

Mohawk Trails Elementary School



Student – Parent Handbook

2017-2018

Mohawk Trails Elementary School

4242 E. 126th Street

Carmel, IN 46033

Phone (317) 844-1158

Voice Mail/Absence Line (317) 571-4073

FAX (317) 571-4034

Principal: Mrs. Kate Fagan
Asst. Principal: Mrs. Sara Agee
Counselor: Mrs. Lindsey Yoder
Secretary: Mrs. Fanny Savich
Secretary: Mrs. Kim Hoehne
Secretary: Mrs. Betsy Zajac
Nurse: Mrs. Ann Lukes

Office Hours: 7:30 am- 3:30 pm

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

Regular school hours are 8:05-2:35pm daily with a tardy bell at 8:10 a.m. If your child needs to arrive prior to this time, he/she must be enrolled in the Carmel Parks & Recreation Program (ESE). We do not have the personnel for student supervision before/after the designated school hours.

For student safety, all exterior doors other than the main entrance will be locked daily.

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CARMEL CLAY SCHOOLS VISION STATEMENT

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

Guiding Principles

We believe:

- *Students are at the center of every decision.*
- *A safe, non-threatening learning environment is essential.*
- *Students' academic, social, emotional and physical needs must be addressed.*
- *Students and employees excel when held to high personal standards and expectations.*
- *High quality employees are vital to the success of our organization.*
- *Effective teaching and learning requires continuous improvement.*
- *Diverse opportunities benefit all students.*
- *Open and transparent communication maintains stakeholder trust.*
- *Parent and community involvement enhances student learning.*
- *Fiscal responsibility is fundamental to achieving our vision.*

CARMEL CLAY SCHOOL 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.

MOHAWK TRAILS MISSION STATEMENT

It is the mission of the Mohawk Trails Community to teach all students to be:

- lifelong learners
- collaborative problem-solvers
- independent thinkers
- logical as well as innovative users of information
- effective communicators through writing, reading, and speaking

At Mohawk Trails Elementary, we ask everyone to follow Turtle Track Expectations:

These expectations guide daily safe and positive interactions.

SCHOOL IMPROVEMENT PLAN

Goal: Increase student well-being and student achievement.

- Maintain rigorous, high quality instruction
- Ensure the academic growth of all students
- Integrate technology to support student learning
- Engage students in real-world, hands-on learning
- Address each student's unique learning needs, interests and aptitudes
- Ensure all student's academic, social, physical, and emotional needs are being met
- Reduce the achievement gap

ADMISSION POLICIES

Pupils entering school for the first time must present an official birth certificate, complete list of immunizations signed by an appropriate medical provider, and two proofs of residency. Please refer to our website:

<http://www1.ccs.k12.in.us/district/prospective-families-students/preparing-enroll>

In accordance with school laws of Indiana, children must be five years of age on or before September 1 to be admitted to kindergarten and six years of age for the first grade.

ENROLLMENT FORMS

- Each child enrolled at our school must have enrollment forms on file at the school. We ask that a parent or legal guardian complete the forms.
- All enrollment forms must bear the signature of the parent or legal guardian.
- Please see an office staff member if any changes are necessary.

ANIMALS

Animals are not to be brought to school by the students at any time for any reason.

ARRIVAL PROCEDURES

- School buses arrive at school at 8:05 am
- Buses will arrive in the east parking lot. Students will be dismissed by grade level to enter the building at 8:05 a.m.
- Classes start at 8:10 am and students are tardy after that time.
- Since all students are provided bus service, there will be no crossing guards. All students are strongly encouraged to ride the bus.
- *When children arrive late, a parent or guardian must accompany the child to the office to check them in.*

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 8:30a.m. **Please leave a message on our Voice Mail line 571-4073.**

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. If we are unable to verify an SRO may be contacted to help ensure the whereabouts of our students. Students must be in attendance at school by 11:30 am to be eligible for extracurricular activities that day or by 11:30 am on Friday to be eligible for Saturday participation. Exceptions to this would be pre-arranged absences or school-related functions.

STUDENT TARDINESS

Students who have not reported to their classroom by 8:10 am 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 /she 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 his/her classmates. Every effort should be made to assist children in reporting to the classroom in a timely manner.

PRE-ARRANGED ABSENCES

A Pre-Arranged Absence Form, which may be obtained by [clicking here](#), needs to be completed and submitted prior to the absence. Principal signature denotes awareness, not approval of absence. School work will be available for the students to complete *following* the absence. Please do not request work prior to absences. Our school district requests that families schedule vacations around the school calendar. The Carmel Clay School Attendance Policy (Project ACES) applies to all pre-arranged absences.

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 students' attendance at the 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 absence, will be mailed to parent by certified mail.
3. When a 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, education 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 the 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 education 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, education neglect charges may be filed.

CARMEL CLAY ELEMENTARY SCHOOL STUDENT DISCIPLINE POLICY

(a) Discipline Procedures

"The School Board recognized the importance of safe guarding 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 of 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 contact. The following enumeration is only illustrative and 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 the 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 with 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 our school purposes or an education 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 or profane language, verbal or written;
 - D. Personal electronic devices, including but not limited to cell phones, IPODS, IPADS, radios, MP-3 players, headphones, CD players, and laptop computers are not to be used during the school day and are to be kept in the student's backpack (8:05-2:35) unless staff approval has been given. This includes lunch and recess. Students in violation may be subject to disciplinary action.
 - E. Knowingly using on school grounds during school hours an electronic recording device in a manner that is inappropriate or a situation not related to a school purpose or educational function.
 - F. Knowingly providing false information to school personnel.
12. Possession of a firearm
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - i. The frame or receiver of any weapon described above
 - ii. Any firearm muffler or firearm silencer
 - iii. 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.

- iv. 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.
- v. 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.
 1. 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.
 2. 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 with 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.

MOHAWK TRAILS TURTLE POWER EXPECTATIONS:

- Mohawk Trails students and staff participate in a school-wide positive behavior program that reinforces actions which show good character. Students are taught the expected behaviors through direct instruction and modeling. Staff members give turtle tickets to students who are caught displaying proper behavior and these tickets are used in classroom and school wide incentive programs.

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 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 with 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 except on special occasions as designated by the school. Safe, appropriate footwear must be worn on the playground. Students not dressed appropriately may be asked to change shoes or not play on specific equipment.

CARMEL CLAY SCHOOLS BULLYING POLICY

(a) Bullying is prohibited by Carmel Clay Schools.

Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

b) Bullying

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

their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

CARMEL CLAY ELEMENTARY SCHOOLS 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.

BUILDING USE GUIDELINES

Anyone requesting use of building must fill out an Application for Use of School Property. (forms may be obtained in the office.)

- Custodians are responsible for security of the building after school hours, evenings, and weekends.
- Parents are responsible for supervision of children and adherence to school rules.
- Parents are to report to custodians any observations regarding the safety of others or the need for supervision of children.
- Please use the west entrance for activities that begin after 3:30pm. All other doors will be locked.
- No outside door is to be propped open due to safety and climate control reasons. All doors will provide an exit in case of an emergency.

- Restrooms and drinking fountains are located inside the gymnasium off the east wall.
- All participants should remain in their designated area. Children in the hallways must have adult supervision.
- No ball playing/bouncing in the hallways.
- Any damage to the building should be reported to the principal the next day.
- Tables in the auditorium are not to be moved or disturbed.
- Children must be supervised and are not allowed on the stage steps or stage area for safety reason.
- Be particularly careful around the projector mounted from the ceiling, and the sound system.
- The furniture in the adult dining room is for staff only and not to be used by students.
- Only water-soluble paint can be used for craft projects and rinsed in sink areas. If you are unsure if the paint is soluble, please check with building custodian before using.
- *Latex balloons and craft foam containing latex are not permitted in the building for any before, during, or after school activity. This is to ensure the health of individuals with a latex allergy.*
- If your group must cancel and will not be using our facility, please notify the custodians so they will not set up for your group on that date.

CAFETERIA BEHAVIOR RULES

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

- Speak in a quiet, conversational tone to those seated at your table.
- Remain seated at all times unless given permission to get up by an adult
- Leave the dining area as clean as possible by disposing of all trash in the appropriate container (remember to pick up all of your trash.)
- Eat only his/her meal. No sharing or trading of food allowed.
- Follow the directions of the lunch attendants at all times.

FOOD SERVICE/SCHOOL LUNCHES

Carmel Clay Schools use a computerized method of collecting funds, counting meals, and a la carte items in the school cafeteria. Each student will have an account identified by their student identification number. Cashiers will use your child's photo or name to identify them in the servicing line.

School menus are available at <http://schools.mealviewer.com/school/MohawkTrailsElementary> Students may choose either a hot lunch, salad, or sack lunch. School lunches, which cost **\$2.45**, may be purchased by the day, week, month or entire school year. White and chocolate milk is available daily. For those students who purchase the school lunch, the first container of milk is provided. Additional cartons of milk are available to any student for **\$0.60 each**.

Checks for lunch money should be made payable to **Carmel Clay Food Service**. **Please include your child's name and/or student id number on the memo line of the check.** 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 peanut butter sandwich, a fruit or vegetable, and a carton milk.

Students with food allergies will have those items omitted from their tray only when the Food Service Department has a statement indicating the items are to be omitted. The 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. A peanut free table is available in the lunchroom.** If you have any questions concerning allergies and/or the lunch program, please contact Jan Gross, Cafeteria Manager at 844-1158 x 1547. Questions regarding account balances or any other concern can be emailed to jgross@ccs.k12.in.us

FOOD SERVICE ONLINE PAYMENT SYSTEM

Parents have the option of using an online prepayment system at [EZSchoolPay](#). Once parents have set up their account with EZ School Pay, they can check it at any time. **Parents selecting the NO ala carte option should understand that this means no extra milk, entrée, juice, etc., along with no extra 'snack/dessert' items. Parents selecting a daily or weekly spending limit should understand that once their child reaches the limit- they will not be able to purchase anything more-including a meal. Parents should explain any limits they place on the account to their child.**

An Account balance cannot be shared by different children in the same household. Money in student's meal account may be used for complete meals and ala carte sales. Money left in an account at the end of the school year will be available for the student's use in the next school year. Students who qualify for free or reduced price meals may pay using the same options. Applications are available at your school office or on line at <http://www1.ccs.k12.in.us/district/food-services/free-meals>.

CARMEL PARKS AND RECREATION (Extended School Enrichment/ESE)

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 7:00-8:05a.m. Afternoon is from 2:35-6:00 p.m. For more information, please contact the Carmel Parks at: www.carmelclayparks.com or telephone (317)571-2467.

DISMISSAL PROCEDURES

- Classes dismiss at 2:35 p.m.
- School buses leave at 2:40pm.
- All other students will be released immediately after the buses.
- Any extra-curricular activities should be scheduled after the regular dismissal time.
- There is no supervision for students after 2:45 p.m. Doors are locked at 3:30.
- Custodians/ESE Staff are not allowed to unlock a classroom door.

RELEASE OF CHILDREN DURING THE SCHOOL DAY

For your protection and for the safety of our students we require that parents check their children out in the office if they pick them up during the school day. Children will not be released to anyone other than a custodial parent, guardian, or person listed as an emergency contact without a note from the parent. Anyone picking up

a student may be required to present a driver's license or other picture identification. Students will not be called to the office for early dismissal until a parent or guardian is present. *Early dismissal between 2:00pm and 2:35pm is strongly discouraged. In the case of an emergency, please call the office.*

SCHOOL DISMISSAL MANAGER

In order to increase the efficiency and accuracy of communicating transportation changes, NOTES, PHONE CALL, or E-MAILS will no longer be accepted. If it is necessary to change your child's transportation home, please use the [School Dismissal Manager website](#). School Dismissal Manager collects parent changes in daily dismissal plans for every student. Please contact the office to receive login and password information. **All changes to dismissal must be submitted BEFORE 1:30 pm on the day of the change.**

CARPOOL TAGS

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

CARPOOL PROCEDURES:

Morning:

- Cars should pull in at the main entrance
- Students can only be received by a staff member between the placed cones
- Staff members will open car doors or give a specific signal to indicate that a student can be released from the vehicle.
- Students should only exit on the right side of the vehicle.
- **Thank you for helping us ensure the safety of our students.**

Afternoon:

- Cars should pull in at the main entrance in two lanes. The right side lane will exit to the west on 126th Street and the left side to turn east on 126th Street.
- Staff members will release students to vehicles with proper identification
- Cars are released by a staff member.

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 at the beginning of the school year and repeated periodically. *An Emergency Early Dismissal Form must be on file with the classroom teacher. Please keep this information updated with pertinent information.*

2 HOUR DELAYS:

Students will report at 10:05 am rather than 8:05 am. It is the responsibility of the parent to ensure their child arrives at the appropriate time. Phone calls will be made via School Messenger to alert families of any changes. This information will also be found on the district website, social media and local news stations.

FIELD STUDY TRIPS

Field study trips must be of an educational nature to be included in the elementary program. Parents who go with a class on a trip as a chaperone will be expected to pay any admission fees required. All parents participating in field trips must have a full criminal history check on file and have viewed the Anti-Bullying video. Parents can apply for the criminal history background check through [myCCS](#). Each field trip will require a permission slip signed by a parent. If a permission slip is not returned with the parent signature, the child will not participate in the field trip.

FOOD

Please do not bring food or treats for other students. Due to food allergies, food and treats are not permitted to be brought into the building and shared with other students. We encourage visitors to contact the cafeteria manager and order a lunch (hot, sack, or salad) to eat with your child.

LOST AND FOUND

The school cannot assume responsibility for your losses. However, if you will report them immediately, every effort will be made to help. At intervals during the school year, unclaimed items will be donated to a local charity.

MEDICAL/HEALTH

Injuries/Illness

Injuries should be taken care of before the child is allowed to return to school. Any medication information that should be forwarded to the school nurse should be done as soon as possible. If a child becomes sick or injured during the school day, parents will be notified immediately. It then becomes the parent's responsibility to pick up the child as soon as possible. *A child with a contagious illness or fever should not be sent to school.* According to the health policies of Carmel Clay schools, any student whose temperature is above 100 degrees F will be sent home from school. Student may be 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 100F). Students should not return to school after being treated for pink eye or strep infections until they have been on medications and fever free for a full 24 hours.

HEALTH INFORMATION

Immunizations

Indiana law requires that all students must have on file an official completed record of their immunizations with the month, day, and year for each immunization. For specific guidelines, please refer to the Immunization Requirements section found at <http://www1.ccs.k12.in.us/district/current-families/immunizations>.

Medication

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

- A. All medication, both prescription and non-prescription, must be transported to and from school by a parent or guardian and must be accompanied by a doctor's statement or current prescription label with administering instructions.
- B. In case of a bee or wasp sting, Benadryl will be given according to weight guidelines if parent consent is on file. Also, the school nurse (or designee) will administer analgesics (generic Tylenol and Advil) if a parent consent is on file. Permission can be granted by going into your [myCCS](#) account.
- C. The medication may be brought in daily or periodically in the ORIGINAL PRESCRIPTION CONTAINER. (This already has the name of the student, name of the medication, and the time the medication is to be administered.)
- D. If the medication is to be terminated prior to the date on the prescription, the parent must provide a written and dated withdrawal of consent.

ALL MEDICATIONS MUST BE KEPT IN THE CLINIC. It is the student's responsibility to come to the clinic to receive medication at the designated time. If it becomes necessary to give a student medication that is not kept at school, a parent of legal guardian may come to the school and administer the medication in the clinic.

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. It 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 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 phone numbers.

CLASSROOM CELEBRATIONS

Seasonal celebrations will be planned by the teacher with the cooperation of the parents. A specified, approved snack will be provided at seasonal classroom parties. There will be options for students with food allergies as well. Birthday parties and treats are not permitted. Celebration deliveries disrupt the educational process and are not allowed. These include flowers, balloons, treats, mascots, etc. These items will not be delivered to your child's classroom. Do not send invitations for home birthday parties or other parties to school. These will not be distributed.

Latex balloons and craft foam containing latex are not permitted in the building for any before, during or after school activity. This is to insure the health of individuals with a latex allergy.

PTO

A Parent-Teacher Organization is an active part of our school. Parents are encouraged to be active participants. This is your school as well as your student's school. We need and hope for your participation. PTO fundraisers include: Turtle Trot Fall Fundraiser and The POW WOW, a school carnival held in the spring, and Box Tops for Education.

The 2017-2018 PTO Executive Officers are:

President: Stephanie Zircher	Asst. Treasurer: Holly Couch
Vice President:	Communications Newsletter: Kerrie Cossell
Secretary Communications: Holly Nelsen	Communications Website: Anette Moser
Treasurer: Lori Adler	PTO Member at Large: Courtney McCracken

PTO Meeting Dates and Topics:

Meeting will be held two (2) times during the school year. Please see the [PTO calendar](#) for dates & times. Visit the PTO Website by [clicking here](#) to view calendar events!

REPORT CARDS AND GRADING SYSTEM

Assessment of student achievement is one the most important functions of the teacher. The Carmel Clay Schools elementary grading system is as follows:

A-90-100	D-60-69
B-80-89	F-Below 60
C-70-79	NG-No Grade Given

Special Areas marking: E-Excellent, S-Satisfactory, N-Needs Improvement.

Report cards are sent home each nine weeks throughout the school year for students in grades 3-5. First and second grade students receive standard based report cards every nine weeks. Kindergarten students receive standard based report cards at the end of each semester. The parents are expected to review the report card with their child.

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. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco, as well as electronic, "vapor", or other substitute forms of cigarettes.

SCHEDULE OF SPECIAL CLASSES

Each day, students will attend one of the special classes: Art, Computer Lab, Library, Music, or Physical Education. Please see your classroom teacher's website for your child's specials schedule.

SUPPORT PROGRAMS

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

- Learning Disabilities
- Speech and hearing difficulties
- Emotional disabilities
- Occupational and physical therapy needs
- A Challenge program for academically gifted children
- An elementary counselor/MSW for individual, group, and parent support
- Staffing and referral procedures for specialized testing
- ENL (English as a New language) services
- Response to Intervention services

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

TELEPHONE POLICY

Students are permitted to use school phones when necessary. A student using the phone must have permission from his or her teacher. No calls should be made to ask if one student can go home with another student. These arrangements should be made at home before coming to school.

Please limit the number of calls made to school requesting messages be given to students unless an emergency.

VISITORS/VOLUNTEERS

Adults are needed as school volunteers to help Mohawk Trails offer the best programs and opportunities to our students. We are very proud of our volunteer organization and encourage your participation. Check with the office, our PTO, or your child's teacher to find the best volunteer fit for you. A full background check is required by Carmel Clay Schools for any individual working with a student without the supervision of a classroom teacher, and also for all field trips. Information and application forms are available through your myCCS account titled "MTE Volunteers". These reports are valid for five years. In addition to the background check, there is an Anti-Bullying video that must be viewed prior to volunteering.

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.

VISITORS AT RECESS

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

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 report to the main office to scan their driver's license or state identification card and will be issued a badge to wear. Any visitor in the building without a visitor's badge will be redirected to the office. When you leave the school, you must check out with the office. The 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 always, safety is a top priority at Carmel Clay Schools. The community and parents are welcome to visit us providing the visit does not impede the education process. We ask that you schedule your visits through either the main office or a staff member and limit your visit to one hour or less. **Please understand that visiting with your child while at recess is not allowed.** We request that parents contact the office to arrange for a non-family visitor to the school or classroom at least 24 hours prior to the visit. Observations require administrative approval.

CARMEL CLAY SCHOOLS TECHNOLOGY USE POLICY

Any misuse of technology in schools will result in suspension of privileges and possible disciplinary action.

Misuse shall include, but not be limited to:

- 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.
- Unauthorized use of technology.
- A signed Acceptable Use Policy must be on file before students will be allowed to use the Internet.

CARMEL CLAY SCHOOLS ANNUAL AHERA NOTIFICATION

Per the AHERA Asbestos-containing Materials in Schools Rule, the purpose of this notification is to make you aware of the presence and condition of asbestos-containing materials located in your school.

There are no asbestos containing materials present in your school. The AHERA Management Plan is available for review during regular business hours in the school office and in the office of the Facilities and Transportation Department. The local education agency (Carmel Clay Schools) is required by AHERA rules to designate a person to ensure the requirements of AHERA are properly implemented. The designated person for Carmel Clay Schools is Rollin E. Farrand, Jr. Director of Facilities and Transportation.

PESTICIDES

The asbestos and pesticide information for your school can be found on myCCS. Parents would need to login and go to the "Parent Resources" box, click on "Pesticide Notifications" for pesticide information and "Legal Notices" for asbestos information. On the "Pesticide Notifications" page will find our Pesticide Policy, the Pesticide Application Information Request Form and the schedule for regular applications. If you would like to be informed of emergency treatments, please print the form and return the completed form to the school office. You will either be notified via email, School Messenger or mail of the emergency treatments. The emergency treatments will also be posted on the website. On the "Legal Notices" page you will click on "annual Ahera Notifications." You can then click on your building to find your Ahera information.



MOHAWK TRAILS COLORS:
BLUE AND GOLD

MOHAWK TRAILS MASCOT:
Toby the Turtle