

Prairie Trace  
Elementary School  
Student/Parent Handbook



Student/Parent Handbook  
2018-2019

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

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## CARMEL CLAY SCHOOLS VISION STATEMENT

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

## CARMEL CLAY SCHOOLS MISSION

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.

# **PRAIRIE TRACE ELEMENTARY SCHOOL**

**14200 N. River Rd.  
Carmel, IN 46033  
(317) 571-7925  
Fax (317) 571-7926  
Voicemail (317) 571-7929**



**Principal: Mrs. Jill Schipp  
Assistant Principal: Mrs. Ashley Weimer  
Secretary: Ms. Deb Duncan  
Secretary: Mrs. Peggy Ennis  
Secretary: Mrs. Christine Love  
Student Services Coordinator: Mrs. Natalie Geier  
Nurse: Mrs. Michelle Soucie/ Mrs. Amy Fletchall**

## SCHOOL HOURS

Regular school hours are 8:05 a.m. — 2:35 p.m. daily with a tardy bell at 8:10 a.m. Students should not arrive prior to 8:05, as there is no staff available for supervising students. If this poses a problem, keep in mind that the Carmel Parks and Recreation department offers before school care in addition to their after school program. 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 other than the main entrance will be locked at all times.

## 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](http://www.carmelclayparks.com) or telephone (317) 571-2467. You may also contact our Prairie Trace Site Supervisor, Joey Castillo, at (317) 698-0816. His email is [jcastillo@carmelclayparks.com](mailto:jcastillo@carmelclayparks.com).

## 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.

## **DELIVERY OF FORGOTTEN ITEMS**

If a student forgets an item and a parent or guardian brings it into the office, a staff member will notify the teacher that the item has been delivered. It will then be placed in the teacher's mailbox and the teacher will decide when it is convenient for it to be retrieved. If a lunch is delivered late, we will place it on the front counter of the office, notify the teacher and ask that the student stop by on their way to the cafeteria to pick up their lunch. Library books will be taken to the library to be checked in, and the teacher will be notified. Prescription glasses and large projects that are too heavy to be carried on the bus, will be delivered to the classroom upon arrival.

## **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.

## **VOLUNTEER POLICY**

In order to promote a safe and productive learning environment for all students, volunteers must meet the following criteria:

- **The volunteer must have passed an extensive nation-wide background check.** *All persons volunteering in the school/attending field trips are required to have a background check on file.*
  - *To obtain a criminal history check, log into your [MyCCS](https://myccs.ccs.k12.in.us/login) account on the district website (<https://myccs.ccs.k12.in.us/login>) and follow the steps to fill out the information requested. The cost is \$30 and they are valid for five years.*
- **The volunteer must have a desire to be a school helper.** *This individual may not necessarily be a parent or guardian of a Prairie Trace student, but a person that truly wants to be helping out at our school.*
- **The volunteer must show no evidence of impeding the education of any student or students.** *The volunteer must not affect the students in any negative manner.*
- **The volunteer must leave siblings at home.** *Since siblings tend to cause a distraction to the volunteer as well as the students, we respectfully request that you make other arrangements for them.*

## **STUDENT ATTENDANCE**

Daily attendance at school is absolutely vital in ensuring your child's academic success. Should your child have an illness that prevents him/her 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 at 571-7929 or speak with someone in the office. 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.

In order to ensure the safety of your child, if a student is reported absent by his/her teacher and a parent has not called the office, the following procedure will be followed:

- Contact teachers to make sure that they didn't receive any e-mails about the absence, but the office wasn't notified. **(please copy office if you email a teacher regarding an absence, as a substitute may be in the classroom and your email may not be received)**
- Call parents at primary contacts.
- Review possible building locations that a student may have been taken to for support services before checking in at the classroom.
- Review pre-arranged absences that are on file.
- Call **ALL** parent contacts listed including emergency contacts.
- Check files for old phone numbers.
- Contact transportation if student rides bus to school.
- Conduct a building sweep.
- 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 other emergency contacts.
- Contact Steve Dillon, Director of Student Services at ESC, by 10 am if all other attempts have failed.
- Contact Police

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.

#### 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 using the document provided on the PTE website**

**(<http://www1.ccs.k12.in.us/pte/about/pte-uploads-File-Family-Handbook-PTO-Information-pdf>)**

**This absence will NOT be classified as excused.** Homework will not be given prior to the absence, but will be kept for the child upon their return. The same number of days missed will be given to complete the activities that were missed due to the vacation.

#### 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. Students will not be called to the office until the parent reports to the office. Please park in a spot, not along the curb. **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.

#### **WITHDRAWAL OR TRANSFER OF STUDENTS**

Parents who will be withdrawing their child from school should notify the school office a month ahead if possible, of the actual transfer so that appropriate forms, library obligations, and textbook arrangements can be completed before actual withdrawal. School records will be forwarded to the new school upon their request.

## CARMEL CLAY ELEMENTARY SCHOOL STUDENT DISCIPLINE POLICY

### 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.

### 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.

### 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 school purpose or educational function.
  - f. Knowingly providing false information to school personnel
12. No student shall possess, handle or transmit any firearm on school property.

The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- a. the frame or receiver of any weapon described above
- b. any firearm muffler or firearm silencer
- c. 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
- d. 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
- e. 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.

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.

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.

*I.C. 35-42-2-2*

### **BULLYING**

Rules from the District Bullying Prevention Initiative:

**We will not bully others.**

**If we know that somebody is being bullied, we will immediately tell an adult.**

**We will include students who are being left out.**

**We will help students who are bullied.**

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 administrator]* 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, Jill Smith. This report may be made anonymously.
5. The 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 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

## **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**

Any changes in transportation arrangements must be made through the transportation widget found on myCCS. We cannot, for the safety of your child, rely on verbal directions given by the child. **Students will go home using the regularly scheduled method unless a transportation widget has been completed by parent or guardian or a message has been received by the office by 1:30 p.m. from parent or guardian.** We must receive notification in writing from parents, or we will require the child to use their normal means of transportation. Please refrain from sending in notes or leaving this information in teachers' voicemail box.

## **WALKING AND BIKE RIDING**

Parents may choose to allow their student to walk to school. Please remember if you do allow your student to walk to school, crossing guards are not in place and a parent or an adult should supervise.

Parents may choose to allow students in grades 3 - 5 to ride their bicycle to school, if students have filed a biking contract signed by the parent. Once again, please remember if you do allow your student to bike to school, crossing guards are not in place. Students in grades K-2 may ride as well, if they have the signed biking contract on file and only if they are accompanied by a parent. Please ask the classroom teacher for a copy of the bike policy and contract. Students that already have a permit from previous years are not required to

re-register their bicycle.

#### **CARPOOL PROCEDURES**

Although the staff of Prairie Trace encourages all families to take advantage of our bus transportation for the safety of our students, please adhere to the following directions if you drop off and/or pick up students. Remember, school starts at 8:05 and we ask that no student is dropped off before 8:00 am. If students are dropped off before that time, they are not supervised and parents will be called to either pick up their student or come to school to supervise them until the bell rings. Should you need childcare in the morning please contact our ESE program director.

The following guidelines should be followed:

- Please have your child prepared to exit the vehicle quickly to help speed the unloading process. **Please have your child exit the vehicle only on the sidewalk side of the car for safety.**
- Students should begin to exit their cars at 8:00. Please DO NOT drop your children off earlier.
- The first car in line should pull up to the end of the curb. This will allow room for others behind you. After unloading children, please follow the car in front of you and **stay in line** as you drive around the parking lot to exit. Others in line should then pull up to allow for others just arriving.
- **DO NOT PULL OUT OF LINE TO GO AROUND OTHER CARS.** We want to make sure that all children are safe and there are no accidents in the parking lot. Only one line of traffic should be entering and leaving the parking lot, paying special attention to incoming cars.
- Once out of the car, students will wait outside of the front doors, or in inclement weather, in the vestibule, until 8:05, when the bell sounds students may walk to their rooms.
- We ask that parents utilize the carpool line and observe our ONE WAY traffic flow arrows and signs. It is simply too dangerous for students and parents alike to have cars parking and students proceeding to walk in front of the carpool line in an effort to avoid the system.
- Please make sure your child is here on time each day. If you arrive after 8:10 you will need to park in the parking lot, escort your child to the office, and sign your child in for the day. Please minimize late arrivals as every minute of classroom time is important.
- In the afternoon we will dismiss after the final bell at 2:35. Again, the first person to arrive should pull up to the end of the curb. Please pull forward and make one single row. This is a no idling zone. Please turn off your car and wait until you see your child. Once loaded, do not proceed forward until directed to do so by a staff member. Please remain in the line until you reach the exit. Only one line of moving traffic will keep our students and visitors safe. Please be patient as we continue this process for the safety of our students.
- If it is a necessity to enter the building with your child, please park in the parking lot and beware of traffic as



they may not see you. · AT NO TIME SHOULD CARS BE PARKED ALONG THE FRONT DRIVE OF THE SCHOOL. This is a safety hazard for students and guests as well as a fire safety issue.

#### **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**

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

## 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.

#### **ENROLLMENT/EMERGENCY INFORMATION**

If a child becomes sick or injured during the school day, parents will be notified immediately. Updated student information sheets are critical for this process. ***Please remember to update the enrollment form with any change in 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.

#### **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.

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.

“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.”

## 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/menu>. 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 the 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. 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](mailto:jmcfarla@ccs.k12.in.us).

### School Lunch Prices

Elementary \$2.40

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. 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.ezschoolpay.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).

## **Technology Use Policy**

**Required e-signature on Responsible Use Policy (RUP) by legal guardians.** 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. Processing of e-signatures takes 24 hours – so don’t wait. To e-sign the RUP document, please log in to your parent [myCCS](https://myccs.ccs.k12.in.us) account and look for the “Update Your Contact Information” widget. (<https://myccs.ccs.k12.in.us/login>)

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.
- 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.

## **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
- Carmel Clay Parks Department: before and after school programs

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.

#### **COMMUNICATION/REPORT CARDS**

Communication between school and family is an essential key to ensuring student success. Report cards are distributed every nine weeks (grade 1-5), or each semester (Kindergarten). More frequent communication can be initiated by either the parents or the teacher if specific concerns arise. Please first speak with your child's teacher if an issue or concern arises.

#### **MEDIA CENTER**

Our Media Center operates an open access program to enable students to check out and return books on any day of the week. There is no limit to the number of books a student may have checked out, although teachers may place some limits according to age. Overdue notices are sent home regularly. We do not charge overdue fines; however, if a student has overdue materials, he/she is limited to checking out only one item until the overdue book is returned. Lost or damaged books must be paid for by the student. If a book is lost and paid for, but the book is eventually returned, the money will be refunded. We always prefer to have a book returned and money refunded rather than have a missing book. Questions about the media center can be answered by calling the parent link number, 571-7929, ext. 2106.

#### **LOST AND FOUND**

All items (except for small or personal items of value) found but not claimed by students, will be placed in the lost and found container in the cafeteria. If your child is missing an item, please refer them to the cafeteria during its open times. Items that are not claimed will be donated to a charity in December and May.

#### **TELEPHONE USE**

Students will not be called to the phone unless it is an emergency. Student use of the phone to make arrangements for visits or other social events is not permitted. We will also limit the use of the phone for forgotten assignments.

### **FIELD TRIPS**

Parents will be notified in writing and asked to give their written permission for their child to attend a field trip prior to each field trip. It is critical that this permission be received for each field trip the child attends. Please note that without the appropriate parent permission, students will not be permitted to participate on the field 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.

### **CLASSROOM PARTIES AND STUDENT BIRTHDAYS**

Student birthdays are announced weekly and a small memento is given to the child by the office. Teachers may have additional recognition activities within the classroom. Classroom parties are only those scheduled by the teacher or PTO. Individual birthday parties with treats are not permitted due to food allergies and our wellness initiative. To prevent hurt feelings and the sense of exclusion, students are not to bring party invitations to school to distribute. Flowers, balloons, gifts, and candy may not be delivered to students at school.

### **VALUABLES, MONEY, AND EXCLUDED ITEMS**

In the best interest of students, we request that valuable items not be brought to school. All clothing items, such as coats, should be clearly marked with your child's name. There will be few reasons other than lunch for your child to spend money at school. It would be wise for students to bring to school only the amount of money needed for each day. Do not have your child bring large bills for use at the bookstore. We do not retain any money at the school from day to day and cannot accommodate large bills.

Items that could endanger the safety of students (such as knives or other tools) are never permitted at school. If a dangerous item is brought to school, students will be asked by the administration to leave the item in the office and then to take it home at the end of the day or in some cases, a parent may be asked to come and pick up the item.

### **PERSONAL ELECTRONIC DEVICES, CELL PHONES AND DISTRACTING/HAZARDOUS ITEMS**

Personal electronic devices and distracting/hazardous items including but not limited to cell phones, beepers, pagers, IPODS, IPADS, radios, stereos, MP-3 players, headphones, CD players, tape players, Gameboys, DVD players, electronic books/games, skateboards, toys, and laptop computers are not to be used during the school day or school functions 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 may not use their personal device to call or text during the school day unless approved by staff. Students in violation may be subject to disciplinary action.