



Carroll Elementary

2009/2010

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WELCOME TO CARROLL ELEMENTARY SCHOOL

OUR MISSION STATEMENT

The mission of Carroll Elementary School is to provide the best education possible to our students, regardless of ability, so that each student will become a responsible member of society. Students will develop a desire for life-long learning in a non-threatening, safe, and caring environment and will be prepared for tomorrow's challenges and opportunities.

CREATING A SAFE AND TRUSTING ENVIRONMENT

Carroll Elementary School is building a nurturing, enriched environment that will allow children to learn in a risk-free manner. The first step, establishing trust, includes use of the Lifelong Guidelines and Lifeskills. The Lifelong Guidelines of no put-downs, active listening, trust, truth, and personal best along with the Lifeskills are highlighted below. Trust and responsibility are stressed everywhere in our school. Therefore, these Lifelong Guidelines and Lifeskills are used throughout the school; this includes our dining room, the playground, the school bus as well as the classrooms. It is our desire that these guidelines will become an active part of everything we do and say. We encourage you to post a copy at home for family reference.

Allowing children to have choices in and responsibility for their learning will help create a non-threatening atmosphere. If we learn to appreciate each other, we will ultimately form a community of learners. This safe, trusting environment will encourage a comfort zone of happiness and promote learning.

LIFELONG GUIDELINES

Trust

Truth

Active Listening

No Put-downs

Personal Best

LIFESKILLS

Integrity

Problem Solving

Perserverance

Friendship

Effort

Caring

Common Sense

Flexibility

Patience

Sense of Humor

Cooperation

Resourcefulness

Respect

Initiative

Responsibility

Organization

Curiosity

Courage

Pride

Do the Right Thing

Treat Others Right

Please visit www.doe.state.in.us to look at state standards for all subject areas, No Child Left Behind information, and Public Law 221 information.

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SCHOOL CLOSING – SEVERE WEATHER

INFORMATION

In case of severe weather, the official closing or delay in the starting time for school will be announced over these radio and TV stations. Listen to these stations and do not call the school for information.

WSAL – Logansport 1230 AM

WIOU – Kokomo 1350 AM

WAZY–Lafayette 96.5 FM

WNJY–Delphi 102.9 FM

WWKI – Kokomo 100.5 FM

TV 18 Lafayette

WSHW – Frankfort 99.7 FM

TV 2 Flora

TV 13 Indianapolis

Closing/delay information will also be available at: <http://www.carroll.k12.in.us>

VISITORS

All visitors to the school are required to register in the office and sign out upon leaving the building. They must wear a nametag to identify themselves. Parents are encouraged to visit their children and experience the classroom setting; **however an appointment with the teacher needs to be made first.** Students from other schools are welcome to visit a friend or relative at Carroll during non-instructional portions of the day. Permission for such a visitor must be granted by an administrator one day PRIOR to the student guest coming to school. All visitors are required to adhere to corporation policies and rules at all times.

ATTENDANCE

GENERAL STATEMENT:

The first step to success in school is getting there. It is an obligation of student, parent and school authorities to insist upon good attendance. **Regular attendance** is an important factor in establishing a good scholastic record. The Carroll Elementary School day is from 7:45 a.m. to 3:00 p.m. **Students are tardy after 8:05 a.m.** (Tardy on two-hour delays is 10:05 a.m.) Arrival after noon or departure before noon will count as a half-day absence. Students who arrive after 8:05 a.m. needs to enter school through the main doors and report to the office.

PERFECT ATTENDANCE: Perfect attendance has been defined by Carroll Elementary School as any student who has been in attendance from the start to the end of the academic day without missing any time. Students who leave during the instructional day for appointments, arrive at school after 8:05 a.m., or leave before 3:03 p.m. will **not** be granted perfect attendance.

STUDENT ARRIVAL: Students who are brought to school by transportation other than the school bus and arrive between 7:30-7:50 a.m. should go directly to the library. **Student drop-off for car riders will be at door 15 (5th grade hallway) only unless the school day has begun.**

STUDENT PICK-UP: Students may be walked to class by parents the **first two weeks of school ONLY.** This will nurture and help foster more independence and responsibility for one's self.

DISMISSAL: Afternoon announcements will begin at 3:00 p.m. with dismissal of the students being picked up at approximately 3:03 p.m. This will give you the opportunity to pick up your child and leave the parking lot before the buses begin their route to the high school. If you are coming in to meet your child/children or to sign them out, please plan on being here by 2:45 p.m. and wait in the Art hallway. Parents who choose to permanently pick-up their student from school may write a note at the beginning of the school year and daily sign-out will not be necessary. However, parents who change pick-up plans must come into the office to sign students out. Parents are to park in the north lot and enter by that door. **Notification of bus changes must be called into the office prior to 2:00 p.m. A student, who is being picked up, may not cross the parking lot unattended. Students waiting on a ride must wait with the designated school personnel until their ride has arrived.**

ABSENCE: Attendance is the joint responsibility of the parent and student. **Parents are expected to call the school each day between 7:00 a.m. - 8:30 a.m. to notify the school of their child's absence.** Failure to communicate an absence by phone will result in the absence being counted **UNEXCUSED.** Excused absences include the following:

- student illness (with parent excuse)
- State Fair exhibiting
- hospitalization of the student
- death in the immediate family
- attending a church sponsored religious holiday. A written request must be submitted by church official to the event.
- other justifiable reasons as approved by administration
- **FAMILY DAYS:** If family days are needed, a student may take no more than **five** family days per school year. **Note: All family days requested during ISTEP+ week for students in grades 3-6 will NOT be approved. ISTEP+ dates for this year will be March 1, 2010- March 10, 2010 and April 26, 2010- May 5, 2010. In addition to this testing, the days scheduled for NWEA testing will not be approved. (Dates to be determined by administration.)**

However, the following conditions must be met:

1. Family days must be approved by the administration. Forms are available in the office or online.
2. Parents would need to inform the administration **three days** prior to the family days.
3. Students must be with their own immediate adult family.
4. Students must be in compliance with the attendance policy.
5. **Failure to notify the administration 3 school days in advance will result in an unexcused absence. Family days can not be used to extend a school vacation. These dates would include before or after a school break or holiday. These requests will be counted as unexcused absences.**

ATTENDANCE PROCEDURES

This policy will provide guidelines in accordance with the state laws.

1. Administration will have the exclusive jurisdiction in determining the classification of excuses and penalties for absence or tardiness.
2. Every child of compulsory attendance age, as specified by Indiana Code (IC 20-33-2), is required to attend school unless there is on file in the Superintendent's office a physician's statement that the student is physically or mentally unable to profit from the services offered by the school.
3. A recalcitrant child, or a child that presents a danger to other children may be excluded from school.
4. If a child has had a casual-contact communicable disease, (i.e., measles, mumps, chickenpox, etc.) or is infested with parasites, he/she will not be readmitted to school until examined and approved by the school nurse or until a permit is provided by a doctor with an unlimited license of medical practice, as provided for under I.C. 25-22-5-01. The nurse may recommend, if appropriate, that the family physician be consulted prior to being readmitted. **Your child must be free of fever, diarrhea, and vomiting for 24 hours before returning to school.**
5. After five consecutive days, a permit provided by a doctor with an unlimited license of medical practice is required before the child will be readmitted to school unless the school nurse has previously verified that the absence is due to a casual-contact communicable disease.

The student will not be expected to make up missed class work (i.e. tests, homework, presentations) on the first day back to school. This includes tests, homework, and presentations. The student will have the number of days to complete the missing homework as they have been absent. However, the number of days needed will not exceed the number of days missed. Make-up work is the responsibility of the student.

ATTENDANCE AND EXTRA CURRICULAR: Any student absent from school for a portion of the day will be allowed to participate if the partial absence is **excused**. Students who have an entire day absence will not be allowed to participate unless granted permission by school administration.

EXCESSIVE ABSENCE PROCEDURE:

Any student who is absent more than 8 days within a semester shall be considered **excessively absent**. This provision shall apply to all absences with the exception of absence due to death in the immediate family (parent, grandparent, brother or sister) or student illness adequately verified in writing by a doctor's statement.

| Unexcused absence per semester | Procedure |
|--------------------------------|--|
| Three (3) | A documented contact will be made with the parents/guardian through a letter or a telephone conversation. |
| Five (5) | A conference will be requested with the parent/guardian to discuss this ongoing problem. If the parent/guardian refuses the conference, the student will be placed in in-school suspension until a conference has been held. The student will be permitted to do school work |
| Eight (8) | Notification will be made to the Carroll County Probation and a copy of the notification will be sent to the parent(s)/guardian(s). Probation representatives, school officials, and a representative from the Division of Family Services will meet for a case conference to determine further recommendations and actions. Students with excessive absences may be considered for automatic retention at the end of the year. |

UNEXCUSED TARDIES

School officials will monitor excessive tardies. Excused tardies can be documented by an appointment.

| Unexcused tardy per semester | Procedure |
|------------------------------|---|
| Three (3) | A letter will be sent to parents notifying them of this developing problem. |
| Six (6) | The student(s) will have a lunch detention and parents will be notified. |
| Eight (8) | After eight (8) unexcused tardies, parents will be notified and student(s) will serve an after school detention. If the tardy situation continues, Probation as well as Child Protective Services will be notified. |

HABITUAL TRUANCY

A student who willfully refuses to attend school in defiance of parental authority on three (3) or more occasions is considered habitually truant. The administration will notify his or her parents/guardians of such designation. A meeting will be requested to arrange a course of action to remedy the situation. After five (5) trancies, a conference will be held with parents. Notification will be made to Probation if after a meeting the trancies are not resolved. Unexcused absences with no parent/guardian contact within 2 school days will also be considered a truancy.

TRANSPORTATION

SCHOOL BUS RULES:

Student behavior before boarding or leaving the bus is the responsibility of the student, parents or legal guardians. Students are encouraged to arrive at their bus stop just prior to the bus arriving. Arriving too early invites problems to occur. **Riding the bus is a privilege. Bus drivers may choose to suspend a student from riding the bus when any of the bus rules have been violated.** Parents will be notified when a student has been suspended. In the event of a bus suspension, students are still required to attend school. Failure to attend school will result in an unexcused absence. Although bus drivers are free to choose their individual bus rules, the following are used as a guideline; however, bus drivers or the school system is not responsible for lost/stolen items:

1. Students should be seated in their assigned seats immediately upon entering the bus.
2. No pupil shall stand or move from one seat to another while the bus is moving or without permission from the bus driver when the bus is stopped.
3. Loud, boisterous profane language and indecent conduct will not be tolerated.
4. Students are not allowed to tease and bother each other.
5. Students are not allowed to open doors and windows without permission.
6. All students are to be at their pick-up spots on time and should not keep the bus waiting.
7. Students are not allowed to throw any objects in or out of the school bus.
8. No eating or drinking allowed on the bus. Exceptions may be allowed on field trips.
9. Noisemakers and toys may not be used by students while riding the bus.
10. General school rules apply to the students while riding the bus.
11. Disrespect to the bus driver will not be tolerated.
12. No student will be allowed to walk to/from the Jr./Sr. High before or after school. Any parents wishing to drive students must first come in and sign the student out. Students may ride their regular school bus to the Jr./Sr. High with a note from a parent. This note must first be brought to the elementary school office.

Any student who plans to go home on a different bus **MUST** bring a note from his/her parent or guardian to the office for approval upon arrival at school. The note should indicate which bus to ride and the destination of the student. If there is no note, the student will be sent home on their regular bus. **Notification of bus changes must be called into the office prior to 2:00 pm.**

BUS DISCIPLINE:

Carroll Elementary considers all school buses as an extension of the school itself. Students are expected to follow all school bus procedures just as they are to follow all school procedures. Failure to obey these procedures on the bus will result in discipline from the bus driver and/or the school administrators. Discipline may range from simple warnings to loss of school privileges to bus/school suspensions. Parents must contact the bus driver first when a concern arises. Administration will follow-up as deemed necessary.

DISCIPLINE

The School Board and Carroll's teaching staff believes that for education to take place there must be a good learning environment. This is accomplished only by a cooperative effort between the parent, student, teaching staff and the administration. Disciplinary procedures will be in accordance with Public Law 163 (Due Process Law). Disciplinary Code: IC 20-33-8.

Principals and teachers are expected to maintain order and discipline during the school day. Observance of the rules of good citizenship shall be required of all students throughout the total school environment. This includes extra-curricular events and riding to and from home on the school bus.

Classroom teachers' record discipline so all students are aware of any infraction and consequence. Consequences of misbehavior may include, but are not limited to:

- | | | |
|--|----------------------------------|---------------------|
| 1. Student writings/responsibility plan | 6. After school detention | 11. Student Apology |
| 2. Contracts | 7. In/Out of school suspension | |
| 3. Changing of seating assignments | 8. Written notice to parent | |
| 4. Denial of privileges (Recess time, field trips, etc.) | 9. Phone call to parent | |
| 5. Time-out within or outside the classroom | 10. Principal/Student conference | |

If a student's behavior does not improve, parents will be called in for a joint conference with the student, classroom teacher, administration and the school counselor to develop a behavioral contract.

HARASSMENT/BULLYING

Harassment/bullying of a student(s) by other students or any member of the staff is contrary to our school's commitment to provide a physically a psychologically safe environment in which to learn and may be a violation of Federal and State Law.

In addition to sexual harassment/bullying, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

Uncivil conduct toward students, staff members, and other persons is not acceptable and will be subject to disciplinary review. A reasonably clear definition of what constitutes uncivil conduct, includes name-calling racial or other epithets, threats, harassment based on race or sex, "fighting words" that are an expression intended to arouse anger or hostility at the person to whom they are directed, and lewd, vulgar, and indecent expression of any kind.

Any type of harassment/bullying is strictly forbidden and (depending upon the seriousness) will receive disciplinary consequences. Students who believe they are the victims of such harassment should report it immediately to school officials.

Carroll Elementary has adopted bullying guidelines that will guide of definition of bullying, investigation of bullying incidents, and discipline for bullying behaviors. These rules will apply to students at **ALL** school-related events and when a student is:

- On school grounds before, during, or after school
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school event
- Using property or equipment provided by the school

Parents and students should understand that bullying behaviors are NOT acceptable at Carroll Elementary and will be taken very seriously.

Bullying is defined at IC 20-33-8-0.2 as: Overt, repeated acts or gestures, including:

(1) verbal or written communications transmitted;

(2) physical acts committed; or

(3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

ALL instances of suspected bullying behavior MUST be reported to a trusted adult AND school administration. A statement will be taken and an investigation will proceed. All information will be documented. If the incident falls under the SEA 285 and I.C. 20-22-8-0.2 definition for bullying, than consequences will be determined and documented. Consequences may include, but not limited to the following: loss of recess privileges, parent conference, referral to guidance office, detention, Functional Behavior Plan, In School Suspension, Out of School Suspension, and, in the most severe instances, possible expulsion. A follow-up with all students who are responsible for bullying will be conducted by the administration and the guidance office.

Anti-Bullying Pledge:

1. I will not bully other students.
2. I will try to help students who are bullied.
3. I will include ALL students who are easily left out.
4. When I know that someone is being bullied, I will tell a trusted adult.

HOMEWORK GUIDELINES

DEFINITION:

Homework is an extension of the skills learned during the school day that is practiced after school hours. It is an extension of class work and, as such, is related to the objectives of the curriculum. Homework is an assignment that contributes to the educational progress of the student.

As such, we believe that homework should be a cooperative effort between teacher, student, and parent that enhances school-based learning experiences.

PURPOSE:

We believe that homework should:

- provide practice and application of the skills learned during the regular school day.
- teach the Life Skills of responsibility and organization.
- maintain the content and mastery of academic standards

STUDENT AND PARENT INVOLVEMENT:

- Maintain a quiet, appropriate place for homework which includes necessary materials.
- Be responsible in the completion and return of homework assignments.
- Notify the teacher if homework takes an excessively long time or the student is unable to correctly complete the assignment independently.

TIME GUIDELINES:

As a general guideline, the average student should spend approximately this length of time on homework.

Kindergarten—Will, more often than not, be an activity related to reading.

1st Grade through 3rd Grade: 30 minutes

4th Grade through 6th Grade: 45 minutes

However, the time may be more or less, depending upon upcoming tests and assignments.

3rd Grade through 6th Grade: Assignment notebooks should be utilized daily in order for students and parents to monitor homework assignments. Parents should look through the student's notebooks daily.

HOMEWORK REQUEST FOR ABSENCES:

When a student is absent, that student will have as many days to make up the work as they missed. If a request is being made for absent homework, a phone call **by 9:00 a.m.** will be necessary in order for homework assignments to be collected and prepared.

CAFETERIA

LUNCH/BREAKFAST PROGRAMS AND RULES: Nutritious lunches are served daily. Parents who would like to join their child for lunch may do so, but they must call by 8:30 a.m. to order a school lunch. Students bringing their own lunch may purchase milk. Money is collected on a daily basis for the day, week, month, or semester for those who want to pay in advance. Money should be put in an envelope with student name and teacher. Each day that a student eats a school breakfast or lunch or buys milk, his/her account is charged. When a child's account becomes negative, a notice will be sent home from the cafeteria. **WE ENCOURAGE YOU TO KEEP YOUR STUDENT'S ACCOUNT CURRENT AND CAN BE MONITORED THROUGH THE USE OF HARMONY (INFORMATION LISTED UNDER TECHNOLOGY). WE WILL NOT ACCEPT CHARGES ABOVE \$5.00. WHEN THE \$5.00 LIMIT IS REACHED AN ALTERNATIVE LUNCH OF PEANUT BUTTER AND MILK WILL BE PROVIDED FOR YOUR CHILD UNTIL PAYMENT IS MADE.** The student will receive a minimum charge for this lunch also. Kindergarten students may purchase milk for their milk break. The cost will be determined at registration.

Breakfast is served daily. Students who are eligible for free and reduced lunches are also eligible for free or reduced breakfast. Current prices for a student lunch, extra milk, reduced lunch, kindergarten milk, breakfast, reduced breakfast and adult lunch may be obtained in the office.

Milk will be provided with all meals unless the school receives documentation from a medical doctor indicating that student has a milk allergy or intolerance. Once documentation has been provided an alternative drink can be provided. This documentation must be updated annually.

DINING ROOM PROCEDURES: Lifelong Guidelines and Lifeskills are stressed in the dining room as they are throughout the school. Conversational talking will be permitted with those seated next to or across from the student. Simple rules of respect and manners will be observed. This would include walking to and from the table, staying seated while eating, cleaning up after yourself, etc. **There is to be NO pop or soft drinks to be consumed during lunch time. Visitors should be considerate of this expectation as well.** Fruit drinks are acceptable. Trading food from child to child has proven to be unsanitary and will not be allowed.

DISCIPLINE STRATEGY CARROLL ELEMENTARY SCHOOL

| VIOLATION | POSSIBLE CONSEQUENCES |
|---|---|
| Vandalism to School Property/Personnel | Restitution, Detention, In-School, OSS, Expulsion |
| Theft | Restitution, Detention, In-School, OSS |
| Physical Attack on Staff member | Expulsion |
| Physical Attack on student | Detention, In-School, OSS, Police Contact, Expulsion |
| Threat or Harassment to Students or Staff | Detention, In-School, OSS, Police Contact, Expulsion |
| Improper Attire | Change clothing, Detention |
| Major Class Disruption | Detention, In-School, OSS, Expulsion |
| Leaving Building w/o Permission | Detention, In-School, OSS, Expulsion |
| Truancy | Detention, Parent Conference, Contact Child Protective Service |
| Cheating | "F" on Assignment, Detention, Automatic "F" for Nine Weeks |
| General Misbehavior | Loss of School Privileges, Contract, Detention In-School OSS |
| Chronic Violations | Parent/Student Conference, Expulsion |
| Fighting | Detention, In-School, OSS Expulsion |
| Inappropriate Display of Affection | Student Conference, Detention, In-School, OSS |
| Disrespectful/Insubordinate to School Personnel | Detention, In-School, OSS, Expulsion |
| Unacceptable Language/Gestures | Detention, In-School, OSS |
| Possession of Tobacco | Call Police, Detention, In-School OSS and/or recommendation for Expulsion |
| Alcohol Use, Possession or Under the Influence of, or representing alcohol usage | Drug Test, Call Police, In-School, OSS, and/or recommendation for Expulsion |
| Drug Use, Possession/Selling of, or under the Influence of or representing drug use | Drug Test, Call Police, In-School, OSS, and/or recommendation for Expulsion (See Drug Testing Policy) |
| Use/Threat With a Weapon or Firearm Possession | Call Police, Expulsion |
| Possession of Weapons or representation of | Call Police, In-School, OSS, Expulsion |
| Firecrackers and Other Explosives or representation of | Call Police, In-School, OSS, Expulsion |
| Failure to Comply with A Reasonable Request from Staff | Loss of School Privileges, Detention, In-School OSS, Expulsion |
| Inappropriate use of technology | Loss of technology privileges, parent contact, In-School OSS |
| Cafeteria Misbehavior | Lunch Detention, Clean Cafeteria, After School Detention, In-School, OSS |

All disciplinary consequences are as deemed appropriate by the administration.

HEALTH

SCHOOL HEALTH SERVICES:

Carroll Consolidated School Corporation employs a full-time Registered Nurse and a part-time Registered Nurse to provide health related services. It is the parent's responsibility to notify the school of any health concerns with their child and any modifications necessary to address medical issues.

The following is a list of health related services:

1. Maintain health/immunization records on each student. Each year, records are updated and developing problems are noted. Additional immunizations should be reported to the nurse to be recorded on the student's permanent record.
2. Provide emergency and temporary medical care to students and staff. Students are sent to the health room to be checked by the nurse for various health-related complaints. Parents are called when children need to be sent home or to the doctor for treatment. Parents need to provide updated work and emergency telephone numbers to be reached quickly if needed.
3. Monitor and dispense medications.
4. Provide state-mandated vision screens. Referrals for further screening are made for those students whose results deviate from the normal findings. Vision checks are routinely done on all first and third graders. Others may be selectively done, especially if requested by teacher or parent.
5. Provide a human growth and development program for all 4th, 5th, and 6th graders. Parents are invited to preview all materials and to discuss these important issues with their child(ren). Information is sent home prior to the program.
6. Provide materials for dental health and in-classroom instruction for certain classes.
7. Provide general education on student wellness and disease prevention.
8. Head lice prevention and treatment. All students in grades K-6 are checked the first week of school for head lice. If lice or nits (eggs) are found, that child is sent home for treatment. Carroll Consolidated Schools has a "No Nit" policy, which means that a child may not return to school until all nits have been removed. When returning to school, the nurse must first check the child before entering the classroom. If the child is found to still have nits, he/she will be sent back home with the parent to remove all the remaining nits. If **you** discover that your child has lice/nits and you treat them and send the child back to school, the same rule applies. You **must** first bring the child to the nurse to be checked before entering the classroom. **Students are granted 2 days as an excused absence to rectify the problem. After 2 days, the absences will be counted as unexcused.**
9. Students in grades Kindergarten, 1st, and 2nd are **NOT** allowed to bring cough drops to school. Liquid cough medication with a parent note attached and delivered to the nurse will be permitted.
10. **Students must be "fever free" for 24 hours without the aid of fever reducing medicine before returning to school after an illness.**
11. Students who have Conjunctivitis (pink eye) **may not** return to school until eye drainage is gone and appropriate medication has been given for 24 hours.
12. Should a student become ill or injured during the school day, he/she must report directly to the nurse's office. Any call to go home must be made in the office by school personnel. Failure to follow the above guidelines will result in an unexcused absence for the day. Students going home ill must be signed out in the main office.

IMMUNIZATIONS:

When a child enrolls in a school corporation for the first time or any subsequent time and at any level, his/her parent/guardian must show that he has been immunized or that a current religious or medical/personal objection is on file. Minimum immunization requirement for all children newly enrolled in Kindergarten or Grade 1 and less than 7 years of age:

- 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DPT), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday;
- 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination, or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;
- 2 doses of measles (rubeola) vaccine, on or after the first birthday;
- 1 dose of rubella (German Measles) vaccine, on or after the first birthday;
- 1 dose of mumps vaccine, on or after the first birthday;
- 3 doses of hepatitis B vaccine.
- 1 dose of Varicella (Chicken Pox) vaccine, unless child has had Chicken Pox. If the child has had the disease, we need verification in writing of the date with parent's signature on file.

Minimum immunization requirements for all children newly enrolled in Grade 2 or above or 7 years of age and older;

- 3 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP). or tetanus-diphtheria (Td) vaccine, or pediatric diphtheria-tetanus (DT) vaccine;
- 3 doses of either all oral polio vaccine (OPV) or all inactivated polio vaccine (IPV). If a combination of OPV and IPV is used, 4 doses are required.

- 1 dose of measles (rubeola) vaccine, on or after the first birthday;
- 1 dose of rubella (German Measles) vaccine, on or after the first birthday;
- 1 dose of mumps vaccine, on or after the first birthday;
- 2 doses of measles-containing vaccine.

MEDICATION POLICY:

Prescription medication must be sent in the original container to the school nurse with a written note from the parent/guardian, including dosage, time of administration, and reason for medicine. Antibiotics that are ordered three times a day can be given at home, unless there are circumstances that necessitate giving it during school.

Non-prescription medication must also be sent in the original container labeled with the student's name to the school nurse. You must send written permission including instructions for dosage, time of administration, and reason for giving. This must come from a parent or guardian. **These medications can not be sent home with these students and must be kept in the Health Room.** These medications, including inhalers, must be released to parents or an individual who is at least 18 years old and is designated in writing by the parent to receive the medicine.

Permission to give controlled drugs, such as Ritalin, Adderall, Concerta must be received from the doctor prior to giving the medicine at school and each time the dosage changes. This needs updated annually when students enter school in the fall. The above policy must be adhered to without exceptions.

Children with asthma who stay after school for any activities may keep an extra inhaler (properly labeled by pharmacy with instructions) in their backpack. It is the parent's responsibility to notify the supervising adult that the child has the inhaler dispensed.

The staff will not dispense herbal medicines while the child is at school. Only FDA approved medicines, either prescription or OTC will be dispensed.

WELLNESS POLICY: A wellness policy has been established for all Carroll Consolidated School Corporation students. For complete details of this policy, refer to the corporation web page.

ANIMAL CONTROL GUIDELINES:

Per recommendations from the Board of Health, animals should be limited in the School setting. Animals from home will not be allowed to be in the school buildings or on school grounds. This increases the school's liability for accidental injuries and/or allergic reactions.

Animals that are in self-contained aquariums or cages and managed by staff may be kept for educational purposes. Animals used for experiments or dissections must be bought from reputable sources and be guaranteed disease free.

Any exposure to farm animals must be closely monitored by supervising adults. Children with potential health reactions from such exposure should be excluded or observe without contact with the animals. All children should wash their hands after any contact with animals.

Our goal is not to limit the educational exposure to animals, but rather to limit potential incidents, disease transmission, or reactions.

SPEECH, LANGUAGE AND HEARING:

Carroll Elementary School employs a full-time speech pathologist. Remedial and developmental speech programs are offered to pre-school through sixth grade students who qualify.

Indiana Law (Code 20.8.1-7-17) states that every school corporation shall annually conduct hearing tests as follows:

1. All students in grades 1, 4, 7 and 10 are to receive screenings.
2. All new students to the corporation are to be screened.
3. Students with known hearing losses and/or a history of ear problems will be monitored and tested during the school year.
4. Any student may be tested upon the request of a parent/guardian and/or school staff member.

The school speech/language pathologist will also screen all pre-school students enrolling for kindergarten during kindergarten roundup as well as new students who enroll during the school year. This is in addition to the above requirements by law.

Two types of hearing test are given:

1. Audiometer (Audiogram) Test: This is a pure tone test and tells how well a person hears various sounds.
2. Tympanometry (Tympanograph) Test: This test gives information relative to possible medical problems involving the middle ear.

Individual comprehensive hearing tests will be given to students as deemed necessary throughout the school year. Parents will be notified of the test results and recommendations.

DRESS

The way a student feels about himself is often displayed in the way he/she dresses. We encourage you to monitor your child's clothing as they leave for school each morning. Because Carroll Elementary School is now air-conditioned, the following limitations are intended to help students make choices in regard to dress for school. Clothing that disrupts education or endangers their own safety or that of others is considered inappropriate and will not be permitted to be worn in school. The following are examples of clothing, jewelry, etc., which will **not** be allowed:

1. Hats, caps, or other head wear (In the building)
2. Tank tops (straps less than 3 fingers wide) or similar wear; short shorts or skirts (shorts/skirts should not be shorter than the tip of their index fingers when their hands and arms are extended down their side)
3. House slippers
4. Athletic/Extra Curricular clothing that does meet the dress code
5. No holes in clothing (pants, skirts, etc.) shorter than the tip of the index finger with arms fully extended.
6. Clothing or jewelry of any kind that may be construed as obscene, suggestive, degrading, aggressive, violent, or promotes the use of alcohol, drugs, tobacco, or gangs
7. Clothing intentionally altered to appear ragged
8. Any jewelry or other items when worn in any pierced body part other than the ear
9. Permanent or temporary tattoos that are visible and interfere with the educational setting
10. Visible undergarments
11. All exposed clothing must meet dress codes.
12. Hair color that is distracting to the educational environment is not permitted.
13. Leggings, tights, spandex, etc. that are worn must be covered by another article of clothing that meets dress code requirements.

All final decisions will be made by the administration.

Violation of the above dress code will result in disciplinary consequences. The school may request a change of clothing to be brought to school or a substitute from our limited supply of clothes may be provided for your child if their clothing is determined to be inappropriate. The school administration reserves the right to make judgments in this area.

ITEMS NOT TO BE BROUGHT TO SCHOOL

The school is not responsible for lost or stolen items. Certain items may disrupt the educational process or create a safety threat to students and should not be brought to school or on the bus. Example of these items may include, but are not limited to toys, laser pointers, etc.

RESTRICTED ITEMS

During school hours, all electronic devices should remain OFF and in the student's backpack. Example of these may include, but are not limited to: electronic games, electronic music devices, and cell phones. Students are expected to have all items turned off upon entering school property. Any violation of this policy will result in the device(s) being kept in the office and only returned to the student's parent/guardian.

GRADES

At the end of each nine weeks, each student will be issued a report card that indicates the child's academic progress, attendance, habits, and attitudes. A midterm report is issued at the end of four and a half weeks. Supplementary information or a conference may be provided upon request by the parent or teacher.

Your child may receive several types of grades. Letter grades will be used primarily to evaluate student progress. It may not be used on every paper turned in. Some practice papers may be evaluated by an S, N, or U. The following grading scale is being utilized:

| | |
|----------|-----------------------|
| A 90-100 | F 59 and below |
| B 80-89 | S – Satisfactory |
| C 70-79 | N – Needs Improvement |
| D 60-69 | U – Unsatisfactory |

Students in grades 1 & 2 will receive S, N, or U in Handwriting. Letter grades will be assigned for conduct. Social Studies, Science and Health do not receive a grade. Final report cards will be distributed the last day of school.

Parents are strongly encouraged to monitor your child's weekly progress. If there are questions or concerns, DO NOT wait, contact your child's teacher and arrange for a conference. Education is a joint process and we must all work together.

HONOR ROLL: The Honor Roll is for grades 4-6. The purpose of the Honor Roll is to recognize superior academic achievement and to encourage students to strive toward academic excellence. In classes where S, N, and U are given, a student must not receive a U. This includes special classes and conduct. However, in grades 4-6, a U in handwriting will not affect honor roll or eligibility. The three different Honor Rolls offered and their qualifications are as follows:

1. A Honor Roll: A student shall receive no grade lower than an A in all subjects.
2. A/B Honor Roll: A student shall receive no grade lower than a B and must have at least one grade of an A.

PARENT CONFERENCES: If you would like to request a conference with a teacher or a building administrator, please call the office or e-mail the teacher to arrange a time. All e-mail addresses are accessible from the school webpage. Conferences may be convened at anytime during the year that a parent or a teacher requests. Report card conferences are held in the fall and then on an as needed basis. These conferences are held for the purpose of discussing your child's (children's) grades and progress throughout the school year. Parents who are divorced or separated will only be assigned one conference time. Testing information may also be shared at that time.

ASSIGNMENT NOTEBOOKS: Assignment notebooks will be used for grades 3-6. Students are expected to keep the notebook with them at all times. A lost notebook needs to be replaced immediately and may be purchased in our bookstore. Teachers expect all notebooks to be brought home each evening to be checked by parents.

ENROLLMENT INFORMATION: At the beginning of each year, enrollment forms are updated with new or changed information. It is extremely important that you continue to report to the school office any changes in contact names and phone numbers for emergency situations. Please review this information with your child(ren).

A copy of current birth certificate and custody papers must be on file.

DIRECTORY INFORMATION: Carroll Elementary School may release directory information about students without securing the prior written consent of the parent. Directory information includes the following:

1. Name, address, published telephone number
2. Date and place of birth
3. Height and weight, if a member of an athletic team
4. Participation in official school activities and sports
5. Class level and dates of school attendance and graduation
6. Honors and awards
7. Pictures of students directly related to a school activity
8. Any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

The release of directory information may include all or part of the information listed above. Directory information shall not be provided to any organization for profit-making purposes.

Parents may refuse to allow the corporation to disclose any or all of such "directory information" upon written notification to the Corporation Administration Office and building administrator by September 1st of this school year.

VOLUNTEER BACKGROUND CHECKS

Carroll Consolidated School Corporation has adopted a policy for volunteer background checks. Any adult wishing to volunteer in the school building or attend field trips must first be approved by a limited criminal history check. Forms are available in the school office. Volunteers must fill out this form within **2 weeks** of the scheduled event that they are wishing to participate in.

POLICY IN REGARD TO STUDENT RECORDS: The school board policy regarding student records is in accordance with P.L. 93-380, Section 348. Family Educational Rights & Privacy Act of 1974 (FERPA). In substance, the Student Record Act provides the following:

- A. The parent has a right to examine any student record until the student is 18 years of age. Thereafter, only the student has the right to examine. Parents (or student) wishing to inspect records will notify the school 3 days prior to the desired inspection. The request must be in writing and specify the record(s) they wish to inspect. The records will be collected in a private area. A school official will be present to answer questions during the inspection.
- B. The Parent/Student has a right to have the record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students. The Parent/Student must complete a form identifying the part of the record they want changed and specify why the record is inaccurate or misleading. The request will go to a building administrator for action. If the request is denied, the Parent/Student may request a formal hearing with the Superintendent of Schools. After the hearing, if the school decides not to amend the record, the Parent/Student has the right to place a statement with the student record setting forth his or her view about the contested information.
- C. Certain persons may examine the student record without a Parent/Student's consent-school officials who have "legitimate educational interests," officials of other school systems where a transfer is made, federal government representatives and the state juvenile system with the limitations outlined in federal and state statutes. School officials include teachers, school health care providers, guidance counselors, "Special Education" personnel, tutors, and administrators. "Legitimate school interests" include classroom performance, physical or emotional health, student behavior interfering with student performance.

- D. Other persons may receive the records, if the Parent/Student specifies the records to be released, the reason for such release, and to whom. A copy must be sent to the parents if requested. The parent may also request and receive a copy of the record forwarded to another system with a transfer.
- E. A copy of the student record may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.
- F. Parents/Student may file a complaint with the U.S. Department of Education if Carroll Schools fail to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, US Department of Education, 400 Maryland Ave., Washington, DC 20202-4605

EDUCATION RECORDS: SUSPENSION AND EXPULSION INFORMATION

Under the No Child Left Behind Act of 2001 (NCLB), each state receiving Federal funds under NCLB has to have in place a procedure "to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school." 20 U.S.C. 7165(b).

BOOKS

BOOKSTORE: We maintain a bookstore for the convenience of students and parents. Students may purchase paper, pencils, folders, erasers, and assignment books prior to the start of the school day. It will be open Monday, Tuesday, and Thursday mornings from 7:45-8:00 for your convenience.

BOOK RENTAL POLICY: The following statement is a policy of the School Board of the Carroll Consolidated School Corporation. A child may not be enrolled in the Carroll Consolidated School Corporation until he meets one of the following conditions:

1. Book rental is paid in full.
2. A payment of 25% is made and an agreement to complete payment is filed with the building principal.
3. Student qualifies for state textbook assistance.

Any damage or misuse to rented textbooks will result in the student paying for such damage or misuse. This will be on a prorated basis, based on the replacement price or the repair of the book. Lost books must be paid in full.

TECHNOLOGY: Technology is a valuable teaching and learning tool. Our students use our computer lab frequently and are monitored in their usage. Parents/guardians must sign and return the computer usage agreement form before students are allowed to use the Internet. We do have a filter on the server that deters students from gaining access to inappropriate sites. Students using corporation computers will follow the Computer Usage Policy. Failure to do so will result in restricted usage or complete denial of computer privileges.

HARMONY: STUDENT DEMOGRAPHICS SOFTWARE

Parents who have access to the Internet can look up their child's grades, homework, discipline record, and attendance. A username and password are necessary to access this information. You can receive both by contacting the school.

RECESS

Whenever weather permits, recess will be held outdoors. Make sure that your child is dressed appropriately for the weather. If your child must stay indoors, send a note to the office requesting your child(ren) stay inside. Notes to stay inside at recess must be submitted on a **daily** basis and will only be accepted for a period of *five* consecutive days. After five (5) days, a doctor's note will be needed.

OUTDOOR RECESS PROCEDURES

*Outside Recess

1. Student must play on designated areas.
2. Only one student per swing at a time.
3. Students must stay off the top of cross bars.
4. Students must sit down to slide. Walking up the slide is not permitted. No sliding down the brace poles.
5. No playing in water or mud.
6. Games may be played in the field east of the playground with recess supervisor's permission.
7. **ABSOLUTELY NO WRESTLING, ROUGH PLAYING OR FIGHTING** Students are to keep their hands to themselves.
8. Students are only allowed to play touch football.
9. Students are not allowed to pick up, kick or throw rocks or snowballs.
10. No snacks, candy, gum or food on the playground.
11. No standing by the building or doorways without permission. No jumping over bushes, hanging/climbing on trees or playing on the grass by the building.
12. When the whistle blows, playing is to stop. All students are to line up in their designated area.
13. Lifelong Guidelines and Lifeskills should be followed during recess and as students are entering and leaving the building.

INDOOR RECESS PROCEDURES

1. Students must play in designated areas
2. ABSOLUTELY NO WRESTLING, ROUGH PLAYING OR FIGHTING. Students are to keep their hands to themselves.
3. When the whistle blows, playing is to stop. All students are to line up in their designated area.
4. Students are to use common sense and safety when playing.

RECESS DISCIPLINE

1. Students are warned.
2. Student must sit on the bench.
3. Student's teacher is contacted and student loses recess privilege(s)
4. Student loses recess(es) and parent contacted
5. Student sent to the office

Severe offenses will result in an immediate trip to the office.

FUNDRAISERS

Students are not to sell candy or other items on school grounds that are for fundraisers that are sponsored outside the school. Only approved, school sponsored fundraiser items are to be sold at school.

GUIDANCE SERVICES

Carroll Elementary School, a *Gold Star Counseling Award* recipient, has a full-time guidance counselor. The counselor's purpose is to give assistance to parents, staff and students during these important years for students. Services offered include:

- Individual counseling for students focusing on problem solving and solutions
- Assistance to parents, teachers, and administration
- Support and focus groups for students
- Classroom guidance
- Special events and programs geared to enhance student achievement

Please feel free to contact the school counselor if we may be of assistance to you and/or your child(ren). Parents are encouraged to check out the guidance link, which includes standards, on the school website: www.carroll.k12.in.us

PHYSICAL EDUCATION

A student is expected to participate in our physical education program unless he/she has a doctor's excuse. Each student is to have a separate pair of gym shoes, which are worn only for P.E. These shoes need not be new. However, old shoes must be washed and clean before a student may use them for class.

LIBRARY

Overdue notices are sent home weekly. Students in Kindergarten may check out one book per week. Students in grades 1-6 may check out 2 books per week unless they have overdue notices. Students who have lost books are expected to pay for a replacement. In the event that this occurs, parents should contact the school librarian for a replacement cost.

EXTRA CURRICULAR POLICY

Students who participate in extra curricular activities within Carroll Elementary School (athletic policy listed below) are expected to maintain grades and behavior. A student will be **INELIGIBLE** to participate in extra curricular activities if he/she receives an **F or U** on his/her report card or midterm in any area or has any incomplete work. This **includes** conduct, music, art, and PE.

Determination of eligibility will be made at midterm and at the end of the grading period. Grade improvements at midterm and at the end of the grading period may allow a student to become eligible to participate. **Two consecutive periods of ineligibility** will result in complete non-participation from the activity.

ATHLETIC POLICY

Fifth and sixth grade students may participate in sports programs. Sixth grade students may also participate in selected Jr. High sports Incoming 6th grade students will begin the school year eligible for extra curricular activities. Sixth grade students who wishes to participate in Jr. High School sports will be subject to the **School Drug Testing Policy**. A copy of this policy can be obtained by contacting the school administration or the Corporation Administration Office. The teachers and coaches will monitor schoolwork. A student will be **INELIGIBLE** to participate in any athletic contest if he/she receives an **F or U** on his/her report card or midterm in any area or has any incomplete work. This **INCLUDES** conduct, music, art, and P.E.

Determination of eligibility will be made at midterm and the end of grading periods. Grade improvements at midterm and end of grading periods may allow a player to become eligible. **Two consecutive periods of ineligibility** will result in complete nonparticipation from the team.

Ineligible players may practice but not participate in contests during the period of ineligibility. Students serving after school detentions or school suspensions will not be allowed to practice or play on those days. Student athletes must be in attendance at school for at least half of the school day in order to participate in practice or a game on those days, unless approved by a doctor or approval by administration of an extenuating circumstance.

SPORTS THAT ELEMENTARY STUDENTS may participate in are:

Girls:

5th: Basketball

6th: Basketball, Track, Cross Country, Swimming

Boys:

5th: Basketball

6th: Basketball, Track, Cross Country, Swimming, Wrestling

Physicals

Before a student's first practice, he/she shall have on file in the elementary office for each school year, a parent and physician's certificate of physical fitness, giving the written consent of the parent/guardian for athletic participation. The physical examination shall be made prior to the student's first practice for any interscholastic athletic contest by a physician licensed to practice medicine in Indiana. *Physicals are valid from May 1 through the end of the following school year.*

ALL SPORT PASSES

All sport passes are accepted at elementary athletic sponsored ball games. Passes may be purchased through the athletic department at the Jr./Sr. High School. Individual and family passes are available.

DRUG TESTING POLICY (BOARD POLICY #5525)

STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug-free school. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to the health and safety of themselves and other students.

The purpose of this program is four-fold:

- (1) To provide for the health and safety of students;
- (2) To undermine the effect of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
- (3) To encourage students who use drugs to participate in drug treatment programs; and
- (4) To preserve the educational environment.

Participation in extra-curricular activities and student driving is a privilege, not a right. Students involved in extra-curricular activities and student driving to and from school need to be exemplary in the eyes of the community and other students. This program is designed to:

Discourage students from driving to and from school or participating in extra-curricular activities with drug or alcohol residue in their bodies, and

Encourage safe behavior among students, protect the health and safety of students, and offer guidance to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The program is academically non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed. No student will be expelled or suspended from school as a result of any verified "positive" test under this program, except as stated herein.

NO CONFLICT WITH "REASONABLE SUSPICION" POLICIES.

This program does not affect the current policies, practices, or rights of Carroll Consolidated School Corporation with respect to tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this Policy.

Carroll Consolidated School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

Carroll Consolidated School Corporation (the Corporation) has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment requires a clear policy and supportive program relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular activities and driving to and from school and school events.

SCOPE

This Policy applies to all Carroll Consolidated School Corporation students in grades 7-12 who wish to participate in any extra-curricular or co-curricular activities, or who wish to drive to and from school or to events on school property. This Policy also applies to students in grade 6 that participate in extra-curricular activities on junior high school teams.

For purposes of this Policy, "extra-curricular" will be used to include both extra-curricular and co-curricular activities, unless otherwise stated.

Activities include, *but are not limited to*, the following:

1. Athletics, including all IHSAA and club sports athletes, cheerleaders, managers, and student personnel
2. Music, including all bands, choirs, solo/ensemble contestants
3. All co-curricular and extra-curricular academic teams
4. Drama, including dramatic and musical productions, talent shows, and Drama Club
5. FFA (Future Farmers of America)
6. FCCLA (Family, Career and Community Leaders of America)
7. National Honor Society
8. National Junior Honor Society
9. Student Government
10. Yearbook
11. Student Newspaper
12. Language and culture clubs, such as French Club and Spanish Club
13. SSS (Sunshine Society)
14. History Club
15. Sycamore Club
16. SWAT (Students with a Testimony), both Junior High and Senior High Clubs

This policy also applies to students who wish to drive to or from school (or during school), or drive a vehicle on school grounds for any activity.

CONSENT FORM

Each student who participates in extra-curricular or co-curricular activities or who drives to or from school MUST sign, and that student's parent/guardian MUST sign and return the Consent Form prior to participation in any extra-curricular activity or prior to driving to and/or from school. Failure to comply with this requirement will result in non-participation in any extra-curricular or co-curricular activity, and non-issue of student driving permit.

At the beginning of each selection date, school year, semester, or sports season, or club participation year, as determined by the athletic season (IHSAA rules) or School Board, or when a student moves into the Corporation and joins an activity, all students who wish to participate in the programs or activities governed by this Policy may be subject to testing for illegal or banned substances as often as weekly. Any student who refuses to submit to testing will not be allowed to participate any designated activities, and will have student driving privileges revoked.

Any student who fails to return the signed Consent Form prior to the stated deadline, and then decides to participate in an extra-curricular or co-curricular activity or to obtain a student driving permit at later date must submit to testing prior to admission to activity or issuance of driving permit. The student and parent/guardian will be financially responsible for the test.

Any parent/guardian of a student in grade 7 through 12 may request that their child be placed in the pool. Any testing of that child will be at the parent/guardian's expense.

COLLECTION PROCEDURE

1. Type of Test. The Corporation will have the right to use any testing procedure that, in the opinion of the School Board, best balances issues of cost effectiveness, accuracy of results and respect for student privacy.
2. Testing Pool. The selection of participants to be tested will be done randomly by the principal or the principal's administrative designee (designee), and selections will be made from time to time throughout the school year. Names will be drawn from two (2) pools of participating students. The first pool will include students in grades 6 through 8. The second pool will include students in grades 9 through 12. Testing will occur on different days Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year.
3. Confidentiality. Each student will be assigned a number that will be placed in respective pool for the drawing. School officials will have no control over whose number is drawn.
4. Absence on Test Date. If a student whose number is drawn is absent on the test date, the student's number will be held and included in the next regular test of that student's pool.

CHAIN OF CUSTODY

1. Lab Supervision. The Corporation will choose a certified laboratory which will provide training and direction to those who supervise the testing program, set-up the collection environment, guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used on all specimens.
2. Escorting Students. The principal or designee will be responsible for escorting the students to the collection site. Students should bring only belongings in their possession at the time they are escorted, and will not be allowed to go to their lockers.

3. Limited Group Size. Only four or five students should be escorted at a time, to allow specimen collections to be carried out quickly, and to minimize loss of class time.
4. Lab Forms. Before specimens are collected and tested by the laboratory, the student will fill out, sign, and date any forms required by the testing laboratory. The student may choose to notify the principal or designee that he/she is taking prescription medication.
5. Sanitary Procedures. Sanitized collection tools will be used, and will remain in sight or possession of the student until sealed. The student will acknowledge the seal by signature.
6. Compromised Specimen. If the seal or specimen is damaged, broken, or otherwise rendered invalid after leaving the student's possession, the student will be called for a retest at the next regular testing date. The student will remain eligible for activities during the interim.
7. Procedure for Urine Collection. If a urine test is used, the principal or designee supervising the collection of urine specimen will be the same gender as the student. Students will be instructed to remove any coats and wash their hands in the presence of the principal or designee prior to entering the restroom. The door will be closed so that the student is by him/herself in the restroom to provide the specimen. The principal or designee will wait outside the restroom. The student will have two minutes to produce a specimen. The commode will be treated with a blue dye so that water cannot be used to dilute the specimen. The faucets in the restroom will be shut off during collection.
8. Transport and Testing of Specimens. After specimens have been sealed, the testing laboratory will take custody of the specimens and provide transportation to the testing laboratory. Results will be reported to the principal or designee.
9. Confidentiality. The specimen container will not have the name of the student. Instead, the student's random identification number will appear on the container. The results provided to the principal or designee will be identified only by that number.

USE OF POSITIVE TEST RESULTS

1. Student Health and Welfare. This program seeks to provide needed help for students who have a verified positive test. The health, welfare and safety of the student, and of other students, will be the reason for preventing a student who has a positive test from participating in extra-curricular, co-curricular or student driving activities.
2. Notification. The principal or designee will be notified of a positive test through the results provided by the testing laboratory. The laboratory will certify that a positive result was verified by a second test of the sample or by the test of a second sample, depending upon the type of test used. The principal or designee will notify the student and the student's parent/guardian.
3. Appeal. The student or the parent/guardian may submit any prescription evidence, evidence or information which will be considered in determining whether a positive result has been satisfactorily explained. A student may also appeal a positive result within 10 days of notification of the positive result by submitting to a follow-up test which will be paid by the student or parent/guardian. Due to the residual nature of some banned or illegal substances, follow-up test results may or may not be considered conclusive.
4. Information and Referral. If the test is verified positive, the principal or designee will meet with the student and the parent/guardian at a Corporation facility. The student and parent/guardian will be given the names of counseling and assistance services that the family may want to contact for help. Drug and alcohol abuse education and counseling opportunities may be offered through the Corporation.
5. Consequences – When Effective. Consequences as outlined herein will be effective immediately, regardless of the student's ability to justify or appeal the positive results. The Corporation maintains that the need to protect the health and safety of the affected students and of other students outweighs the student's privilege to participate in extra-curricular activities or to drive to/from school. Upon presentation of exculpatory evidence or subsequent negative test results sufficient to satisfactorily explain or dismiss the positive result, the principal or designee may lift the disciplinary consequences and restore the student's extra-curricular activities status and driving privileges.
6. Consequences – Athletics/Extra-Curricular Activities. A student involved in athletics or extra-curricular activities will be subject to the disciplinary consequences outlined in the Student Handbook in the Substance Abuse Policy Regarding Extra-Curricular Activities.
7. Consequences – Co-Curricular Activities. A student involved in co-curricular activities will be prohibited from participating in activities scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other project(s). Under no circumstances will the student receive academic penalty for failure to participate in co-curricular activities because of a positive test.
8. Consequences – Student Driving. Student driving permit will be revoked as provided in the Student Handbook in the Driving Policy for Students.
9. Testing During Suspension Period. Any student who tests positive will be retained in the testing pool during the suspension period.
10. Follow-up Test/Readmission to Program. After the expiration of the suspension period, and after such an interval of time that the substance previously found would normally have been eliminated from the body, the student may make a request for a follow-up test to the principal or designee. If the follow-up test is negative, the student will be allowed to resume extra-curricular activities and/or driving. A student is prohibited from participating in extra-curricular activities and/or receiving a student driving permit until after a follow-up test is requested and negative results are reported.

11. Subsequent Positive Results. If a subsequent positive result is obtained from a follow-up test, the same procedure outlined above will be followed, and the next level of consequences imposed.
12. Confidentiality. Information on a verified positive test will be shared only with coaches, sponsors, or personnel who “need to know” for purposes of enforcing suspension from activities. Results of negative tests will not be reported, and will be kept confidential.
13. Secure Storage of Results. Drug testing result will be returned to the principal or designee identifying students only by number. Names of students will not be kept in open files or on computer, but will be locked in a secure location available only to the principal or designee and the superintendent.

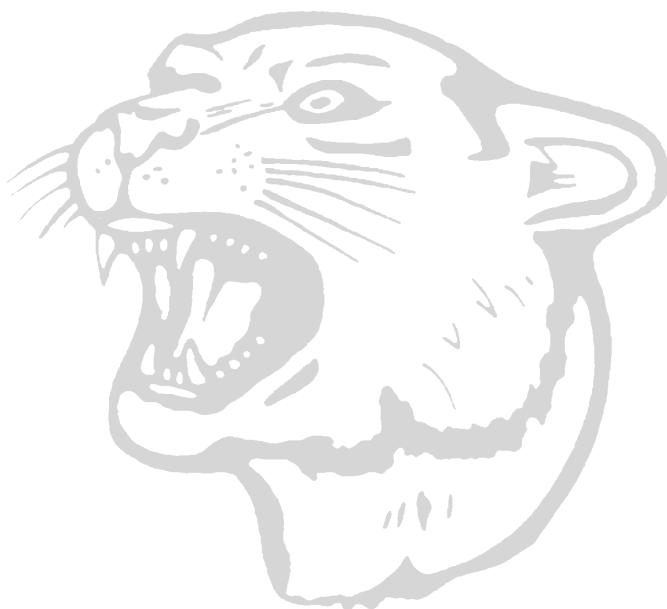
STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The Corporation is committed to protecting the confidentiality of the students involved in this program, and maintaining an effective learning environment for all students. Publication or dissemination of results of is strictly limited as provided in this Policy, and additionally, as follows:

1. Statistical Reporting. The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without the express written consent of the Board. The lab will provide a quarterly report showing the number of tests performed, the rate of positive and negative results, and what substances were found in the positive specimens to the building principal,
2. Staff Confidentiality. Any staff, coach, or sponsor of an affected student who may have knowledge of the results of a drug test under this program will not divulge to anyone the results of the test or of the disposition of the student involved. In the case of legal subpoena made upon such staff, coach, or sponsor, disclosure will be made only as directed by Corporation legal counsel.
3. Disclaimer of Responsibility for Community Comment. Due to the small size of the student body, the Corporation will not be responsible for community speculation regarding the non-participation of a particular student in extra-curricular or co-curricular activities.

FINANCIAL RESPONSIBILITY

1. Initial Testing. Under this Policy, the Corporation will pay for all initial random drug tests, all initial “reasonable suspicion” drug tests, and all initial “follow-up” drug tests. Any subsequent “follow-up” drug tests will be paid by the student or student’s parent/guardian.
2. Follow-up Appeal Testing. Any follow-up test as appeal of a positive result is the financial responsibility of the student or parent/guardian.
3. Late Entry. Mandatory testing of students who enter the program after the determination date will be the financial responsibility of the student or parent/guardian.
4. Parental Request. Testing of students who are participants of the program at parent/guardian request will be the financial responsibility of the student or parent/guardian.
5. Counseling/Services. Counseling, services or treatment by non-school agencies are the financial responsibility of the student or parent/guardian, though the Corporation Counselor may be able to direct the student or parent/guardian to financial aid resources.



BANNED SUBSTANCES

For the purposes of this policy, the following substances or their metabolites that can be tested are considered illegal or banned for Corporation students.

| | | | |
|-------------------|-----------------------|-----------------|-----------------------|
| Alcohol | Barbiturates | LSD | Methaqualone |
| Phencyclidine | Amphetamines | Benzodiazepines | Marijuana metabolites |
| Anabolic steroids | Cocaine metabolites | Methadone | Opiates |
| Propoxyphene | Other specified drugs | | |

Revised July 8, 2003

DUE PROCESS RIGHTS (SCHOOL BOARD POLICY 5612)

See Indiana Code I.C.20-33-8-9

CARROLL ELEMENTARY BAND

Students in grade 6 have the opportunity to learn to play a musical instrument. By participating in band class, students will be required to provide and maintain the instrument. Paige's Music in Indianapolis visits the school weekly to accommodate any needs that the students should have regarding repairs or supplies. Band is a class in which a grade will be given based on class participation, practice records, efforts, and attendance to both class, concerts, and other school sponsored band activities.

CODE DRILL PROCEDURES

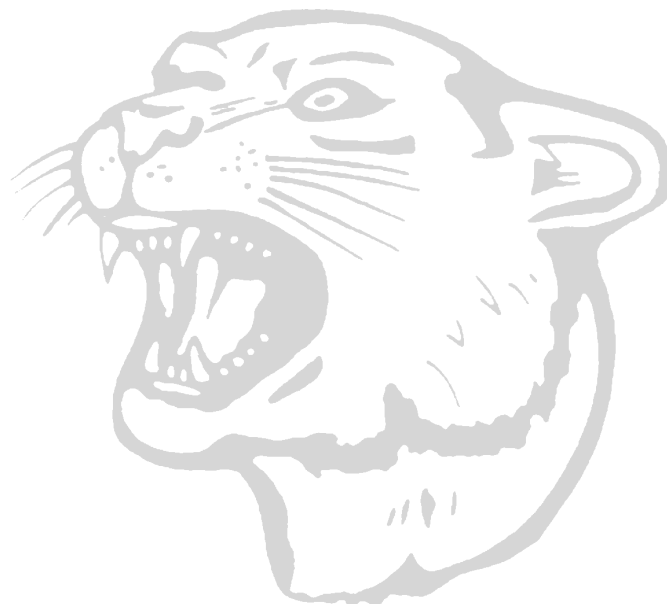
Carroll Consolidated School Corporation has implemented a code drill system as part of our school safety plan. Depending on the incident, one of the following codes may be called in order to provide all students with the best safety. In the event that one of the codes is called, parents will be notified through a letter home. Below are examples of each type of code:

Code Red: (STOP) This will be a full lock-down of our building, both interior and exterior. Students will be kept in the classroom with blinds closed and lights off. This is the most serious of codes.

Code Yellow: (CAUTION) This code will be used for exterior lock down only. In this case, all outside doors will be locked and visitors will only be allowed in the school by office personnel. This code may be used if a situation occurs in the community and the schools need to stay alert. During this code, no immediate threat has been issued to the school.

Code Green: (GO) This code will be used for an emergency evacuation of the building, such as a gas leak or environmental issue concerning the overall well-being of our students and staff. This code is separate from a fire drill.

The use of codes will be at the discretion of the local law enforcement and school administration.



STATEMENT OF NON-DISCRIMINATION/TITLE IX COMPLIANCE

Carroll Elementary School does not discriminate on the basis of gender in the educational programs which it operates, either in employment or in admission in any extra-curricular activity where required by Title IX of the United States Code.

Carroll Consolidated School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, handicap, age or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-1 as amended); IC 20-8.1-2-1; Title VI and VII of the Civil Rights Act of 1964 (as amended); The Equal Pay Act of 1973, Title IX (as amended); Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990; Sections 503 and 504 of PL 92-112, the Rehabilitation Act of 1973; and PL 94-142, the Education for All Handicapped Children Act. The superintendent of the school corporation acts as the contact person in matters related to discriminatory treatment. The superintendent may be contacted at:

Office of the Superintendent
2 South Third Street
Flora, Indiana 46929
Phone: 574-967-4113

The elementary school principal acts as the contact person for Title IX and may be contacted at:

Carroll Elementary School
105 S 225 E
Flora, Indiana 46929
Phone: 574-967-4881

We are making a special effort to **communicate** our student conduct expectations to all students, parents and guardians. Your child has been instructed to read and discuss the conduct/discipline sections of the handbook with you.

Please take time to review this important information with your child(ren). **The bottom section of this form must be signed and returned to their teacher as soon as possible.**

If you have any questions regarding this information, please contact a school administrator who will respond to your questions or comments.

We encourage you to take an active part in your child's education. Please visit your school and talk with your child's teachers and administrators. Your cooperation, support and involvement will contribute greatly to the success of your child and the quality of our school.

Sincerely,

Carroll School Board of Education

ACKNOWLEDGMENT OF RECEIPT OF PARENT/STUDENT HANDBOOK AND ANTI-BULLYING PLEDGE

Student Name: _____ Grade: _____

Teacher: _____

I have received a copy of the Carroll Parent/Student Handbook. I have discussed this information with my child(ren) and understand the school's expectations.

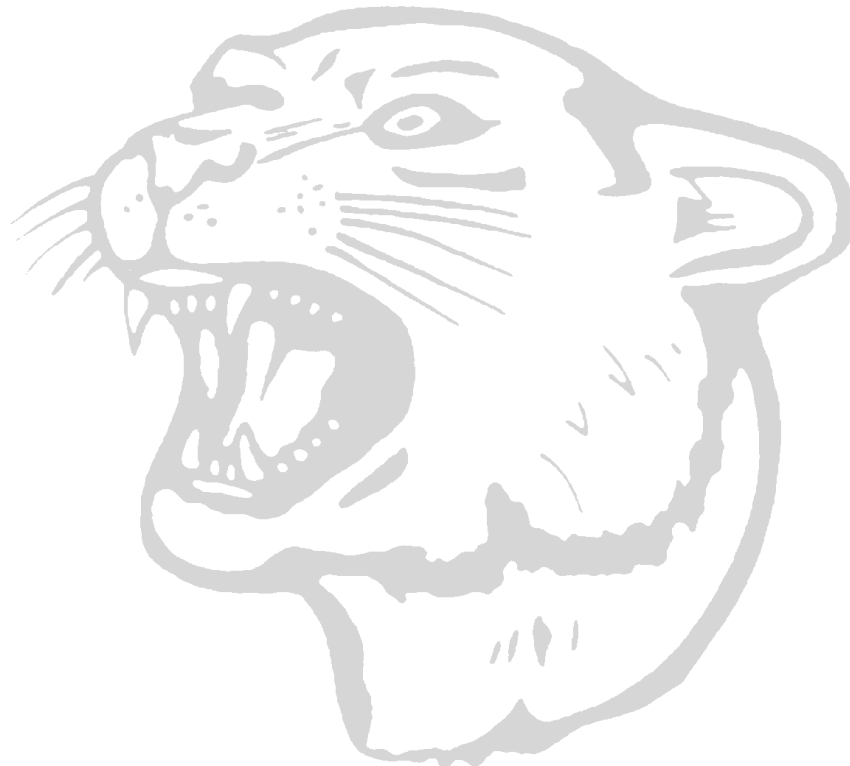
Anti-Bullying Pledge

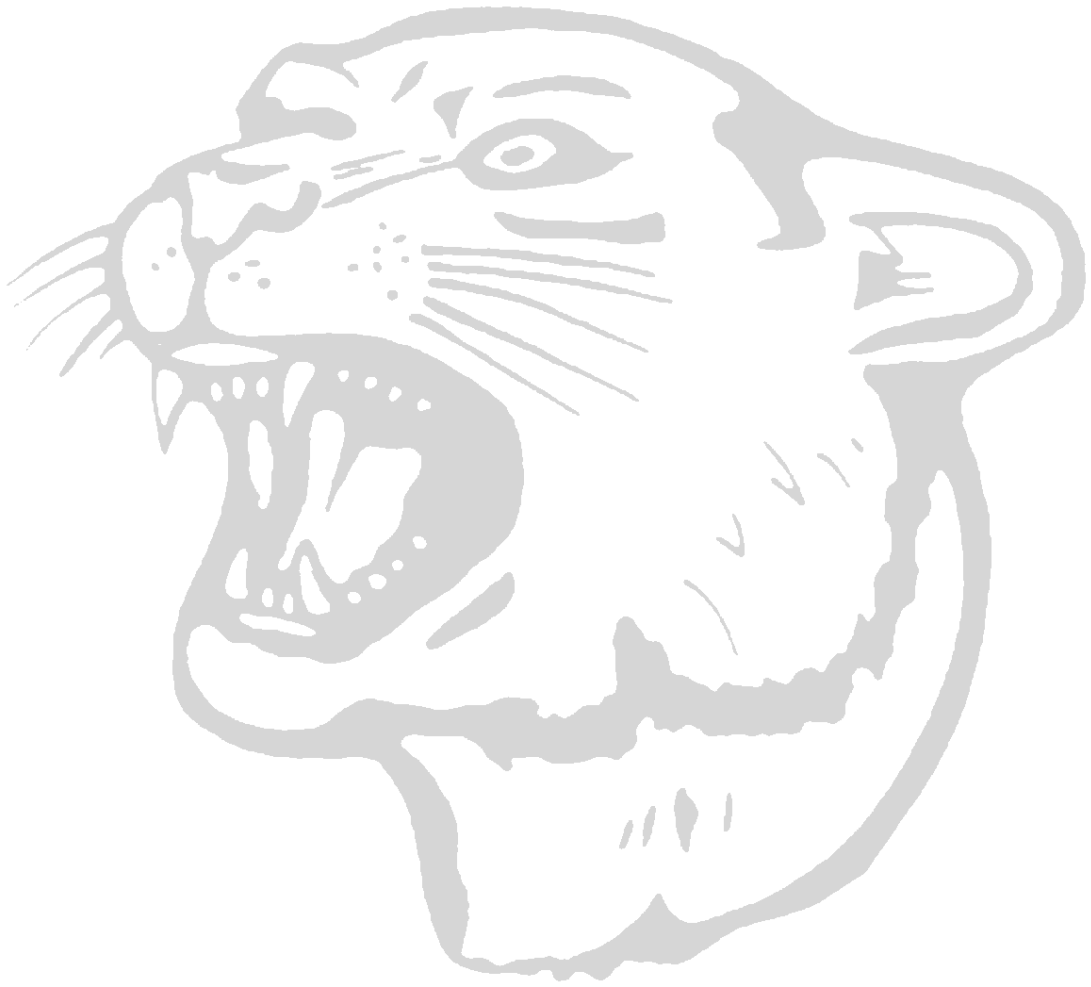
1. I will not bully other students.
2. I will try to help students who are bullied.
3. I will include ALL students who are easily left out.
4. When I know that someone is being bullied, we will tell a trusted adult.

_____ Student Signature _____ Date

_____ Parent/Guardian Signature _____ Date

PLEASE SIGN THIS AND RETURN THIS TO THE CLASSROOM TEACHER AS SOON AS POSSIBLE.





Helpful Hints with Vocabulary

It is important to recognize and understand particular vocabulary for each academic subject. These are some of the words that will help students understand each subject and be able to perform well while taking standardized testing.

This chart is made available by Public Law 221 committee for Reading Goal 2. Carroll Elementary School's goal states that **"Students in the third through the sixth grade will increase scores annually in Language Arts, as measured by the ISTEP."**

| <u>Language Arts</u> | <u>Mathematics</u> | <u>Science</u> | <u>Social Studies</u> |
|----------------------|--------------------|----------------|-----------------------|
| Analyze | Add | Analyze | Analyze |
| Capitalize | Analyze | Assemble | Assess |
| Clarify | Arrange | Classify | Compare |
| Compare | Calculate | Construct | Construct |
| Contrast | Compare | Demonstrate | Contrast |
| Define | Construct | Describe | Create |
| Determine | Convert | Draw | Define |
| Discuss | Count | Estimate | Demonstrate |
| Distinguish | Create | Explain | Describe |
| Edit | Divide | Identify | Develop |
| Emphasize | Estimate | Illustrate | Differentiate |
| Evaluate | Identify | Inspect | Estimate |
| Identify | Interpret | Investigate | Evaluate |
| Interpret | Investigate | Judge | Examine |
| Proofread | Measure | Manipulate | Explain |
| Recognize | Multiply | Measure | Gather |
| Relate | Plot | Observe | Identify |
| Restate | Recognize | Participate | Illustrate |
| Retell | Record | Predict | Interpret |
| Review | Represent | Recognize | Locate |
| Revise | Round | State | Observe |
| Summarize | Solve | | Organize |
| Tell | Subtract | | Predict |
| | | | Summarize |