

West Clay Elementary School



**Student - Parent
Handbook**

2018-2019

West Clay Elementary School

West Clay Elementary School

3495 W. 126th Street
Carmel, IN 46032

Phone (317) 733-6500
Fax (317) 733-6501

Principal: Mrs. Jennifer Szuhaj

Asst. Principal Mrs. Catherine Elder

**Student Services
Coordinator:** Mrs. Kelli Jones

Secretaries: Mrs. Shelly Howse
Mrs. Orielle Georgiades
Mrs. Kim Kenney

Nurse: Mrs. Shelli Stone, RN

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

Website: <http://www.ccs.k12.in.us/wce/home>

Regular School hours are 8:05 am - 2:35 pm daily with a tardy bell at 8:10 am.

If your child needs to arrive prior to 7:55 am, he/she must be enrolled in the Carmel Parks & Recreation Program. We do not have the personnel for student supervision prior to this time.

For student safety, all exterior doors will remain locked at all times!

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CARMEL CLAY SCHOOLS VISION STATEMENT

Experience Excellence, Explore Opportunities, Realize Potential

CARMEL CLAY SCHOOLS DISTRICT GOAL

All Students will improve in literacy.

CARMEL CLAY SCHOOLS DIVERSITY STATEMENT

The Carmel Clay School community is dedicated to fostering an environment which promotes education and well-being regardless of ability, age, appearance, gender, nationality, race, religion, sexual orientation, and social-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.

WEST CLAY BELIEF STATEMENT

At West Clay we believe our community...

- Empowers all to become active, independent learners and educational risk takers.
- Collaborates to ensure success.
- Fosters respect, embraces cultures and values diversity.
- Builds on a foundation of open, on-going communication.

SCHOOL IMPROVEMENT PLAN

The West Clay School Improvement Plan is collaboratively developed by the School Improvement Council, the Professional Development Committee, staff, and stakeholders of the West Clay community. We strive to support and enhance Carmel Clay Schools district accreditation through AdvancED.

ADMISSION - ENROLLMENT POLICIES

Pupils entering school for the first time must present an official birth certificate, immunization records, and two pieces of proof of residency. Two pieces of documentary evidence showing proof of residency in the Carmel Clay Schools boundaries consist of:

1. A rental agreement, purchase agreement, closing documents, deed, current homeowner's insurance policy or a Current Parcel Ownership Report (available at the Hamilton County Government Web Site:
<http://www2.hamiltoncounty.in.gov/apps/reports/defaulttax2.asp>)
2. A current utility bill (Duke or Vectren Only)

In accordance with the 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 to enter first grade.

Updating Student Information

Annually, you are required to log into your myccs account and update your "MY CONTACT INFORMATION" packet for each child.

This includes:

Parent Information Packet
Student Information Packet
Medical Update form
Emergency Information
Assistance Program
Acceptable Use Agreement (computer permission)

ANIMALS

Animals are not to be brought to school by the students unless prior approval has been given.

ATTENDANCE

Daily attendance at school is absolutely vital to ensure your child's academic success. Should your child have an illness that prevents him/her from coming to school, **we ask that you notify the office prior to 8:30 am.** Please leave a message at 733-6500 as soon as you know about the absence.

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

1. Contact teachers to make sure that they didn't receive any emails about the absence (please copy office if you email a teacher regarding an absence, as a substitute may be in the classroom and your email may not be received).
2. Contact parents.
3. Review possible building locations that a student may have been taken to for support services before checking in at their classroom.
4. Review pre-arranged absences that are on file.
5. Call ALL emergency contacts.
6. Contact transportation for a bus search.
7. Conduct a building sweep.
8. Contact the School Resource Officer to go to the home.

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 off your child at the door. Your child must be escorted by a parent or guardian into school. A student who enters the classroom after the tardy bell at 8:10 am must submit a tardy slip to their teacher. The slip is obtained by checking in at the office. 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 their classroom on time.

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. Student 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 Appearance, Jury Duty
- Immigration, passports

The program runs as follows:

1. When a student misses 7 excused days of school, (vacation or illness, no doctor's note provided) the parent, student, school administration, counselor/social worker and nurse will meet to discuss the student's attendance at school. In some cases the School Resource Officer will attend the meeting. At the meeting, an attendance letter will be handed to the parents, as well as a LEAPP Packet. The meeting will attempt to discern what the issues are for the student missing school and devise a plan to assist the student in improving their attendance. Documentation of the meeting must be kept in the student file.
2. When a student misses 10 excused days of school, (vacation or illness without a doctor's note), a Letter of Incapacity and a physician's certificate, which requires a doctor's note for any further absences, will be mailed to the parent by certified mail.
3. When a student misses 12 excused days of school, (vacation or illness without a doctor's note), the student and parent are referred to the ACES program. The school administration will fill out and submit an ACES referral form to a Carmel Clay School Administrator 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 give a presentation informing the parents and students how truancy leads to delinquency and increases the chances

for becoming a dropout. The deputy prosecutor will also share Indiana law on school attendance and educational neglect; define excused and unexcused absences and the consequences of further absences from school.

5. Any further absences will result in a meeting between the deputy prosecutor, school administration, LEAPP, Carmel school probation officer, parent and child.
6. If students are still missing school, educational neglect charges will be filed.

Students with Unexcused Absences:

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

1. When a student misses 1 unexcused day of school, the parent, student, school administration and counselor will meet. In some cases the School Resource Officer will attend the meeting. At the meeting, an attendance letter will be handed to the parents, as well as a LEAPP Packet. The child will be assigned an IN SCHOOL Suspension.
2. When a student misses 2 unexcused days of school, student and parent are referred to the ACES Program. The school administration will fill out and submit an ACES referral form to a Carmel Clay School Administrator who will submit the form to the Carmel Community Prosecutor. The Prosecutor's Office will then contact parents by mail and phone to inform them of the required meeting.
3. At the meeting the deputy prosecutor will give a presentation informing the parents and student how truancy leads to delinquency and increases the chances for becoming a drop out. The deputy prosecutor will also share Indiana Law on school attendance and educational neglect; define excused and unexcused absences and the consequences for 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 a Carmel Clay School Administrator who will submit the form to the Carmel Community Prosecutor. The Prosecutor's Office

will then contact parents by mail and phone to inform them of the required meeting.

3. At the meeting the deputy prosecutor will give a presentation informing the parents and student how truancy leads to delinquency and increases the chances for becoming a dropout. The deputy prosecutor will also share Indiana law on school attendance and educational neglect; define excused and unexcused absences and the consequences of further absences from school.
4. If students in grades 1-6 are still missing seat time due to tardiness, educational neglect charges may be filed.

CCS ELEMENTARY SCHOOL STUDENT DISCIPLINE POLICY

Discipline Procedures

"The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures." (policy 5611) A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials.

Student Discipline Policy

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

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

Grounds for Suspension or Expulsion

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, harassment or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumerations are 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 educational 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 educational 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 intimidation of 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.
- e. Knowingly using on school grounds during school hours an electronic recording device in a manner that is inappropriate or a situation not related to a school purpose or educational function.
- f. Knowingly providing false information to school personnel

12. Possession of a firearm

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - The frame or receiver of a 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 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
- 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.

CARMEL CLAY SCHOOLS BULLYING POLICY

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 or 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 or Principal. This report may be made anonymously.

5. The Assistant Principal or 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

West Clay's Bully Prevention Rules

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 being bullied!

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. Students not dressed appropriately may be asked to change. 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-heeled shoes are NOT appropriate for the playground.** Please have your student dress appropriately for the weather. Classes will go outside if the temperature is above 20 degrees Fahrenheit. If a student complains of being cold at recess, he/she may be sent to the nurse for additional clothing.

BUILDING USE GUIDELINES

Anyone requesting use of the building must fill out an Application for Use of School Property (forms are available in the school office)

- Custodians are responsible for security of the building after school hours, evenings, and weekends.
- Parents are responsible for the complete 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.
- The doors of the gymnasium will be unlocked for scheduled activities and are not to be propped open.
- Tables in the cafeteria are not to be moved.
- Children must be supervised and are not allowed on the stage steps or stage area for safety reasons.
- Do not touch fragile items such as West Clay artwork, school computers, projectors or sound systems.
- All participants should remain in their designated areas. Except for emergencies, hallways are closed.
- No ball playing is allowed in the hallways.
- Any damage to the building should be reported to a custodian or to the school principal the next day.
- 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 a building custodian before using.
- If your group needs to cancel the use of the facility, please notify the front office as soon as possible.

BEFORE AND AFTER SCHOOL CARE

(CARMEL CLAY PARKS AND RECREATION)

The before and after school care program available for students at West Clay is run by Carmel Clay Parks and Recreation. This program is run for the convenience of parents and students at West Clay. Hours for the before care program start at 7:00 am each day. Aftercare is available for families until 6:00 pm daily. There are fees required, but reduced fees are available for those students on free or reduced lunch/textbook programs. For more information, please contact Carmel Clay Parks and Recreation at: <http://www.carmelclayparks.com/be-enriched/extended-school-enrichment> or telephone (317) 698-4966.

CAFETERIA

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 students 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 throwing away all trash into the appropriate container.
- Eat only his/her meal (no sharing or trading of food)

School Lunches

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

School menus are available at <http://www1.ccs.k12.in.us/district/food-services/menus>. Students may choose either a hot entrée, salad or sandwich lunch daily. School lunches, which cost **\$2.45**, may be purchased by the day, week, month, or the entire school year. For those students who purchase the school lunch, the meal consists of an entrée, 1-2 servings of vegetables, 1 serving of fruit, and an 8oz milk. Additional containers of white and low fat flavored milk are available to any student for **\$0.60** each. If you choose to fund your child's lunch account by check, please make all checks payable to **Carmel Clay Food Service**. **Please include your child's name on the memo line of the check** so that the money can be placed in the accurate account. Additional money may be placed into your child's account to cover "extras" and/or those times when money is forgotten or lost. Any child without cash or money in his/her account will be given a Courtesy Meal and a negative balance reminder email will be issued.

Students with food allergies will have those items omitted from their tray **only** when the Food Service Department has a physician statement on file indicating the items to be omitted. This statement must be signed by a recognized medical authority. These statements must be updated each school year. We will try to substitute another food item **only** if the medical statement indicates what foods are appropriate substitutions. If you have any questions concerning allergies and/or diet restrictions, please contact Meghan Wilson, CCS Registered Dietitian at (317) 844-9961. Questions regarding account balances or any other concerns can be emailed to your cafeteria manager or to Jennifer McFarland, Director of Food & Nutrition Services jmcfarla@ccs.k12.in.us.

School Lunch Prices

Elementary \$2.45

Adult \$3.40

Breakfast \$1.35

Milk \$.60

Online Payment System

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

Parents are welcome to join their student at lunch. If you would like to order a cafeteria lunch, please call the office by 9:00AM. You may also choose to bring a sack lunch from home. No food product can be shared with other students in the lunch room.

CARPOOL PROCEDURES

Although the staff of West Clay encourages all families to take advantage of our bus transportation for the safety of our students, please adhere to the following directions

if you drop off and/or pick up students. Remember, school starts at 8:05 and we ask that no student is dropped off before 7:55 am. If students are dropped off before that time, they are not supervised and parents will be called to either pick up their student or come to school to supervise them until the bell rings.

The following guidelines should be followed:

- Please have your child prepared to exit the vehicle **quickly** to help speed the unloading process. Please have your child exit the vehicle only on the **sidewalk side** of the car for safety.
- Students should begin to exit their cars at 8:00. Please **DO NOT** drop your children off earlier.
- The first car in line should pull up north of the main entrance. This will allow room for others behind you. After unloading children, please follow the car in front of you and **stay in line** as you drive around the parking lot to exit. Pay attention to allow the right-of-way for incoming busses as you exit. Others in line should then pull up to allow for others just arriving.
- **DO NOT PULL OUT OF LINE TO GO AROUND OTHER CARS.** We want to make sure that all children are safe and there are no accidents in the parking lot. Only one line of traffic should be entering and leaving the parking lot, paying special attention to bus traffic. Please be observant and yield to people walking in the parking lot. We may have some visitors walking in the parking lot and we care about their safety, too.
- Once out of the car, students will wait in the unheated vestibule until 8:03. When the bell sounds at 8:03, students may walk to their rooms.
- Please make sure your child is here on time each day. If you arrive **after 8:10** you will need to park in the parking lot, escort your child to the office, and sign your child in for the day. Please minimize late arrivals as every minute of classroom time is important.
- In the afternoon we will dismiss after the final bell at 2:35. Again, the first person to arrive should pull up to the sign and orange cones. Please pull forward and make **one single row**. This is a no idling zone. Please turn off your car and wait until you see your child. Once loaded, do not proceed forward until directed to do so by a staff member. Please **remain in the line** until you reach the exit. **Only one line of moving traffic will keep our students and visitors safe.** Please be patient as we continue this process for the safety of our students.
- If you need to enter the building with your child, please park in the parking lot.

AT NO TIME SHOULD CARS BE PARKED ALONG THE FRONT DRIVE OF THE

SCHOOL. This is a safety hazard for students and guests as well as a fire safety issue.



DELIVERY OF FORGOTTEN ITEMS

If a student forgets an item and a parent or guardian brings it into the office, a secretary will notify the teacher via email that the item has been delivered. The teacher will decide when it is convenient for the item to be retrieved so that instructional time is not interrupted. There is no guarantee that the teacher will have time during his/her busy day to see the email. At the end of the day, all forgotten items not picked up will be placed in the teacher's mailbox. Library books will be placed in the Media Center mailbox for check in. Prescription glasses and large projects that are too heavy to be carried on the bus will be delivered to the classroom as time permits.

DISMISSAL PROCEDURES

Changes in Dismissal

In order to ensure the safety of all children, all dismissal changes must be made online via the new School Dismissal Manager.

1. Log on to your School Dismissal Manager account via your phone or computer or via the "Submit a Daily Dismissal Change" link on your myccs account.
2. Enter all information requested. Double check the date entered before going to the next step.
3. All entries must be made prior to 1:30PM the day of the dismissal change or it will not be accepted.
6. In the case of a **TRUE** emergency, you may call the office at 733-6500.

Procedures for Dismissal

- Classes dismiss at 2:35 pm
- Buses will arrive in the northeast parking lot. Bus students will be walked out to their bus. Students going home carpool will be dismissed to a meeting spot where they will be checked in and escorted out to their parents waiting in carpool. Students going to ESE will be walked down to the gym for check in.
- School buses leave at 2:40 pm
- Extra-curricular activities begin after dismissal.

Release of Students During the School Day

Students must be released from the school office. For the protection of all students, we require that parents check their student out in the office if they need to pick them up during the school day. Students will only be released to custodial parents, guardians, or persons listed as an emergency contact. The office must be notified if any other

person will be picking up a student. Anyone picking up a student may be required to present a driver's license or other picture identification. Please allow sufficient time for your student to pack up their belongings after they are called from their classroom. We will not call students from their class before an adult arrives in the office. Students will be called from their class when the adult is in the office ready to pick them up. For students who are returning to school during the school day, parents must accompany them into the school office.

EMERGENCY CANCELLATION OF SCHOOL

In case of severe weather, students and families will be notified of a school delay or closing through the School Messenger phone system. All contact information in the student database should be up to date at all times to ensure that families receive important school messages.

2 Hour Delays

Students will report at 10:05 am rather than 8:05 am. Buses will run exactly 2 hours later than normal. It is the responsibility of the parent to ensure their child is not dropped off when school is not in session. When there is a delay, the before school program will operate on their normal schedule, with drop off beginning at 7:00 am. If students not in the ESE before care program are dropped off prior to 9:55 am, parents will be contacted to pick up their student or chaperone them until the proper drop off time.

School Cancellation

In the case of a school cancellation, BOTH school and ESE will be closed.

Early Dismissal

In the event of the necessity to dismiss early, please be certain your family has a plan for early dismissal. This situation should be discussed with your children at the beginning of the school year and repeated periodically. An Emergency Early Dismissal form must be on file with the classroom teacher. The only options available for an early dismissal are: go home on the bus, go home on the bus with another student, or go to carpool and a parent will pick up the student.

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 must have a complete Criminal History check and Anti-Bullying video viewing on file and are expected to pay any admission fees required. Each field trip will require a permission slip signed by a parent. If a permission slip is not returned, the child will not participate in the field trip.

FOOD

Food Items Brought In to School

Please do not bring food or treats for other students. Due to food allergies, food and treats are not permitted to be shared with other students. When food items are provided by the school, items must be store bought with ingredients listed.

Celebration Deliveries

Celebration deliveries disrupt the educational process and are not allowed. These include flowers, balloons, treats, etc. These items will not be delivered to your child's classrooms.

Birthday parties and treats are not permitted. Please **do not send invitations for home birthday parties or other parties to school**. A suggestion for a special treat for your child's birthday is the "Birthday Book" program run from the school media center.

HOMework POLICY

Should your student miss school due to illness, homework can be provided after they have missed two days. Students will be given the same amount of days to make up their homework as missed. To request homework, please notify your classroom teacher before school starts, and arrange to pick up the homework at the end of the school day. No homework or classwork will be provided in advance for any reason.

FORGOTTEN HOMEWORK/ITEMS AFTER SCHOOL

After school, before 3:00PM, there is no guarantee that students will be allowed to retrieve forgotten homework or other items. Many times teachers have conferences or meetings in their classrooms that cannot be interrupted at the end of the day. The office staff is also unable to leave the front office unattended. After 3:00PM, there is no access allowed back to the classrooms.

LOST AND FOUND

The school cannot assume responsibility for your losses. However, if you do lose an item, a lost and found cabinet can be found in our cafeteria. Any item that has been lost is placed in the cabinet and students or parents are welcome to try to find their lost item. At intervals during the year, unclaimed items will be on display in the lobby. After they have been on display for a week, the leftover items will be donated to a local charity.

MEDICAL/HEALTH INFORMATION

Immunizations

Indiana law requires that students in all grades meet the minimum immunization requirements. The immunization record must include the student's name and date of birth, the vaccine given and date (month, day, year) of each immunization. For specific guidelines, please refer to the Immunization Requirements section found at: http://www1.ccs.k12.in.us/district/uploads/File/Immunizations_11.26.12.pdf

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°)

Students may return to school:

- Strep infections: After antibiotics and temperature below 100°F for 24 hours
- Pink eye: After prescribed medication for 24 hours and improved condition
- Skin Lesions: It is mandatory that any student that has an open wound keep it covered during the school day and during athletic events
- Ringworm: Only if the lesion is covered and verification of anti-fungal treatment is given
- Scabies: The next day after treatment
- Vomiting and /or diarrhea: will be handled on a case by case basis after consultation with the school nurse.

Medication Policy

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

1. Transportation and Storage of Medication: All medication, both prescription and non-prescription, must be transported to and from the school nurse's office by a parent or guardian. Students are not permitted to have any medication or drug in their possession.

2. **Original Container:** All medication, prescription or non-prescription, must be in its original container. A prescription medication will already have the pharmacy label with the name of the student, name of the medication, and the time when the medication is to be administered. Please write your child's name on a non-prescription container.
3. **School Permission to give Medication:** All medication, prescription and over the counter, 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 the parents or guardians giving their permission for the school to give the medication. If it becomes necessary to give a student medication that is not kept at school, a parent or legal guardian may come to the school and administer the medication.
4. **Benadryl and Analgesics:** In case of a bee or wasp sting, Benadryl will be given according to weight guidelines if a parent's consent is on file. Also, the school nurse will administer analgesics (generic Tylenol or Advil) if a parent consent is on file. Parents will be notified when analgesics are given.
5. **If Medication is to be terminated:** The parent should notify the school by phone or provide written and dated withdrawal of consent.
6. **Student possession and self-administration:** This is permitted for emergency medication for acute or chronic medical conditions. An annual written authorization must be received from both the parent and physician stating the nature of the disease and that the student has been instructed in how to self-administer the medication.

Head Lice

Parents have prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when head lice are detected. While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation and bring it to the child's parents' attention. Parents, students and school staff will be educated about head lice identification, treatment and prevention. If at all possible, students should not be excluded from school for having head lice, as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case by case basis. This policy is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Hamilton County Health Department.

Speech and Hearing Screening

Indiana State law mandates hearing testing for all children in Kindergarten, 1st, 4th, 7th, and 10th grades; new students; special education students; and any children with known losses. A communication screening will be conducted for these students, as well as those students identified in previous years as having maturational sounds in error.

PERSONAL ELECTRONIC DEVICES AND CELL PHONES

Personal electronic devices, including but not limited to cell phones, IPODS, IPADS, radios, MP3 players, headphones, CD players, Gameboys, DVD players, electronic books and laptop computers are not to be used during the school day and are to be kept in the student's backpack (8:05-2:35) unless staff approval has been given. This includes lunch and recess. Students in violation may be subject to disciplinary action.

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 the student's school. We need and hope for your participation. PTO sponsors the school carnival, Donuts with Dad, Muffins with Mom, Family Fun Night, School Book Fair and other important events. The PTO plays an important part in involving families and enriching the education experience with support for teachers, paying for field trips, sponsoring the 5th grade musical and other important events.

2017-2018 PTO Executive Officers

President - Ann Busha	Assistant Treasurer - Devana Federici
Vice President - Carrissa Hains	Recording Secretary - Patrice Dawson
Treasurer - Angela Hamann	Corresponding Secretary - Jennifer Byers

PRE-ARRANGED ABSENCE NOTIFICATION

Please plan your trips and vacations with the school calendar in mind. It is very important that your child be in school all 182 days, unless he/she is ill. While these absences are excused, be aware that they will accumulate towards the seven day count at which point you will be asked to attend a meeting with your school personnel as per CCS attendance policies. All pre-arranged absences must be submitted using the West Clay "Pre-arranged Absence Notification" form. Please ask your teacher for a form and submit it no later than 48 hours before the absence will occur. **PLEASE NOTE: Homework will not be distributed until after the student returns from the absence.**

REPORT CARDS AND GRADING SYSTEM

Assessment of student achievement is one of 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

Report cards can be accessed every nine weeks throughout the school year via myCCS 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. Webgrades is available on your myCCS account for students in grades 3-5. Parents are expected to review their student's performance with their child. If a conference is needed, parents are to contact the teacher and arrange for a conference time. Your comments are always appreciated.

SMOKE-FREE & DRUG-FREE ENVIRONMENT

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

SUPPORT PROGRAMS

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

- Resource programs including: learning disabilities, emotional disabilities, and other health impairment, and students with Autism Spectrum Disorder
- Speech and hearing difficulties
- Functional Academics Program
- Occupational and physical therapy needs
- School psychologist
- Challenge programs for academically gifted children
- Intervention for students needing assistance
- An elementary Student Services Coordinator for individual, group, and parent support
- Staffing and referral procedures for specialized testing
- ENL (English as a New Language) 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.

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. No parent phone calls will be transferred to students during the school day. Please email the teacher and they will have the child call at an appropriate time.

TEXTBOOK RENTAL

The Carmel Clay School Corporation establishes the cost of book rental and related instructional materials and supplies based on the types and quantities of material and supplies used. The textbooks and related materials and supplies are made available through the school to all students at a cost determined by the guidelines provided by the Indiana Department of Education. Payment of textbook rental can be made when the fees become available in late September by check made out to Carmel Clay Book Rental or online with a credit card by going to your myccs page and clicking on the Textbook Rental widget.

TRANSPORTATION

Bus Conduct

The bus conduct and safety rules are designed to promote safety on the bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules. The authority of the bus driver will be recognized and supported by all for everyone's safety. The noise level on the bus must be low so the driver can communicate with students, and be able to hear traffic sounds such as sirens. Students must quickly respond to the directions of the bus driver. **Riding the school bus is a privilege.** Therefore, it is very important for parents to review the bus rules with their children. Respectful, quiet, appropriate behavior is expected at all times. Rude, disrespectful, and/or dangerous behavior by any child may result in a suspension of transportation privileges. It then becomes the responsibility of the parent to provide transportation to and from school.

Buses are not to be used to transport additional students for after school social activities. Students must ride their assigned bus unless parents have made the appropriate "Daily Transportation Change" before 1:00 pm.

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 Service Form" located on myCCS.

VISITORS

Parents are welcome to visit providing the visit does not impede the educational process. To schedule a classroom visit, please contact your child's teacher. We request that parents contact the teacher to arrange for any non-family visitor to the school or classroom to observe your child at least 24 hours prior to the visit/observation. Observations by outside agencies are limited to a one time visit, unless approved by building administration.

All individuals visiting West Clay Elementary school must enter through the right side doors of the main entrance. All visitors must be "buzzed" into the building by ringing the buzzer located on the right wall inside the vestibule. Once in the building, individuals must report to the main office to identify themselves with a driver's license or state ID card, check into the building utilizing the School Gate Guardian system and obtain a visitor's badge that should be worn while in the building. At the end of each visit, the badge must be scanned into the system in the office to verify the time the visitor is leaving. 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 (during 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. Parents and visitors are not allowed to attend recess with students during the day. *Please limit your stay to one hour or less per classroom visit.*

SCHOOL GATE GUARDIAN

All Carmel Clay Schools utilize a visitor check in system to provide the best possible security for our students and staff. All visitors are required to have their driver's licenses or state identification cards scanned in order 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 check in with a valid ID and will be issued a badge to wear. When you leave the school, please return the badge to the office. As always, safety is a top priority at Carmel Clay Schools. Thank you for your continued support as we continuously work to improve the safety of our school.

VOLUNTEERS

Adults are needed as school volunteers to help with the library program, assist classroom teachers with instructional materials, lunch room, office, and clinic duties. We are very proud of our volunteer organization and encourage your participation. **Full background checks AND review of an anti-bullying video are required by Carmel Clay Schools for any individual working or volunteering in the school.** Background checks are obtained by going to your myCCS account and filling out the necessary paperwork. The cost is \$17.95 and the background check is valid for 5 years. Please allow approximately two weeks for completion of your background check. The anti-bullying video can also be accessed via your myCCS account

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 submitted yearly in myCCS - "Update Contact Info" 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 Ron Farrand, Director of Facilities and Transportation.

CARMEL CLAY SCHOOLS PESTICIDE NOTIFICATION

All pesticide information for the school can be found on myCCS. Parents need to login and go to the "Parent Resources" box, and click on "Pesticide Notifications". You may also go to the following website at any time:

<http://www1.ccs.k12.in.us/district/facilities-transportation/pesticide-notifications>