trip who is not a chaperone.

FORGOTTEN ITEMS:

We are **NOT** to interrupt classes for anything other than essential items such as eyeglasses or medication. If a lunch is delivered late, we will place it on the counter in the office, notify the teacher, and the student will pick it up at the beginning of his/her lunch time. (Please make sure your student's name is clearly visible.) We will place any other forgotten items such as homework in the teacher's mailbox, which they normally check during their preparation time, lunchtime, and after school.

FRONT DOOR SECURITY SYSTEM

Smoky Row has enhanced the safety of our main entrance with a doorbell notification system that alerts front office staff to visitors. In addition to the "doorbell", staff will be able to visually confirm each visitor and electronically unlock the door. More information about this system can be found here: http://www1.ccs.k12.in.us/district/downloads/cms_block_file/65300/file/74647

When entering the vestibule, please press the button located on your right. Listen for the "click" and then open the LEFT door. You only have about 5 seconds to open the door after the click, before the door locks again. Visitors may be asked to provide verbal and/or physical identification before entering the school. Once inside, please proceed to the Office to check in with our School Gate Guardian system and to obtain a nametag. Nametags **MUST** be worn where visible

HOMEWORK POLICY

Homework may be requested **on the second day** of an absence due to an illness.

LOST & FOUND

The school will not assume responsibility for losses. However, students and parents are encouraged to frequently check the lost and found box located in the back stage area. Any unclaimed articles will be given to charity in December and again at the close of the school year.

LUNCH VISITORS

Eating with your child at lunch should be a special privilege or saved for special occasions. When you choose to accompany your child to lunch weekly, you are taking away valuable social interaction time with peers. Appropriate peer interaction is a necessary growing and developing skill for young children. When you do accompany your child to lunch, please exit from the lunch dismissal line and do not accompany your child back to the classroom.

Please do not bring food or treats for other students. Due to food allergies, food and treats are not permitted to be shared with other students. If you do bring in food for your student, we ask that a healthy choice be made (**no fast food or soda**).

PARENTS OUT OF TOWN

Parents who are going to be out of town should send a note to the teacher and the office with information regarding who will be responsible for their children in the parents' absence. We have a "Temporary Care of Student" form in the office that you may wish to use for this purpose.

PARKING PROCEDURES

As per the Fire Marshal, **UNATTENDED VEHICLES MAY NOT BE PARKED ALONG THE CURB AT ANY TIME.** Please park in a parking space at all times. The driver of any UNATTENDED vehicle will be asked to move immediately. This includes running homework in for your child or stopping by to pick up/drop off for an appointment.

SCHOOL PICTURES

Individual pictures are taken at the beginning of the school year and in the spring. Pictures are purchased on a voluntary basis and are paid for on a pre-sale basis in the fall and on a preview basis in the spring. If you miss picture day there will be re-takes for fall pictures. There will not be re-takes for spring pictures.

TRANSPORTATION/CHANGE OF TRANSPORTATION

Please try to make decisions regarding changes for the end of the day dismissal BEFORE your child leaves for school in the morning, so that they will not be confused at the end of the day.

Parents must make any transportation changes **ONLINE via myCCS by 1:30 p.m.** Log into myCCS and look for the Bus Stop widget, where you will click on "Submit a Daily SRE Transportation Change". Follow the instructions to submit your change, and a confirmation email will be sent to you.

If your child's teacher does not see a transportation change on the daily Widget Report, your child will go home the way he/she normally goes home.

Transportation does not allow students to ride a different bus for play dates, troop meetings, etc. All problems or concerns about bus routes/bus stops/drivers should be brought to the attention of the Transportation Department at 844-8207 or carmeltransportation@ccs.k12.in.us.

VACATION GUIDELINES

We encourage parents to support the importance of school attendance by scheduling family vacations to coincide with school vacations. In the event that this cannot be done and students must miss days of school for family vacations, parents are asked to notify the office in writing one week prior to the vacation. A "Pre-Arranged Absence Notification" form can be found in the office that you may wish to use for this purpose. Homework will not be given prior to the absence, but will be kept for the child upon his/her return. The same number of days missed will be given to complete the activities that were missed due to the vacation. Please refer to the attendance policy on the Carmel Clay Schools website.

VALUABLES & EXCLUDED ITEMS

In the best interest of students, we request that valuable items not be brought to school. All clothing items, such as coats, hats, sweaters, etc., should be clearly marked with your child's name. Items that would disrupt the learning environment and endanger the safety of students are not permitted at school. Items not permitted at school, unless for a classroom assignment, are as follows:

- Toys in general, unless requested by the classroom teacher
- Knives or other tools/equipment
- Skateboards, roller blades/skates
- Beepers, light lasers, phones, iPods, etc.

Students who bring any of these items to school will be asked by the administration to leave the item in the office for the remainder of the day. In some cases, parents will be called to come to the school for the item.

Smoky Row Rocket Pledge

I pledge as a Smoky Row student to be responsible, respectful, and ready to learn.

As a successful Rocket I will show honesty, friendliness, and will do my best, when I'm put to the test.

I will be an independent hard worker, faithful and true.

I'm a proud Rocket of red & blue.