

# **WELCOME TO CARROLL ELEMENTARY SCHOOL**

## **OUR MISSION STATEMENT**

Carroll Elementary pledges to involve its entire learning community to endow our students with the necessary skills to be successful in our ever-changing global society. We are committed to providing a rigorous, challenging, safe, and nurturing environment where students are supported in becoming interactive lifelong learners. Students will be empowered to be actively involved and have autonomy in their education through choice, collaboration, communication, creativity, critical thinking, and commitment. Children will be recognized for their unique accomplishments as a way to foster self-esteem and intrinsic motivation. We, at Carroll Elementary, share the responsibility to maximize each student's full potential.

## **OUR VISION STATEMENT**

"Children own unique accomplishments geared around rigorous skills"

## **COUGAR MOTTO**

Challenging Minds...One Student at a Time

## **LIFESKILLS**

Effort	Responsibility	Cooperation
Positive Attitude	Honesty	Confidence
Kindness	Gratitude	Tolerance/Diversity
Diligence	Work	Justice/Fairness
Positive Attitude	Friendship	Self-Control/Self-Discipline
Respect	Forgiveness	Fortitude
Perseverance	Generosity	Courage
Citizenship	Conscience	Cheerfulness
Trustworthiness	Reputation	Wisdom
Inner Peace		

**Do the Right Thing, Treat Others Right**

Please visit [www.doe.state.in.us](http://www.doe.state.in.us) to look at state standards for all subject areas, Every Student Succeeds Act, and Public Law 221 information.

## **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, these may be found at <http://www.carroll.k.12.in.us/schoolboard/policies>. Parents and students will not have after hour access to their child's classroom to retrieve forgotten books and assignments.

### **ATTENDANCE**

#### **GENERAL STATEMENT:**

Attendance at school is vital to success in school. Parents and guardians are legally responsible to see that elementary students are on time and in school when school is in session. The Carroll Elementary School day is from 7:48 a.m. to 3:00 p.m. If a student is absent, a parent or legal guardian should phone the school office to report the absence. This call should be made by 8:30 a.m. each day of absence. All students are expected to be in school daily. If your student is absent and we do not receive a call, we will call or make a home visit to verify the absence for everyone's safety and welfare.

#### **Carroll Elementary School will allow 12 uncertified absences per year (6 per semester).**

Uncertified Absence: Based on Indiana Code, there are two categories of absences, certified and uncertified. All absences are uncertified unless they fall under the definition of the law as a certified absence. These **UNCERTIFIED absences WILL COUNT TOWARD THE TWELVE (12) DAY LIMIT.**

An uncertified absence is when the following conditions exist:

1. Student is ill with no medical slip.
2. Emergency exists for student or family
3. Medical or dental appointment without doctor verification
4. Permission is asked by parent in advance of absence. It is the student's responsibility to secure assignments from the teachers in advance of absence.

Certified Absences: Based on Indiana Code, the following CERTIFIED reasons for being absent WILL NOT BE INCLUDED IN THE TWELVE (12) DAY LIMIT:

1. Professional Appointments (Medical). Documentation signed from a physician or nurse practitioner stating the student was seen/treated in their office. Only the time required for travel and the actual appointment time will be exempted. It is not guaranteed that documentation submitted after the 48 hour deadline will be accepted.
2. Physical or Mental Incapacitation. Documentation signed from a physician or nurse practitioner stating the student was either physically or mentally incapable of attending is required. This classification includes professional appointments. It is not guaranteed that documentation submitted after the 48 hour deadline will be accepted.
3. School nurse deems it necessary for a student to be sent home or not be in school. Absence will be considered certified for 24 hours after seen by the nurse.
4. Students should have a doctor's slip to return to school for the following reasons:
  - Extended illness
  - Surgery
  - Fracture (with cast or crutches)
  - Bathroom privileges
  - Specific reasons indicated by the school nurse
5. Death in the immediate family (mother, father, sibling, grandparent, aunt, uncle)
6. Court appointment with statement from court, attorney, or probation officer provided upon return to school.

Administrative consideration may be given when extenuating circumstances deem it advisable.

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

**PERFECT ATTENDANCE:** Perfect attendance at Carroll Elementary is defined as any student who has not been counted absent on any day during the school year.

**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. If the student arrives at school after 8:10 a.m. the student must enter through door 1 and check in at the office. Students are tardy after 8:10 a.m. (Tardy on two-hour delays is 10:10 a.m.). Students who are tardy must be signed in by an adult in the office. Students may be walked to their classroom by a parent **the first week of school only**. This will nurture and help foster more independence and responsibility for one's self.

**STUDENT PICK-UP AND DISMISSAL:** Afternoon announcements will begin at 3:00 p.m. with dismissal of students immediately following. Parents who choose to permanently pick-up from school may write a note at the beginning of the school year. Parents picking up students from school will form a car line and remain in their vehicle to pick up students. The line will start by turning left by the Ag barn and making the loop to the Pick-up Door 3. A staff member will be outside and will radio inside for students to walk out to their vehicle. The pick-up students will be dismissed at 2:55 to the Door 3 hallway. Students will be waiting in a line and with their siblings listening for a staff member to dismiss them to their vehicle. This is to ensure the safety of each and every student.

We want to confirm that all students are safely going with the correct ride home. Notification of bus changes must be made in writing **and or an email**) and brought to the office upon student arrival first thing in the morning. Phone calls will not be accepted at any time during the day to change a student's mode of transportation due to safety and liability concerns. This is to ensure students arrive safely to their destination and arrive at the proper place. In the case of an emergency, contact must be made to the administration to make alternate arrangements.

**EXCESSIVE ABSENCE PROCEDURE:** Any student absent more than 6 uncertified days in a semester shall be considered excessively absent.

- After four (4) uncertified absences, a documented contact will be made with the parent/guardian through a letter or by phone.
- After seven (7) uncertified absences, a conference will be requested with the parent/guardian and an attendance contract will be implemented if warranted. If the parent/guardian refuses the conference, the student will be placed in in-school suspension until a conference has been held.
- After eight (8) uncertified absences, a certified letter will be mailed to the parent and a copy of the letter will be sent to the Department of Child Services.
- At ten (10) uncertified absences, a conference will be held with the parent, school official, and other community services as needed. The prosecutor's office may be contacted if deemed necessary due to the Indiana Compulsory Attendance Law listed below.

#### INDIANA LAW I.C. 20-33-2-28, COMPULSORY ATTENDANCE FOR FULL TERM; DUTY OF PARENTS

(a) This section does not apply during a period when a child is excused from school attendance. Under this chapter it is unlawful for a parent to fail, neglect, or refuse to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

**UNEXCUSED TARDIES:** School officials will monitor excessive tardies. Excused tardies can be documented by an appointment.

- After three (3) unexcused tardies per semester, a letter will be sent to parents notifying them of this developing problem
- After six (6) unexcused tardies per semester, the student(s) will have a lunch detention and parents will be notified
- After eight (8) unexcused tardies per semester, parents will be notified and student(s) may serve an after school detention. If the tardy situation continues, Probation as well as Child Protective Services will be notified
  - o Please note that if a student is late to school or picked up early due to a medical appointment this is documented as a tardy in Harmony, and is counted as excused.

## **HABITUAL TRUANCY:**

**A.** A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one school year.\*\*

**B.** All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

**C.** Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.

**D.** The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.

**E.** The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

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.

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. FOLLOW DIRECTIONS:** The bus driver is in charge of the bus. The bus driver will give directions. You are responsible to listen and follow all directions the first time they are given.
- 2. SIT PROPERLY:** You must remain seated in the same seat for the entire ride, keeping your body out of the aisle and inside of the bus at all times. Keep your things on your lap.
- 3. BE RESPECTFUL:** Be respectful of all people and property through your words and actions.
- 4. KEEP IT CLEAN:** Leave the bus cleaner than you found it. Do not eat or drink on the bus. Do not litter. If you notice vandalism, please let the bus driver know.
- 5. BE QUIET:** You must be silent at railroad crossings and any time the bus driver asks for silence. At all other times, speak quietly to those sitting next to you.

A student's actions before boarding or after leaving the school bus is still within school jurisdiction, students are responsible to adhere to all rules and guidelines set forth in this handbook.

Parents must contact the bus driver first when a concern arises. Administration will follow-up as necessary.

### **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. 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.

### **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.

**DISCIPLINE STRATEGY  
CARROLL ELEMENTARY SCHOOL**

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.

#### Isolated Time Out and Physical Restraint

Isolated time out and physical restraint as defined by Carroll Consolidated School Board policy shall be used only as a last means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others.

School personnel will be prohibited from imposing physical restraint on a student or place a student in isolated time out unless:

- (1) the student's behavior poses an imminent danger of physical injury to the student or others
- (2) if less restrictive interventions would be ineffective in stopping physical injury
- (3) if physical restraint or isolated time out is imposed by an aide who is familiar with the student (someone who "continuously monitors the student face-to-face")
- (4) if such physical restraint or seclusion is imposed by trained and State-certified school personnel, or other school personnel in the case of an emergency.
- (5) if such use of isolated time out or physical restraint is a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Any school employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator within two (2) school days of the incident.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student within twenty-four (24) hours of the incident.



## **HARASSMENT/BULLYING:**

### Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.

5. The school administrator 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 school administrator 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.

Carroll Consolidated School Corporation has an anonymous bullying link on the school website to report any bullying observed at our school. <http://www.carroll.k12.in.us/parents/bullying-report-form>

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

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

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.

Steps for Bullying Incidents:

1. Warning, student sent to the office and parents contacted.
2. A conference will be held with the student, parent, and administration and a loss of privileges will be given.
3. In-School Suspension (number of days to be determined by the administration)
4. Out of School Suspension (number of days to be determined by administration)s

### **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.

### **E-LEARNING**

During inclement weather school may be closed, and a E-learning may take place. During a E-learning students will be required to do the homework the teacher has given to them in their folders, or loaded on Ebackpack. Teachers will be available from 9:00-11:00 to answer any questions student may have about their E-learning homework. E-Learning homework is required to be turned in when school returns in session.

### **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

### **TIME GUIDELINES:**

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

Kindergarten— 10-20 minutes

1st Grade through 3rd Grade: 30 minutes

4th Grade through 6th Grade: equal to 10 minutes X grade level (4th=40 min, 5th=50 min, 6th=60 min) However, the time may be more or less, depending upon upcoming tests and assignments.

3rd Grade through 6th Grade: eBackpack should be utilized daily in order for students and parents to monitor homework assignments. Parents should look at their child's eBackpack on a daily basis.

### **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 by end of school day.

### **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.) If there are extenuating circumstances, parents can meet with administration to set up a payment plan or apply for the "free and reduced lunch" program. The student will receive a minimum charge if qualifies for reduced lunch.

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:** Positive behavior is stressed in the dining room as it is throughout the school. Conversational talking will be permitted with those seated the same table. 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.

#### **FIELD TRIPS:**

Field trips that require Carroll Elementary to pay for ticket, meals, or other services/products in advance of the trip will not be refunded to students who are unable to attend due to illness, discipline, and/or cancellations due to inclement weather. Chaperones for the field trips must have a limited criminal history check on file, and can only be parent or legal guardian.

Students will not be allowed to participate in certain field trips under the following conditions: (1) A student who is failing to meet adequate academic progress (2) a student is on an attendance contract (3) a student who has missed 10 uncertified absences during the semester (4) a student has been assigned an In-School or an Out-of-School Suspension for the semester the field trip is scheduled. If students do not attend the field trip, they are still responsible to attend school. Administrators have final decisions regarding field trip attendance.

#### **HEALTH:**

##### **SCHOOL HEALTH SERVICES:**

Carroll Consolidated School Corporation employs a full-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. Make dental screenings available to all student twice annually, via mobile dentist.
7. Provide general education on student wellness and disease prevention.
8. The goal of the Carroll Consolidated School Corporation Health Services is to keep students in the classroom as long as medically safe. As head lice are not a risk for carrying communicable disease; are primarily spread through direct head to head contact, and only live 18-24 hours off a host, the subsequent steps will be followed:
  - a. Students suspicious of having head lice will be sent to the nurse for evaluation by the nurse or designee.
  - b. A thorough inspection for live lice and nits will be completed.
  - c. If live (crawling) lice or eggs are noted, the parent/guardian will be notified **and the student will be sent home that day**. The student may return the next day after removing live lice.
  - d. The parent/guardian will be provided with information on the biology of head lice.
  - e. The parent/guardian will be instructed to inspect other household members for live lice.
  - f. The parent/guardian will be instructed in methods for elimination of infestation focusing on inspection for LIVE (crawling) LICE and manual removal (combing.)
  - g. The parent/guardian will be instructed to continue daily combing until no live lice are discovered (approximately 1 ½ weeks). FOCUS IS ON THE REMOVAL OF LIVE LICE.
  - h. The parent/guardian will be instructed to change/laundry pillow cases, pajamas and towels.
  - i. The parent/guardian will be instructed in use of pediculicides if they choose to use as adjunct to manual removal.
  - j. The student will periodically be re-inspected for live lice by the school nurse or designee.
  - k. The school will not be repeatedly excluding students from school due to nits once treatment has been provided.
9. Cough drops are considered non-prescription medication, and must be administered by the nurse in the nurse's office.
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.
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. Students are not to contact parents themselves without reporting to the office first.

## **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 requirements for all children newly enrolled in Grades K thru 5;

- 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; the fourth dose must be administered on or after the child's 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;
- 2 doses of mumps vaccine, on or after the first birthday;
- 3 doses of hepatitis B vaccine.
- 2 doses 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 Kindergarten and Grade 1 include all requirements listed for Grades K thru 5 with the following additions;

- 2 Hep A

Incoming and new 6th graders:

- 1 Tdap (Tetanus & Pertussis)
- 1 MCV4 (Meningococcal conjugate)

## **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, unless the animal is a certified service animal. 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 K, 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.

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.

### **2015-2016 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. 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 adult fingers wide) or similar wear; shorts, skirts, and dresses should be no shorter than 3 inches from the top of the knee cap.
3. House slippers, rubber clogs, Crocs, flip-flops, or open back footwear (footwear with a strap that can be adjusted to fit snugly above the heel are acceptable)
4. Athletic/Extra Curricular clothing that does not meet the dress code
5. No holes-included threaded holes, in clothing (pants, skirts, tops, etc.).
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, gangs, or other criminal activity.
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, baggy or oversized clothing (All pants, shorts, or skirts must be worn at or above the hips).
11. All exposed clothing must meet dress code
12. Temporary or permanent hair color that is distracting to the educational environment is not permitted.
13. Pajamas or other forms of sleepwear.
14. Jewelry that is intended to gauge or stretch the earlobe.

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 non-school issued 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 building.

Violations of this policy will result in the following consequences:

1st offense – item confiscated and student may pick the device up at the end of the day

2nd offense – item confiscated and parent will need to pick up confiscated item in the school office

3rd offense – item confiscated for five (5) school days\*

4th offense – item confiscated for ten (10) school days\* or the remainder of the semester (whichever is longer).

\*The day the item is confiscated does not count, regardless of what time of day the item is confiscated. The counting of the days begins the school day after the item was confiscated. The student's parent/guardian will be notified by school officials of the date the item may be picked up by the parent/guardian.

Students shall not possess or transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others based on race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is grounds for suspension or expulsion or other disciplinary action as defined in this Handbook. Students who involuntarily receive such messages or pictures should immediately report them to Administration.

Any student taking, disseminating or sharing obscene, pornographic, lewd or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. In addition to school disciplinary action, such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries. In addition to taking any disciplinary action, devices will be confiscated and parents notified.

The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by the following Indiana Criminal Statutes: I.C. 35-42-4-4(a)(b)(c), I.e. 11-8-8-7, and 35-42-4-11.



A technology use policy will be established and is available on the Carroll website.

**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, except grade 2 uses S, N, or U. 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 two 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 any time 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(ren)'s grades, progress throughout the school year, and testing information/results.

**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).

We request that the most current 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 the current school year.

### **VOLUNTEER BACKGROUND CHECKS**

Carroll Consolidated School Corporation has adopted a policy (Board Policy #4116) for volunteer background checks. Any adult wishing to volunteer must meet the requirements outlined in this policy. Please contact the administration office or elementary office to obtain a copy of the policy and/or required forms. Volunteers must fill out appropriate forms at least 10 school days before 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. Parents have- the right to examine any student record until the student is 18 years of age. Thereafter, only the student has the right to examine, unless the students grants written permission for the Parent to have access to the students records. 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 statues. 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." 20U.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 every morning from 7:45-8:05 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, lunch account balance, 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.

### **RECESS PROCEDURES:**

Recess is an extension of the school, and as such ALL school rules apply during this time. In addition students should adhere to the following guidelines:

1. Students are to remain in designated areas during both inside and outside areas.
2. Playground supervisor's whistle is a signal to stop all action and listen for directions.
3. Be courteous, share equipment and avoid interfering with games of others. No closed games.
4. Students are not permitted in hallways during recess/lunch unless they have permission from their teacher.
5. Wrestling, chase, tag, keep-away, tackle football or other such contact games and horseplay are not permitted at recess.
6. Proper use of playground equipment is required of all students. Examples: One direction of movement on monkey bars...No jumping from any equipment.....Kick only soccer balls and kick balls.
7. Throwing objects such as rocks, sticks or pea gravel is NEVER permitted.
8. Absolutely no toys are permitted from home. If they are being used for a class project or show and tell they must stay in the classroom and are not permitted out of the backpack before school, at lunch or after school.

### **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).

### **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. Kindergarteners 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 extracurricular activities within Carroll Elementary School (athletic policy listed below) are expected to maintain grades and behavior. A student will be INELIGIBLE to participate in extracurricular 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. Students serving **after** school detentions or school suspensions will not be allowed to practice, play, or attend extracurricular or athletic events on those days.

**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 extracurricular activities. Sixth grade students who wish 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, play, or attend extracurricular or athletic events on those days.

Attendance and Extracurricular: Any student absent from school for ANY PART of the day except when obtaining a drivers permit/license, attending a funeral, attending a college visitation day, or obtaining a certified doctors note will not be allowed to attend or participate in any after-school activity (including athletic practices or contests), unless they have received prior approval from the Administration. Violation of this policy will result in the absence being unexcused and/or disciplinary action

**SPORTS THAT ELEMENTARY STUDENTS may participate include:**

<b>Girls</b>	<b>Boys</b>
5th: Basketball, Cheerleading	5th: Basketball, Wrestling
6th: Basketball, Track, Cross Country, Swimming, Cheerleading	6th: Basketball, Track, Cross Country, Swimming, Wrestling

5th grade athletes need to make sure they have a completed physical form on file before the first practice. 6th grade athletes need to be sure and have a physical form and drug test policy consent form on file before their first practice.

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

Discourage students from 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.

### **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. Student Government
6. Yearbook
7. Cougars for Christ, 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. Failure to comply with this requirement will result in non-participation in any extra-curricular or co-curricular activity.

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 in any designated activities.

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 at later date must submit to testing prior to admission to activity. 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 or co-curricular 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. Testing During Suspension Period. Any student who tests positive will be retained in the testing pool during the suspension period.

9. 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 until after a follow-up test is requested and negative results are reported.

10. 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

**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:

Lock Down: 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.

Exterior Lock Down: 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.

Evacuation: 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 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.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

Please sign this and return this to the classroom teacher as soon as possible.