

2019 - 2020

CARMEL CLAY SCHOOLS

Student/Parent Handbook



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

CARMEL ELEMENTARY STAFF
2019 - 2020

ADMINISTRATION/OFFICE		GRADE 4	
Principal:	Megan Klinginsmith	Room 15	Tricia Wiegand
Assistant Principal	Rebecca Nickless	Room 16	Julie McElwee
Student Services Coordinator:	Mackenzie Kleman	Room 18	Kristy Truax
Administrative Assistant:	Debbie Drummy		
Administrative Assistant:	Becky Thiem	GRADE 5	
P/T Secretary:	Joan Bartelson	Room 17	Tonya Morris
Nurse:	Kady Weaver	Room 19	Liz Thiel
		Room 20	Kim Leffers
		Room 21	Ann Hepp
KINDERGARTEN		SPECIALS	
Room A	Jill Hall	Media:	Valerie Williams
Room B	Vanessa Trammell	Computer Lab:	
Room D	Haley Smith	P.E.:	Patrick Murphy
		Art:	Rachelle Rodriguez
<u>Primary:</u>		Music:	Tiffany Ingles
GRADE 1			
Room 1	Azure Arena	STUDENT SERVICES	
Room 2	Kristen Nilo	Resource: R1	Kim Harrell
Room 4	Cindy Johnson	Resource: R2	Katie Biltimier
		Resource: R3	Mandy Spurgeon
		Speech	Blake Dowsett
GRADE 2		Psychologist:	Melissa Ryan
Room 6	Judy Schwartz	Instructional Specialist	Ali Lewis
Room 7	Stephanie Borlik	OT/PT:	Abby Ferrettie
Room 8	Kimi Fisher	Reading Specialist	Sara Fernkas
<u>Intermediate:</u>		Custodian:	Jerry Bowman
GRADE 3		Cafeteria:	Lisa O'Connor
Room 11	Amy Adams	Technology:	Tracey Barney
Room 12	Kristen Selm		
Room 13	Victoria Hreno	CARMEL PARKS	
Room 14	Holly Adams	Site Supervisor:	Elijah Bullard
		Assistant Supervisor:	Graham Cecil

Table of Contents

CARMEL CLAY SCHOOLS MISSION AND VISION STATEMENT 1

WELCOME 2

School Hours..... 3

Building Visitors..... 3

Safe Visitor..... 4

PowerSchool 4

Enrollment Forms/Student Information Verification 4

Directory Information 4

Volunteers 5

Student Attendance 5

Student Tardiness..... 5

Carmel Clay Schools Attendance Program 5

School-Home Communication 8

Grades & Teacher Communications 8

Vacation and Homework Regulations..... 8

Homework Policy 8

Parents Out-Of-Town 9

Student Birthdays..... 9

Student Appearance..... 9

Valuables, Money, and Excluded Items 9

Personal Electronics/Cell Phones 10

Family Educational Rights and Privacy Act..... 10

Student Discipline Policy..... 11

Carmel Clay Schools Policy - 5516 Student Anti-Hazing 13

Student Code of Conduct 14

 Bullying 14

 Gang Policy 16

Early Dismissal 16

Change of Transportation Procedure 17

Car Pick-Up & Drop-Off Procedure	17
Bus Transportation	17
Bus Conduct.....	17
Bus Expectations	18
Emergency Information	18
Emergency Closings.....	18
Lockdown/Severe Weather Situations	19
Health Information.....	19
Immunizations.....	19
Injuries/Illness.....	19
Emergency Medical Information	20
Head Lice	20
Meningococcal Disease.....	20
Medication Policy.....	21
Speech and Hearing Screening	21
School Meals and Cafeteria Policies – Elementary	22
Online Payment System.....	22
Cafeteria Behavior Rules	23
Cafeteria Expectations	23
Recess Rules	23
Playground Expectations	24
Network and Internet Responsible Use Guidelines	24
Search and Seizure Policy.....	25
Smoke-Free & Drug-Free Environment	25
Pesticides.....	25
Indoor Air Quality	26
Field Trips.....	26
Lost & Found.....	26
Carmel Parks & Recreation	26
PTO EXECUTIVE BOARD.....	27

CARMEL CLAY SCHOOLS MISSION AND VISION STATEMENT

Mission Statement

Carmel Clay Schools will provide opportunities for all students to realize their potential in an ever-changing world.

Vision Statement

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



WELCOME



Words from the Principal:

Dear Carmel Elementary Families:

With great pleasure, I welcome you to the 2019 - 2020 school year at Carmel Elementary! **We are so happy that you are a part of our awesome school family!** The entire staff is eager to meet and begin working with all of our CE Tigers! The Carmel Elementary Staff provides our students with rich social-emotional learning and academic experiences throughout the school year to help them grow.

At Carmel Elementary, we encourage, promote, and maintain strong family and community relationships. Communication plays a vital role in this partnership. We are committed to make every effort to inform you about your child's academic progress and the daily activities at our school. We also value and need your input! Please do not hesitate to contact your child's teacher or the office staff with any questions or concerns. Additionally, we ask all parents to have a PowerSchool account, as this serves the entire school district as another valuable communication tool.

Please take time to read over this student handbook. It is filled with information that will assist you with questions, policies, and daily practices at Carmel Elementary. Our staff has been working throughout the summer to prepare for another great year, full of wonderful educational opportunities and exploration. We appreciate your continued support and are looking forward to an excellent school year.
Sincerely,

Mrs. Megan Klinginsmith

mklingin@ccs.k12.in.us



Carmel Elementary is part of the Carmel Clay Schools Corporation. Our Educational Services Center is available between 7:30 a.m. - 4:30 p.m. by dialing (317) 844-9961. You may reach the Carmel Elementary school office between the hours of 7:30 a.m. and 3:30 p.m. at (317) 844-0168 or by fax at (317) 571-4024.

School Hours

Regular school hours are 8:05 a.m. - 2:35 p.m. daily with a tardy bell at 8:10 am. Bus arrival and departure time, and breakfast schedules vary by building.

Each school has a set arrival time (8:00 a.m.) 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 and staff safety, all exterior doors will be locked during the student day.

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 in writing to arrange for any visitor(s) 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 obtain entrance through the main door and report to the office to identify themselves with a driver's license or state ID card 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.** Classroom visits are limited to one hour or less.

Safe Visitor

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.

PowerSchool

Parent involvement is critical to the success of all students. Carmel Clay Schools provides PowerSchool as a gateway to personalized information for your family. This portal contains information regarding lunch, family-specific calendars, assignments and grades for secondary students, teacher websites, homework resources, and school news as well as many other tools to help your child succeed. You will need your child's Student ID number (located on their report card) to log-in.

Enrollment Forms/Student Information Verification

- Students must be enrolled by a parent or guardian by completing the online registration packet at: <https://forms.ccs.k12.in.us/ParentPortal/pages/login.aspx>
- Any change in guardianship, address, emergency contacts, or telephone numbers should be updated on **PowerSchool using the online verification widget**.

Directory Information

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

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

Volunteers

Parent volunteers are vital to our school's success! The time they dedicate to our Parent Center, Media Center and classroom activities is invaluable. Carmel Elementary welcomes all parent volunteers. All volunteers must have a ***criminal history background check done prior to volunteering***. If you are a new volunteer, please make certain you have a completed Criminal History Background Check on file. To obtain this report, please log onto your [PowerSchool](#) account and follow the steps listed. If you have multiple children who attend multiple schools in Carmel, you only need one criminal background report. Background checks are good for five school years. Once you have submitted your volunteer report request, you will receive notification. Your child's school administration will also be contacted once the criminal background report is complete.

Student Attendance

Daily attendance at school is absolutely vital in ensuring your child's academic success. Should your child have an illness that prevents them from coming to school, we ask that you notify the school each day prior to 8:30 a.m. Please leave a message on your school's attendance line – (844-0168 - Extension 1.) 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. Administrators or Carmel Resource Officers 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.

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 a pre-arranged absence or school related functions.

Student Tardiness

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

Carmel Clay Schools Attendance Program

Project ACES - Attending Class Equals Success

The goal of Project ACES is to ensure that every child attends school as required by Indiana Law so that each child will receive the necessary guidance and knowledge to become a productive member of the community.

Three Target Groups:

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

Students with Excessive Excused Absences:

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

- Religious Holidays
- Death in the immediate family
- Court Appearances, Jury Duty
- Serving as a page for the State Legislature
- College Visitation – High School
- Immigration, passports

* The following guidelines will be followed at the administrator's professional discretion.

1. When a student misses 7 excused/unexcused days of school, 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. 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/unexcused days of school, 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/unexcused days of school, 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 as well as the Hamilton County 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, Carmel school probation officer, parent and child.
6. If students in grades 1-6 are still missing school, educational neglect charges may be filed. If students in grades 7-12 are still missing school, truancy charges will be filed and a pick-up order will be issued.

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 day of school due to refusal to attend, 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. The child will be assigned an In-School Suspension.
2. Upon the 2nd day where a student refuses to attend, 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 as well as the Hamilton County 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. Upon the 3rd day of a student refusing to attend, they will be assigned to Out of School Suspension which will be served at Saturday School.
5. When a student refuses to attend for 4 days, a truancy petition will be filed. In addition a pick up order will be issued for students in grades 7-12.

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.

School-Home Communication

To keep you informed of the many activities provided for Carmel Elementary students and families, we provide a newsletter, “**Tiger Tales**” that is sent **electronically** every other Friday. Teachers also provide updates regarding classroom activities. Please visit our school website to view information about the school and the on-line calendar. All parents are encouraged to have an on-line PowerSchool and Canvas account to stay informed about school and district activities. You can also follow the school on Twitter @CE_Tigers

Grades & Teacher Communications

Communication between parents and teachers is vitally important. The Carmel Elementary staff is made up of dedicated professionals who care about your children and wish to provide the best educational experiences for them.

For Grades 1-5, report cards are issued every nine weeks. The dates for the issuance of report cards will be posted in Tiger Tales and are also listed on the calendar available through PowerSchool.

Kindergarten students receive report cards at the end of each semester.

Vacation and Homework Regulations

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, the following rules are in effect:

- A written request must be forwarded to the Principal for approval one week prior to the vacation.
- **Homework will not be arranged ahead of time.** Students must complete missed assignments upon return to school.
- Days missed for family vacations will be counted toward Project ACES absences. (See page 5.)

Homework Policy

- **No homework will be given on a prearranged basis prior to an absence.**
- Homework may be requested **after the second day** of an illness.
- All homework requests will be made **from the PARENT to the TEACHER.**
Homework requests are not processed through the office.
- **Homework must be requested by 9:00 a.m.** Parents may request homework by voicemail or by e-mailing the teacher.

All requested homework will be available for pickup in the front office between 2:45 a.m. - 3:15 p.m.

Parents Out-Of-Town

Parents who are going to be out-of-town should send a note to school with information regarding who will be responsible for their children in the parents' absence.

Student Birthdays

Student birthdays are announced daily and a birthday ribbon is given to the child. Teachers may also have recognition activities within the classroom. *Parental "celebrations" of student birthdays in the classroom and/or the lunchroom are not allowed.* Invitations to a child's private birthday party should be mailed from your home. (Distribution of these invitations are not permitted at school.) Food, drinks, flowers, gifts, balloons or candy cannot be brought to school for birthday celebrations.

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.

Valuables, Money, and Excluded Items

In the best interest of the 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 are few reasons, other than lunch for your child to spend money at school. Students should bring to school **only** the amount of money needed for each day. We do not accept checks under \$10.00.

Do not have your child bring large bills. We do not retain any money at the school from day to day and cannot make change for large bills.

Items that would disrupt the learning environment or endanger the safety of students are not permitted at school. **Items not allowed at school, unless required by a class assignment, include:**

- Electronic games and/or devices;
- Toys in general, unless requested by the classroom teacher;
- Trading cards of any kind;
- Gum, candy, other edibles;
- Knives, screwdrivers or other tools/equipment;
- Skateboards, rollerblades/skates;
- Any other items deemed unsafe or distracting by the school staff.

Personal Electronics/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 a.m. - 2:35 p.m.) unless staff approval has been given. This includes lunch and recess. Students in violation may be subject to disciplinary action.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. There rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after Carmel Clay Schools receives a written request;
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the school decides not to amend the record, the parent or eligible student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing;
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

FERPA permits the disclosure of education records, without consent of the parent or eligible student under certain circumstances. One of those circumstances is to other school officials, including teachers, within Carmel Clay Schools whom the school has determined to have legitimate educational interests. For purposes of FERPA, "school official" includes: teachers, professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, school board members, members of committees and disciplinary boards, contractors, including online service providers, volunteers, or another party to whom the school has outsourced institutional services or functions.

Additionally, for purposes of FERPA, "legitimate educational interest" means direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

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. Knowing providing false information to school personnel.

12. Possession of a Firearm

- a) No student shall possess, handle or transmit any firearm on school property.
- b) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- c) The penalty for possession of a firearm: 10 days' suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

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

- a. On school grounds before, during, and after school hours and at any other time when the school is being used by a school group;
- b. off school grounds at a school activity, function, or event, or
- c. traveling to or from school or a school activity, function, or event.

Carmel Clay Schools Policy - 5516 Student Anti-Hazing

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another,

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

I.C. 35-42-2-2

Student Code of Conduct

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 Assistant 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 Assistant Principal. This report may be made anonymously.

5. The Assistant 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 Assistant Principal or 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

Gang Policy

Prohibited Conduct

Carmel Clay Schools prohibits criminal gang or criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

Carmel Clay Schools prohibits reprisal or retaliation against individuals who report criminal gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal gang or criminal organization activity and similar destructive or illegal group behavior.

Definitions

Per IC 35-45-9-1, "Criminal gang/organization" means a formal or informal group with at least three (3) members that specifically either:

1. Promotes, sponsors, or assists in; or participates in; or
2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

Organization or "Gang Activity" means a student who knowingly or intentionally actively participates in a criminal gang or organization, or knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang or organization.

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

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, email or voicemail in advance of the appointment.)** 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.

Change of Transportation Procedure

In an effort to ensure the safety of all students and the accuracy of communicating afternoon transportation plans, changes are made using the School Dismissal Manager System. **Do not email or send notes to the school.**

In order to change the afternoon transportation from the normal mode of transportation to another means, parents must log into School Manager Dismissal link to input the change. **This must be done no later than 1:30 p.m. the day of the change.** The system will not allow entries made after 1:30 p.m. In case of any *emergency change* after this time, please call the school office. Permanent transportation schedules should be communicated to the front office who, in turn, will notify the classroom teacher.

Car Pick-Up & Drop-Off Procedure

Beginning at 8:00 a.m. daily, staff members will assist those students who are being driven to school. Please line up along the curb by the front entrance to the building. For the safety of students, stay in line until you reach the sign and cone that designates the drop off spot. Please remain in your car. A staff member will indicate that it is safe for your child to exit your car. Students should exit the car from the curb side only. It is imperative that you use great care and caution when exiting the parking lot as other children are being dismissed from their cars.

If you need to enter the building with your child, we ask that you park your car in the lot and carefully escort your child(ren) into the building. We ask that all “good-byes” take place at the front door. Staff members are happy to help with a student escort to class as needed.

Students who are being picked up in the afternoon will be escorted to the curb area shortly after 2:35 p.m. If you are picking up your child, simply pull up near the curb, turn your car off, and remain in your car. We are a no-idling school and ask that cars are turned off for health and safety. The staff members will help to load students and indicate when it is safe to move. Buses will be dismissed prior to carpool. To assist us with a safe pick up for all students, we ask that you do not get out of your car to meet students in the carpool line. Do not leave your car unattended at the curb. If you wish to enter the building with your child, please park and enter through the front doors.

Bus Transportation

Specific information regarding bus numbers and route information will be available on the PowerSchool website. **Follow us on Twitter at @PowerSchoolBus for general transportation information** and alerts if there is a delay with your bus. Alerts regarding a specific bus will be listed as #ccsbus and the bus number. Example: #ccsbus200.

Bus Conduct

The bus conduct 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 transportation department. Please notify the classroom teacher and administration of this change. Permission from the parent needs to be changed on the School Dismissal manager site.

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 PowerSchool. Individual schools do not have the authority to make changes or to deal with transportation route difficulties.

Bus Expectations

Responsible	Respectful	Ready to Learn
<ul style="list-style-type: none">✓ I remain seated with my feet in front of me.✓ I keep my hands to myself.	<ul style="list-style-type: none">✓ I only use respectful words.✓ I use an inside voice.	<ul style="list-style-type: none">✓ I listen to my bus driver.✓ I am friendly to everyone on the bus.

Emergency Information

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.

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. Below lists the Indiana school requirements of vaccines with number of doses students must have before attending class.

Indiana 2019-20 Required and Recommended School Immunizations

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)	Annual influenza 2 Hepatitis A
K-5th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
6th-7th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2 HPV (Human papillomavirus)
8th-11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 1 MCV4 1 Tdap	Annual influenza 2 Hepatitis A 2/3 HPV
12th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 MenB (Meningococcal) 2/3 HPV

Number next to vaccine denotes the number of cumulative doses needed.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 11th grade. Parent report of disease history is acceptable for grade 12.

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

Emergency Medical Information

In order to facilitate reaching the parents of sick children, please remember to update emergency information on the CCS Powerschool Parent Portal with any change in home, work and cell phone numbers. Please also supply names and phone numbers of friends and/or relatives who can be called if parents are not available.

Parents who are going to be out of town should send a note to the school with information regarding who will be responsible for their children in the parents' absence.

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.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S.

Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

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 the 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.

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.

School Meals and Cafeteria Policies – Elementary

Carmel Clay Schools use a computerized method of collecting funds, tracking meals, and ala carte items in the school cafeteria. Student meal transactions are recorded using their student identification number or school photo.

The USDA school lunch and breakfast program are offered to all students. School lunches consist of an entrée, 1-2 servings of vegetables, 1 serving of fruit, and an 8oz milk. Limited ala carte items are also available for an additional cost. Parents are highly encouraged to create an EZSchoolPay account to deposit funds into their child's meal account (www.EZSchoolPay.com), however checks made payable to Carmel Clay Food Services and cash are also permitted. If paying by check, please include your child's name on the memo line of the check. The cost of lunch is \$2.45, breakfast is \$1.35, milk sold individually is \$0.60, and a visitor lunch is \$3.40. If they do not have money in their meal account, students are permitted to charge a minimum of three days (breakfast and lunch courtesy meals). After three meals are charged, Carmel Clay Schools will reach out to the household regarding the negative balance. It is a parent's responsibility to see that their child has a lunch brought from home or money in their account.

Students may also bring a packed meal from home to be eaten in the cafeteria. In an effort to help protect students with food allergies, there is no sharing of food allowed in the cafeteria. Restaurant carry-in meals are discouraged. The cafeteria is supervised by school staff and rules are expected to be followed. When finished eating, students are asked to carry their trays to the dish room, discarding all food, paper and milk cartons and placing the recyclable plastic items and beverage cans in the proper containers for recycling.

If you have any questions concerning your child's meal account (setting limits, restrictions, allergies), please contact the school's cafeteria manager. You can also review transaction history in your child's EZSchoolPay account.

Please refer to the district food service website for prepayment information, menus, allergy information, and to obtain the link to the online free and reduced-price meal application. <http://www1.ccs.k12.in.us/district/food-services>.

Online Payment System

Parents/Guardians have the option of using an online prepayment system at <https://www.ezschoollpay.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](#). 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).

Cafeteria Behavior Rules

To ensure a pleasant dining experience for all students, appropriate behavior is expected at all times. Students are reminded to:

Cafeteria Expectations

<u>Responsible</u>	<u>Respectful</u>	<u>Ready to Learn</u>
<ul style="list-style-type: none"> ✓ I keep my feet under the table and my hands to myself. ✓ I eat only my food. ✓ I get everything I need the first time through the line. 	<ul style="list-style-type: none"> ✓ I use an inside voice. ✓ My voice is off in the quiet zone. ✓ I use good table manners. ✓ I am respectful of all students and staff in the cafeteria. 	<ul style="list-style-type: none"> ✓ I eat my lunch so I am ready to learn.

- **No carbonated drinks**, gum, or toys are allowed in the cafeteria.
- ***Parents are discouraged from bringing fast food items to school.***
- ***Food items are not to be shared between students due to food allergies.***
- ***Any lunch visitor (other than parent/guardians) of the student, must be listed as an Emergency Contact. Visitors to lunch that are not listed as emergency contact, must have permission from the parent/guardian in advance. Notification of the allowed lunch guest can be sent to the teacher or office staff.***

Recess Rules

- ✓ Students may not re-enter the building without a teacher's permission. Restrooms are to be visited as a group before or after recess (not during recess).
- ✓ Students are to remain on school property. If equipment leaves the playground boundaries, students must ask the teacher to retrieve the equipment.
- ✓ Students are expected to line up immediately when signaled by the teacher on recess duty.
- ✓ ***Quiet orderly behavior is expected at all times as*** classes travel to and from the playground to maintain appropriate academic settings for other students.
- ✓ Visiting with your child while at recess is not allowed.

Playground Expectations

Responsible	Respectful	Ready to Learn
<ul style="list-style-type: none">✓ I play safely.✓ I return equipment that I use.✓ I report dangerous objects and behaviors.✓ I line up when called.	<ul style="list-style-type: none">✓ I respect playground equipment.✓ I follow adult directions.✓ I include everyone who wants to play.✓ I use playground equipment as it is intended.	<ul style="list-style-type: none">✓ I am friendly, take turns, and share.

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.

Search and Seizure Policy

The school recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. In order to clarify the rights of the students and responsibilities of the school, CCS adopts the following policy:

1. Search of Student's Person: A search of a student's person may occur only if reasonable grounds exist for the search. Generally, searches of a student's person shall be limited to (1) searching the pockets of the student; (2) searching any object in the student's possession such as a purse or backpack; or (3) a "pat down" of the student's clothing.
2. Search of Student Lockers: All lockers and other storage areas provided for students use on school premises remain the property of the school corporation and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. All locks used on lockers or storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. The principal, or designee, may search a particular student's locker and its contents if there are reasonable grounds for that search. If possible, the student whose locker is to be searched shall be present at the time of the search.

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.

Pesticides

Carmel Clay Schools is committed to providing a safe environment. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. For information regarding pest control, please contact the main office, and the name and phone number of a specific contact person will be provided. Carmel Clay Schools will provide notice of planned pesticide applications to parents who have requested advanced notice during the student registration process. Unless an emergency is declared, Carmel Clay Schools will give notice at least forty-eight (48) hours prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

Indoor Air Quality

Carmel Clay Schools recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. Carmel Clay Schools' administrator designated to monitor, facilitate, and answer questions pertaining to these indoor environmental quality procedures is the Director of Facilities and Transportation: 317-815-3962.

Field Trips

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

Lost & Found

All items found (except for small or personal items of value) will be placed in the lost and found located near the gym entrance. Items of value, such as glasses or jewelry, will be kept in the office. If your child is missing an item, please have him/her check these locations. At the end of each semester, unclaimed items will be donated to an appropriate charity.

Support Programs

In addition to diversified academic and social programs, our schools offer a variety of support programs for students. These include:

- A Student Services Coordinator (MSW) for individual, group, and parent support
- A School Psychologist
- ENL (English as a Second Language) services
- Title 1 services
- Special Education services
- A Speech and Language Pathologist
- High abilities services

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

Carmel Parks & 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 a.m. - 8:05 a.m. The afternoon program runs from 2:35 p.m. – 6:00 p.m. For more information, please contact the Carmel Parks at: www.carmelclayparks.com or telephone

(317) 571-2467.

Carmel Elementary Site Supervisor: Elijah Bullard
Assistant Site Supervisor: Graham Cecil

Telephone: 317-258-8266

PTO EXECUTIVE BOARD

2019 - 2020

Executive Board

- President- Chelsea Primason
- Vice President – Amanda Derheimer
- Treasurers – Nicole Harrell & Jody Kent
- Communications – Ana Everett
- Recording Secretary – Katie Hammer
- School Board Liaison – Fred Brubaker

Check out the Carmel Elementary website for upcoming events and other important information to keep you in the “know!”

<http://www1.ccs.k12.in.us/ces/home>

