



**Chris Atkinson, Principal**  
**Amanda Billman, Assistant Principal**

**13989 Hazel Dell Parkway**  
**Carmel, IN 46033**  
**Phone – 846-3086**  
**Fax – 571-4053**

**[www.ccs.k12.in.us/cte/ccs.main1.htm](http://www.ccs.k12.in.us/cte/ccs.main1.htm)**

# **PARENT HANDBOOK**

## **2018-2019**

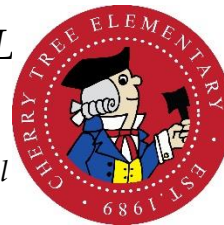


## CHERRY TREE ELEMENTARY SCHOOL

13989 Hazel Dell Parkway \* Carmel, Indiana 46033

Phone (317) 846-3086 \* FAX (317) 571-4053

Chris Atkinson, Principal \* Amanda Billman, Assistant Principal



Dear Parents,

We welcome your family to the 2018-2019 school year. The staff at Cherry Tree work diligently and collaboratively to provide learning opportunities for all students to experience excellence, explore opportunities, and realize potential. These rigorous learning opportunities allow students to master core academic subjects and become expert thinkers and effective communicators. We believe that all children can learn, understand, and use learning skills that lead to high performance in school and in life. Our goal is to prepare our students to be life-long learners and critical thinkers, who are prepared to thrive in a world where knowledge and information change daily.

Our staff is committed to working collaboratively with parents to build upon the foundations for learning established in your home. To maximize educational success, we believe it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want the best for your children, but we cannot do it alone! You, the parent/guardian, must play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your children's work, and your presence at home and school are vital.

Parents count! Come to school, meet us, talk to us, and volunteer your time and energy. Thanks for all your involvement in your child's education. We look forward to working with you this year!

Sincerely,

Chris Atkinson  
Principal

Chris Atkinson  
Principal

Cherry Tree Elementary - Carmel Clay Schools

(317) 846-3086 - [@CherryTreeElem](#)

[www.cherrytreeelementary.com](http://www.cherrytreeelementary.com) and <http://www1.ccs.k12.in.us/cte/home>

## Table of Contents

.....	5
CARMEL CLAY SCHOOLS VISION STATEMENT.....	5
CARMEL CLAY SCHOOLS DISTRICT GOAL.....	5
CARMEL CLAY SCHOOLS DIVERSITY STATEMENT.....	5
Cherry Tree Office Staff .....	6
ADMISSION POLICIES.....	6
ENROLLMENT FORMS .....	6
Enrollment Information .....	6
STATE-WIDE ASSESSMENTS.....	7
STATE ASSESSMENT .....	7
IREAD-3.....	7
WIDA .....	7
BUILDING-WIDE ASSESSMENTS .....	7
Assessment.....	7
SUPPORT PROGRAMS .....	8
General Education Intervention (GEI) / Building Based Team (BBT) .....	9
RTI: Response to Intervention/Response to Instruction.....	9
RTI at Cherry Tree .....	9
ATTENDANCE .....	10
School Hours.....	10
Call in Absence .....	10
Excused Absence .....	10
Parents Out-Of-Town .....	11
Attendance.....	11
Student Attendance.....	11
Student Tardiness .....	11
Vacation and Homework Regulations.....	11
Project ACES - Attending Class Equals Success .....	11
Students with Excessive Excused Absences.....	11
Students with Unexcused Absences .....	12
CAFETERIA .....	13
Breakfast.....	13
Cafeteria Behavior Rules.....	13
School Lunches.....	13
Online Payment System.....	14
COMMUNICATION .....	14
Calendar Information.....	14
Bi-Monthly Newsletters.....	14
Voice Mail Information.....	14
GENERAL INFORMATION .....	15
After-School Enrichment Opportunities.....	15
Announcements .....	15
Bookstore .....	15
Building Visitors.....	15
Carmel Parks and Recreation .....	16
Challenge Program .....	16
Clubs/Student Activities.....	16
Academic Competition .....	16
Broadcast Center .....	16
Choralaires and Orff Ensemble .....	16

Patriots of Wellness (POW).....	16
Student Council.....	16
Yearbook Club .....	16
Daily Schedule .....	17
Emergency Information and Medical Update .....	17
Field Trips .....	17
Lost and Found .....	17
Parent Teacher Organization (PTO).....	17
Parent Volunteers .....	18
Criminal History Background Check.....	18
Report Cards and Grading .....	18
School Gate Guardian.....	18
Pictures .....	18
Smoke-Free and Drug-Free Environment.....	19
Specials Schedule.....	19
Speech and Hearing Screening.....	19
Student Birthdays.....	19
Telephone Use.....	19
Textbook Rental and Student Supplies.....	19
Wellness .....	19
HEALTH INFORMATION .....	19
Allergies .....	19
Head Lice.....	19
Injuries/Illness .....	20
Immunizations.....	20
Medication Policy .....	20
STUDENT CODE OF CONDUCT.....	21
CARMEL CLAY SCHOOLS BULLYING POLICY .....	21
Student Appearance.....	23
Assemblies.....	23
Carmel Clay Elementary School Student Discipline Policy .....	23
Carmel Clay Schools Policy - 5516 Student Anti-Hazing .....	26
Destruction of School or Personal Property .....	26
Personal Electronic Devices and Cell Phones .....	26
Playground and Recess Rules .....	26
Hard Surface (Blacktop) Area and Grass Area Rules .....	26
Playground Equipment Rules .....	26
Recess Rules .....	27
Administrator Discretion .....	27
Classroom Rules.....	27
TRANSPORTATION - BUS, WALKER, OR CARPOOL.....	27
At the Bus Stop .....	28
Bus Conduct.....	28
Changes in Transportation .....	28
Leaving the Bus .....	28
On the Bus .....	28
Morning and Afternoon Traffic .....	29
Walking Students .....	29
TECHNOLOGY .....	29
Network and Internet Responsible Use Guidelines.....	30



## **CARMEL CLAY SCHOOLS VISION STATEMENT**

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

## **CARMEL CLAY SCHOOLS DISTRICT GOAL**

*All students will improve in literacy*

## **CARMEL CLAY SCHOOLS DIVERSITY STATEMENT**

The Carmel Clay school community is dedicated to fostering an environment which promotes education and well-being regardless of ability, age, appearance, gender, nationality, race, religion, sexual orientation, and socio-economic status. All educational programs, activities, and interactions are enriched by celebrating uniqueness as well as commonalities. Respect for human diversity will be encouraged, followed, and enforced by the Carmel Clay schools.

### **School Board & Administration**

Superintendent:

Dr. Michael Beresford

Assistant Superintendents:

Curriculum, Instruction & Assessment  
Human Resources

Dr. Amy Dudley  
Steven Stephanoff

Business Affairs

Roger McMichael

Directors of Learning

Dr. Martha McFarland  
Anne Arroyo

Director of Instructional Technology &  
Data Solutions:

Christi Cloud

Directors of Special Education:

Assistant Director of Special Education:

Dr. Jay Arthur  
Tamara Thornbury

Director of Transportation/Buildings

Ron Farrand

Board of Education:

President  
Vice President  
Secretary  
Members

Layla Spanenberg  
Pamela Knowles  
Katie Browning  
Lin Zheng  
Michael Kerschner

## CHERRY TREE ELEMENTARY SCHOOL

### Cherry Tree Office Staff

Principal:	Mr. Chris Atkinson
Assistant-Principal:	Mrs. Amanda Billman
Student Service Coordinator:	Mrs. Echo Shappell-Ednie
Secretary:	Mrs. Debbie Diersing
Secretary:	Mrs. Melissa Perfetti
Part-Time Secretary:	Mrs. Kelly Kuc
School Nurse:	Mrs. Angie Mace, RN

Office Hours: 7:30 a.m. – 3:30 p.m.

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

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

**For student safety, all exterior doors will be locked at 8:30 a.m. daily.**

## ADMISSION POLICIES

Pupils entering school for the first time must present a birth certificate, a health record signed by a physician, and two pieces of proof of residency. Two pieces of documentary evidence showing proof of residency in the Carmel Clay Schools boundaries consisting of:

1. A rental agreement, purchase agreement, closing documents, deed, current homeowner's insurance policy or a Current Parcel Ownership Report available at the [Hamilton County Government Web Site](#).
2. And a current utility (electric and/or gas) statement.

In accordance with school laws of Indiana, children must be five years of age **on or before** September 1<sup>st</sup> to be admitted to Kindergarten.

## ENROLLMENT FORMS

### Enrollment Information

1. Each child enrolled at our school must have completed an online registration.
2. All enrollment forms must bear the signature of the **parent** or legal **guardian**.
3. Any change in guardianship, address, emergency contacts, or telephone numbers should be updated by the school office.

## STATE-WIDE ASSESSMENTS

### STATE ASSESSMENT

The purpose of the State Assessment program is to measure student achievement in the subject areas of English/Language Arts, Mathematics, Science\*, and Social Studies\*\*. In particular, the state assessment reports student achievement levels according to the Indiana Academic Standards that were adopted in November 2000 by the Indiana State Board of Education. An Applied Skills Assessment and a Multiple-Choice Assessment are used to measure these standards; they are required components of the state assessment program.

Testing Window:

**State Assessment Applied Skills:**

**State Assessment Multiple Choice: April 22 – May 17, 2019**

### IREAD-3

The purpose of the *Indiana Reading Evaluation And Determination (IREAD-3)* assessment is to measure foundational reading standards through grade three. Based on the Indiana Academic Standards, IREAD-3 is a summative assessment that was developed in accordance with Public Law 109 which “requires the evaluation reading skills for students who are in grade three beginning in the Spring of 2012 to ensure that all students can read proficiently before moving on to grade four”.

Testing Window:      **March 18 – 29, 2019**

### WIDA

The purpose of the WIDA assessment is to determine a student's level of English proficiency. The placement test, administered upon the student's arrival in the United States, is used to determine the ELL services appropriate for the student. The annual assessment, administered in January and February, is used to determine the student's current level of English proficiency and is used for accountability purposes.

## BUILDING-WIDE ASSESSMENTS

### Assessment

Assessment is a word you will hear Cherry Tree teachers using frequently as they discuss their instructional practices. But what does it mean? According to Jan Chappius & Stephen Chappius, in their book entitled *Understanding School Assessment A Parent and Community Guide to Helping Students Learn*, (Chappius, 2002) **assessment is the process of collecting information or evidence of student learning**. A variety of summative and formative assessments are given by teachers to help determine the academic progress of students. Assessment has been divided into two major categories: **Assessment FOR Learning** and **Assessment OF Learning**. Assessment FOR Learning consists of assessments taken by students but also used by them to become informed about their own learning and their learning

progress toward goals or targets that they or their teachers have set. Assessment OF Learning consists of assessments given at a certain point in time to determine grades or placements in programs. This type of assessment “sums up” the learning or mastery of content in order that progress can be reported to all stakeholders.

Who needs assessment information? We **all** do.

- **Students** need this information in order to know where they are in their learning progress. It helps students answer questions such as, “Am I succeeding? Am I improving over time? What should I do next to succeed? What help do I need? Am I in control of my success?”
- **Teachers** need this information in order to inform their instructional practices to meet the needs of their students, as well as to report student progress. Assessments help teachers answer the questions such as, “Are my students learning and improving? What does this student need? What student strengths can I build on? How should I group my students? Am I going too fast, too slowly, too far, not far enough? Did that teaching strategy work? What report card grade do I assign?”
- **Parents** need this information so that they can decide what to do to support their child’s learning. Questions such as, “Is my child learning new things? Is my child succeeding? Is my child keeping up? Is my child doing enough at home to succeed in school? Is there a change I need to recommend for my child? Does the teacher know what my child needs? Is this teacher doing a good job?” can be answered via assessment information.

As the staff at Cherry Tree continue to use Assessments FOR and OF Learning, we hope the information gathered will guide students, staff, and parents in ensuring that **all students** meet or exceed academic targets that have been set.

**NWEA** – You can click on the following link for more information about the NWEA assessment:  
<http://www1.ccs.k12.in.us/district/academics/nwea>

Testing Window:      August 20 – September 12, 2018  
                                 January 14 – February 6, 2019

## SUPPORT PROGRAMS

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

- Learning disabilities;
- Speech and hearing difficulties;
- Emotional disabilities;
- Occupational and physical therapy needs;
- A Challenge program for academically gifted children;
- An elementary counselor/MSW for individual, group, and parent support;
- Staffing and referral procedures for specialized testing; and
- ENL (English as a New Language) services
- FAP (Functional Academic Program)

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

### **General Education Intervention (GEI) / Building Based Team (BBT)**

When a student is exhibiting academic or behavioral difficulties and current interventions are not successful, the classroom teacher may elect to initiate a referral to the General Education Intervention (GEI) Team. The GEI Team is a building based team consisting of a facilitator and certified staff trained in the “Creative Problem Solving” method. This process assists the classroom teacher and parents with ideas on how to help the student be more successful in school.

At the initial meeting, an action plan is developed and the GEI Team then agrees to reconvene after enough time has passed for the action plan to be evaluated. The GEI Team then meets a second time to determine if the action plan is successful. If it is not successful, the team may either recommend another action plan or recommend an evaluation by the school psychologist for possible eligibility to receive special education services. The primary purpose of the GEI Team is to provide a group problem solving process that supports students, teachers, and parents.

### **RTI: Response to Intervention/Response to Instruction**

- Rtl is the practice of (1) providing high-quality instruction/intervention matched to student needs and (2) using learning rate over time and level of performance to (3) make important educational decisions. (Batsche, et al., 2005)
- Problem-solving is the process that is used to develop effective instruction/interventions.

In other words, Rtl is the system we use to support educational decisions when students have not made the progress needed in core academic areas.

### **RTI at Cherry Tree**

All students at Cherry Tree are given multiple assessments throughout the year to measure progress towards learning goals. The goal of Rtl at CTE is to use this knowledge we gather about student learning to inform our instruction. Using this data, teacher teams collaborate weekly to incorporate individualized, evidence-based instructional interventions based upon student needs. It is important to note that if a student shows limited progress within 3-6 weeks of implementation of an intervention, we strive to make necessary instructional changes in order to ensure the student meets their targeted learning outcome(s). By adjusting our instructional delivery, resources, and/or time allotment for teaching and learning student academic progress will improve. **We are responding directly to student learning needs.**

Rtl is a proactive approach to ensuring all students experience academic success. Key to this process is the verification that all students are receiving appropriate research-based and evidence-based instruction which will support their individual learning needs.

Interventions within Rtl are tiered into 3 levels. Tier 1 interventions take place through differentiation within the classroom and are planned and implemented by the classroom teacher. Tier 2 interventions are small-group interventions that are in addition to general classroom instruction. Tier 3 interventions are in addition to Tier 1 and Tier 2 interventions and may involve instruction that is in addition to general classroom instruction or in lieu of general classroom instruction. Assessments are key to these interventions. Using assessment information, teachers and staff are able to monitor progress toward goals and intervene, when necessary, for improved results.

## ATTENDANCE

### School Hours

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

Each school has a set arrival time for the students. If your child needs to arrive prior to this time, he/she must be enrolled in the Carmel Parks & Recreation Program. We do not have the personnel for student supervision prior to the established time.

**For student safety, all exterior doors other than the main entrance will be locked at 8:30 a.m. daily.**

Regular school hours for Cherry Tree are as follows:

Breakfast Program	7:55 a.m. – 8:10 a.m.
Grades K-5	8:10 a.m. – 2:35 p.m. <b>(first bell rings at 8:05 a.m.)</b> <b>(tardy bell rings at 8:10 a.m.)</b>
A.M. Early Childhood	8:10 a.m. – 10:50 a.m.
P.M. Early Childhood	12:00 p.m. – 2:35 p.m.

### Call in Absence

Parents must call the school's attendance number at 571-4080 **prior to 8:30 a.m.** to notify the front office of a child's absence or tardy. When calling, please state your child's name, grade, teacher, and reason for absence.

**PROCEDURE FOR REPORTING ABSENCE**  
**PLEASE CALL PRIOR TO 8:30 A.M.**  
**571-4080**

### Excused Absence

An excused absence shall include the following:

1. Illness
2. Death in the immediate family
3. Exposure to a contagious disease
4. Religious Holiday
5. Immigration, passports
6. Court Appearances, Jury Duty

For pre-arranged absences, a letter must be submitted in writing to the Principal and is subject to approval. The form is located on the CTE website under "In the News".

### Early Dismissal

If your child should need to be released early from school for any reason (doctor's appointment, dental, etc.) **you MUST come to the main office** and request that your child be dismissed from the classroom. **Your child will be released from the main office ONLY. Upon the student's return, you are asked to bring a slip from the doctor/dentist office.** Students will only be released to a custodial parent or emergency contact (according to the most current school records.) It may be necessary to show identification prior to the child being released.

### **Parents Out-Of-Town**

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

### **Attendance**

Students must be in attendance at school by 11:30 a.m. to be eligible for extracurricular activities that day or by 11:30 a.m. on Friday to be eligible for Saturday participation. Exceptions to this would be pre-arranged absences or school-related functions.

### **Student Attendance**

Daily attendance at school is absolutely vital in ensuring your child's academic success. Should your child have an illness that prevents them from coming to school, **we ask that you notify the school each day prior to 8:30 a.m.** Please leave a message on your school's attendance line. In the event that we are not notified of a child's absence, we will attempt to contact parents or emergency contacts to verify absence and ensure the safety of the students. Administration will make a home visit if the school is unable to verify the student's whereabouts via phone calls to the parents and/or emergency contacts.

### **Student Tardiness**

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

### **Vacation and Homework Regulations**

We ask that all parents support the importance of school attendance by scheduling family vacations to coincide with school vacations. In the event that this cannot be done and students must miss days of school, the following rules are in effect:

1. Students absent because of illness may desire to request that schoolwork assignments be sent home.
2. Homework will not be given in advance of vacations that occur on regular school days.
3. Students will be given the same number of days absent to complete and turn in all outstanding work – after their return to school.

### **Project ACES - Attending Class Equals Success**

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

Three Target Groups:

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

### **Students with Excessive Excused Absences**

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

- Religious Holidays
  - Death in the immediate family
  - Court Appearances, Jury Duty
  - Immigration, passports
1. When a student misses 7 excused days of school, (vacation or illness, no doctor's notes provided), the parent, student, school administration, counselor/social worker and nurse will meet to discuss the student's attendance at school. In some cases the School Resource Officer will attend the meeting.

At the meeting, an [attendance letter](#) will be handed to the parents, as well as a [LEAPP Packet](#).

The meeting will attempt to discern what the issues are for the student missing school and devise a plan to assist the student in improving their attendance.

Documentation of the meeting must be kept in the student file.

2. When student misses 10 excused days of school,(vacation or illness, no doctor's notes provided), a [Letter of Incapacity](#) and a [physician's certificate](#), which requires a doctor's note for any further absences, will be mailed to parent by certified mail.
3. When student misses 12 excused days of school, (vacation or illness, no doctor's notes provided), the student and parent are referred to the ACES program. The school administration will fill out and submit an [ACES referral form](#) to the Director of Student Services who will submit the form to the Carmel Community Prosecutor. The Prosecutor's Office will then contact the parents by mail and phone to inform the parent and child of the required meeting.
4. At the meeting the deputy prosecutor will present a presentation informing the parents and students how truancy leads to delinquency, increases the chances for becoming a dropout, Indiana law on school attendance and educational neglect, define excused and unexcused absences and the consequences of further absences from school.
5. Any further absences will result in a meeting between the deputy prosecutor, school administration, LEAPP, Carmel school probation officer, parent and child.
6. If students are still missing school, educational neglect charges will be filed.

### **Students with Unexcused Absences**

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

1. When a student misses 1 unexcused day of school, the parent, student, school administration and counselor will meet. In some cases the School Resource Officer will attend the meeting. At the meeting, an attendance letter will be handed to the parents, as well as a [LEAPP Packet](#). The child will be assigned an In School Suspension.
2. When a student misses 2 unexcused days of school, student and parent are referred to the ACES Program. The school administration will fill out and submit an [ACES referral](#)

[form](#) to the Director of Student Services who will submit the form to the Carmel Community Prosecutor. The Prosecutor's Office will then contact parents by mail and phone to inform the parent and child of the required meeting.

3. At the meeting the deputy prosecutor will present a presentation informing the parents and students how truancy leads to delinquency, increases the chances for becoming a dropout, Indiana law on school attendance and educational neglect, define excused and unexcused absences and the consequences of further absences from school.
4. When a student misses 4 unexcused days, a truancy petition will be filed.

## **CAFETERIA**

### **Breakfast**

Breakfast is served every morning beginning at 7:55 a.m. Parents may drop students off in the carpool area, or students will be dismissed off the buses as they arrive. Breakfast is \$1.35. If you qualify for food assistance, the cost is \$0.40 for reduced, and free if you receive free lunch. The cost of breakfast will be automatically deducted from their lunch account.

### **Cafeteria Behavior Rules**

1. When in line, students may talk quietly and are to keep hands to themselves.
2. Students are not allowed to save places at the tables or in line.
3. Students will sit with their class and will sit at the next table to be filled.
4. There is to be no throwing or playing with food or silverware.
5. Students are not to leave their table until excused.
6. When students need assistance, they are to raise their hand.
7. Students may talk in a quiet voice, but keep it to those at their table.
8. Students are not allowed to share/trade food.
9. Failure to comply with the above guidelines will result in notification to teacher and/or parents and disciplinary action taken.

### **School Lunches**

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

School menus are available at <http://www1.ccs.k12.in.us/district/food-services/menus>.

Students may choose either a hot entrée, salad, or sandwich lunch daily. School lunches, which cost **\$2.45**, may be purchased by the day, week, month, or entire school year. For those students who purchase the school lunch, the meal consists of an entrée, 1-2 servings of vegetables, 1 serving of fruit, and an 8oz milk. Additional containers of white and low-fat flavored milk are available to any student for **\$0.60** each. If you choose to fund your child's lunch account by check, please make all checks payable to **Carmel Clay Food Service**.

**Please include your child's name on the memo line of the check** so that the money can be placed in the accurate account. Additional money may be placed into your child's account to cover "extras" and/or those times when money is forgotten or lost. Any child without cash or money in his/her account will be given a Courtesy Meal and a negative balance reminder email will be issued.

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

Parents of our students are welcome to join us for lunch. We ask that parents call the front office prior to 9:00 a.m. on the day of the visit so that a lunch may be ordered. The price for a **guest's lunch is \$3.40. Food brought in by visitors may NOT be shared with other students. Also, soft drinks, gum, and toys are not allowed in the cafeteria.**

### **Online Payment System**

Parents/Guardians have the option of using an online prepayment system at <https://www.ezschoollpay.com>. Once parents have set up their account with EZSchoolPay.com, they can check it at any time. You can set limits on your child's account by contacting the school cafeteria manager. Please explain any limits placed on the account with your child. An account balance cannot be shared by different children in the same household. Money in a student's meal account may be used for complete meals and a la carte sales. Money left in an account at the end of the school year will be available for the student's use in the next school year. Students who qualify for free or reduced price meals may pay using the same options. Applications are available at your school office or on line at <http://www1.ccs.k12.in.us/district/food-services/free-meals>. As always, you can send cash or check with your child. If you have any questions concerning your child's meal account, please contact the school's food service office or look at your child's account at EZSchoolPay.com. It is a parent's responsibility to see that their child has lunch brought from home or money in their account. Please see the Carmel Clay food service website for free & reduced applications, staff contact information, menus and nutrition analysis. <http://www1.ccs.k12.in.us/district/current-families/lunch-menus>

## **COMMUNICATION**

### **Calendar Information**

Parents may check school calendar information by logging on to the district calendar: <https://myccs.ccs.k12.in.us>  
Twitter: <http://www1.ccs.k12.in.us/cte/home>  
CTE Blog: <http://www.cherrytreeelementary.com/>

### **Bi-Monthly Newsletters**

The **Cherry Tree Chatter** will be sent home via email bi-monthly. Each publication contains pertinent information about school events, PTO information, and educational related information.

### **Voice Mail Information**

Voice mail is a system designed to improve the communication between parents and your

school. It provides the opportunity to receive up-to-date messages and information concerning classroom and school activities, as well as, allowing parents to leave voicemail messages for Cherry Tree staff members.

Voice mail can be called anytime by dialing 571-4080. If there is an emergency **during school hours**, or if you need to speak to someone directly, dial the main office number, 846-3086, then press 0 to get one of the secretaries.

**Voice Mail -- 571-4080**

Attendance	Press 1
Cafeteria	Press 2
Nurse	Press 3
Staff Directory	Press 5

## **GENERAL INFORMATION**

### **After-School Enrichment Opportunities**

During the school year, students in all grades are given the opportunity to participate in the after-school enrichment classes. Sponsored by the Carmel Parks Department, students have a wide variety of enrichment classes to choose from.

### **Announcements**

School announcements will be at 8:10 a.m. over the broadcast monitor. Some announcements may be made at the end of the day, if necessary.

### **Bookstore**

Several bookstore supply machines are located in the cross hallway behind the main office.

### **Building Visitors**

The community and parents are welcome to visit us providing the visit does not impede the educational process. We ask that you schedule your visits through either the main office or a staff member. In addition, we ask that you adhere to our policy of identifying yourself as a visitor in the building by checking in and wearing an identification badge. We request that parents contact the office to arrange for any non-family visitor to the school or classroom to observe your child at least 24 hours prior to the visit/observation. Observations by outside agencies are limited and must be approved by the building administration.

All individuals visiting elementary schools must enter through the main entrance and report to the main office to identify themselves with a driver's license or state ID card, check into the building utilizing the School Gate Guardian system and obtain a visitor's badge that should be worn while in the building. Any visitor in the building without a visitor's badge will be redirected to the office. These procedures are in place to ensure the safety of all students, and your cooperation is greatly appreciated.

There are times when visits are not encouraged (testing, special programs, etc.). Furthermore, uninterrupted instructional time in the classrooms is always a high priority. Visits by relatives, particularly young children, are discouraged except on special occasions and must be cleared through the office. Prior to your visit, please make the appropriate arrangements with your child's teacher. ***Please understand that visiting with your child while at recess is not allowed.*** Please limit your stay to one hour or less per classroom visit.

### **Carmel Parks and Recreation**

There is a before and after school care program available for students in your building. This is not a school-sponsored program; rather it is run through a governing board and funded through the Carmel Parks Department. There are fees required, but reduced fees are available for those students on free or reduced lunch/textbook programs. The morning program runs from 7:00 – 8:05 a.m. The afternoon program runs from 2:35 – 6:00 p.m. For more information, please contact the Carmel Parks at: [www.carmelclayparks.com](http://www.carmelclayparks.com) or telephone (317) 571-2467.

### **Challenge Program**

The Challenge Program is an enrichment program for identified students in grades 2-5. Qualification requirements for the Challenge Program can be found on the [CCS website](#).

### **Clubs/Student Activities**

#### **Academic Competition**

Cherry Tree is proud of the numerous academic competitions available to students. These competitions include:

- Spell Bowl
- Math Bowl

#### **Broadcast Center**

The Broadcast Center is an opportunity for 5<sup>th</sup> grade students to experience the production of a news show. The students will develop the programming and utilize the equipment to produce and edit this show.

#### **Choralaires and Orff Ensemble**

Students in grades four and five are encouraged to participate in Choralaires and fifth graders are encouraged to participate in Orff Ensemble. Practices are held weekly in preparation of school-wide presentations and performances.

#### **Patriots of Wellness (POW)**

Students in grades four and five will participate in establishing a healthier school environment. The group will develop programs for students to increase exercise and play. Healthy food options during the regular and extended school day will be explored.

#### **Student Council**

Students in grades four and five have the opportunity to participate in Student Council. The purposes of this organization are to: develop attitudes and practices of good citizenship, foster positive school spirit and pride, promote a forum for student leadership, and promote the general welfare of Cherry Tree Elementary.

#### **Yearbook Club**

Students in grades four and five have the opportunity to participate in the Yearbook Club. Students will have the unique opportunity to see firsthand how a yearbook is put together.

#### **Tech Squad**

Students in all grades will be chosen to be a part of the Tech Squad. They will help students with any technology needs.

### **Daily Schedule**

All K-5 students will have a 30 minute lunch period each day. All students will also have a 15 minute recess daily.

### **Emergency Cancellation of School**

It may be necessary for the school to close or be delayed due to extreme weather conditions. Notification regarding weather-related closings, delays or early dismissals will be posted on the district and school websites, district social media page and on local news stations. Please be certain your family has established a plan for weather-related closings, delays or early dismissals.

### **Emergency Drills**

It is the responsibility of the building principal to determine the need for and organize emergency drills in accordance with State guidelines. The principal will see that all personnel and students are informed of procedures and routes to be followed in such drills.

At least one fire drill is conducted each month that school is in session. Tornado drills are held each semester. Disaster drills are conducted once a semester and lockdown drills are conducted four times a year.

### **Emergency Information and Medical Update**

If a child becomes sick or injured during the school day, parents will be notified immediately. *Please remember to notify the office with any updated home or work phone numbers and names and phone numbers of friends and/or relatives to be called if parents are not available.* If applicable, also provide cell phone numbers.

### **Field Trips**

When field trips are planned as a part of school activities, a written permission form must be signed by the parent or guardian for each field trip. This form will be kept on file by the student's teacher. Each student is responsible to all sponsors of the trip. Students are expected to follow all rules and to behave properly, following all directions of the adult sponsor. A full criminal history check must be obtained prior to chaperoning a field trip. The online application is located on your myCCS account.

### **Lost and Found**

The school cannot assume responsibility for your losses. Putting your child(rens) name on clothing items; such as, coats, hats, and gloves would greatly help. However, if you will report lost items immediately, every effort will be made to help locate them. We suggest that your child look first in the school's designated Lost and Found area located in the hallway adjacent to the gym. Misplaced coats, jackets and sweaters are put on hooks, while hats, gloves, lunch boxes, etc. are placed in labeled boxes. All lost and found items not claimed will be given to charity at the end of the school year.

### **Parent Teacher Organization (PTO)**

A Parent-Teacher Organization is an active part of our school. You, as a parent, are encouraged to be an active member. This is your school as well as your student's school. We need and hope for your participation.

### **Parent Volunteers**

Parents are needed as school volunteers to help with the library program, assist classroom teachers with instructional, clerical, and assist the nurse with clinic duties. We are very proud of our Parent Volunteer organization and encourage your participation.

#### **BIB Volunteer Criminal History Background Check**

**BIB Criminal History Background Check** - Any adult, who volunteers in Carmel Clay Schools in a capacity where he/she will supervise students alone, must first have a **Full Criminal History Check** on file with the school. This includes:

- a) Chaperoning a field trip where students may break into sub-groups,
- b) Conducting an after school session such as Elf Workshop,
- c) Supervising a game alone at a school fundraiser.

Parents should log into their myCCS account and fill out the on-line application or go to <https://bib.com/SECUREVOLUNTEER/Carmel-Clay-Schools-Volunteers/>.

The fee is \$17.95 and is good for 5 years.

### **Report Cards and Grading**

Progress report cards are issued every nine weeks for all grades except Kindergarten. Kindergarten and Grades 1-3 use standard-based report cards. Grades 4-5 use traditional report cards with letter grades.

#### **Carmel Clay Elementary Grading Scale:**

A	93-100%	B-	80-82%	D+	67-69%
A-	90-92%	C+	77-79%	D	63-66%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	0-59%

Communication between parents and teachers is vitally important. It is the goal of all Cherry Tree staff members to work collaboratively with parents and students to provide positive educational experiences for all students.

If you would like to have a conference please contact your child's teacher to arrange a date and time. If the teacher feels a conference would benefit the student, he/she will contact the parent. Please note that teachers' responsibilities do not allow time during the instructional day to hold impromptu or unscheduled conferences with parents. Email and voicemail contact are the best methods for reaching your child's teacher.

### **School Gate Guardian**

All Carmel Clay Schools utilize a visitor check in system to provide the best possible security for our students and staff. All visitors are required to scan their driver's license or state identification card to enter the school. This increased level of security will allow the school to better track visitors and help increase the safety and security of our students and staff. As you enter the school, you will be required to scan your identification card and be issued a badge to wear. When you leave the school, you will scan and return that badge. As always, safety is a top priority at Carmel Clay Schools. Thank you for your continued support as we continuously work to improve our education institutions.

### **Pictures**

Our school has entered into an agreement with a professional photographer to provide pictures of each student, both in the fall and spring, as a service to the home. Your satisfaction is guaranteed. There is no provision for credit accounts on these items. A yearbook will be created and offered for sale in the spring to each student.

### **Smoke-Free and Drug-Free Environment**

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

### **Specials Schedule**

All K-5 students participate in Specials at Cherry Tree. Over the course of a 5-day rotation, they will participate in Music, Art, Physical Education, Media, and Computer Lab time. Each classroom teacher will provide a specials' schedule to all parents and students.

### **Speech and Hearing Screening**

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

### **Student Birthdays**

Student birthdays are recognized at monthly assemblies and announced on broadcast daily. A small memento is given to the child to celebrate the occasion. **PARENTAL "CELEBRATIONS" OF STUDENT BIRTHDAYS IN THE CLASSROOM/CAFETERIA ARE NOT ALLOWED.** Invitations to a child's private birthday party should be mailed from your home. Distribution of these invitations is not permitted at school.

### **Telephone Use**

Students are permitted to use the school phone when necessary. A student using the phone will have permission from the classroom teacher, as well as oral permission from the office staff. No calls should be made to ask if one student could go home with another student. These arrangements **must** be made at home before coming to school and a school dismissal change will need to be made in the School Dismissal Manager. **Parents are asked to limit the number of calls made to school requesting messages be given to students.**

### **Textbook Rental and Student Supplies**

Information regarding the textbook rental program and the student supplies will be emailed in September. Please be looking for that communication. The book rental fee will be established by our Board of Education. Payment can be made online or a check/cash can be sent into school.

### **Wellness**

Cherry Tree wellness theme of "Dialing Up Exercise" and "Dialing Down Unhealthy Food Choices" is the springboard that helps bring educational information and awareness of living a healthier life to Cherry Tree students, parents and staff.

## **HEALTH INFORMATION**

### **Allergies**

Cherry Tree has a growing population of students who maintain life-threatening allergies. It is our policy to protect the safety of all children; therefore it is important to note that **no outside food (bought or made) is allowed in individual classrooms except for school approved coordinated snacks.**

### **Head Lice**

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

### **Injuries/Illness**

Injuries should be taken care of before the child is allowed to return to school. If a child becomes sick or injured during the school day, parents will be notified immediately. It then becomes the parent's responsibility to pick up the child as soon as possible.

*A child with a contagious illness or fever should not be sent to school.* Any student whose temperature is above 100°F degrees will be sent home from school. Any student with a fever should be kept home until the student has been fever free for 24 hours without medication (temperature below 100°F).

Students may return to school:

- Strep infections – after antibiotics and temperature below 100 degrees for 24 hours
- Pink eye – after prescribed medication for 24 hours and improved condition
- Skin lesions – it is mandatory that any student that has an open wound keep it covered during the school day and during athletic events
- Scabies – the next day after treatment
- Vomiting and/or diarrhea –Students may return to school after holding down two complete meals. If you have any questions, please call the school nurse.

### **Immunizations**

Indiana law requires students in all grades are required to meet the minimum immunization requirements. The immunization record must include the student's name and date of birth, the vaccine given and date (month/day/year) of each immunization. For specific guidelines, please refer to the Immunization Requirements section found at:

<http://www1.ccs.k12.in.us/district/current-families-nurse> All updates to a student's medical history and permission for Tylenol/Advil needs to be completed through the student's myCCS account.

### **Medication Policy**

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

1. **Transportation and Storage of Medication:** ALL medication, both prescription and non-prescription, must be transported to and from the school nurse's office by a parent or guardian. Students are not permitted to have any medication or drug in their possession.
2. **Original Container:** ALL medication, prescription or non-prescription, must be in its original container. A prescription medication will already have the pharmacy label with

the name of the student, name of medication, and the time when medication is to be administered. Please write your child's name on a non-prescription container.

3. **School Permission to give Medication:** Medication must have a written doctor's statement or current prescription (label on container) indicating that the medication is to be taken during school hours. Physician orders may be faxed to the school. The school will also need a signature from parent or guardian giving their permission for the school to give the medication. It shall be the student's responsibility to come to the nurse's office to receive the medication at the designated time. If it becomes necessary to give a student medication that is not kept at school, a parent or legal guardian may come to the school and administer the medication.
4. **Benadryl and Analgesics:** In case of a bee or wasp sting, Benadryl will be given according to weight guidelines if parent consent is on file. Also, the school nurse will administer analgesics (generic Tylenol or Advil) if a parent consent is on file. At the elementary level (K thru 5), parents will be notified when analgesics are given.
5. **If the medication is to be terminated,** the parent should notify the school by phone or provide a written and dated withdrawal of consent.
6. **Student possession and self-administration** of emergency medication is permitted for students with acute or chronic medication conditions. An annual written authorization must be received from both the parent and physician stating the nature of the disease and that the student has been instructed in how to self-administer the medication.

**All updates to a student's medical history and permission for Tylenol/Advil need to be completed through the student's myCCS account.**

## **STUDENT CODE OF CONDUCT**

A Board approved discipline policy is sent home with each child at the beginning of the school year. Additional copies may be requested by contacting the school office.

### **CARMEL CLAY SCHOOLS BULLYING POLICY**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or

- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school
- 3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
- 4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Principal/Assistant Principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the Principal/Assistant Principal. This report may be made anonymously.
- 5. The Principal/Assistant Principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
- 6. The Principal/Assistant Principal will be responsible for working with the school counselor 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 counselor will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
- 7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
- 8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
- 9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
- 10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
  13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.
- LEGAL REFERENCE: I.C. 20-33-8-0.2  
I.C. 20-33-8-13.5

### **Student Appearance**

We will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices:

- Present a hazard to the health or safety of the student himself/herself or to others in the school
- Interfere with school work, create disorder or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which detracts from the learning environment will not be permitted. This includes apparel advertising alcoholic beverages or with other obscene or questionable printing on them. Short shorts, low rise pants or shorts, halter tops, tank tops and tops revealing midriffs, etc. are not appropriate. Shorts in general should be worn ONLY when the weather is extremely warm. Parental discretion will determine when this occurs.

Ball caps, hoods or hats may not be worn in the school building except on spirit days. Safe, appropriate footwear must be worn on the playground. Flip-flop sandals or high-heel shoes are not appropriate for the playground. Students not dressed appropriately may be asked to change.

### **Assemblies**

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes: boisterousness, booing, and talking during a program.

### **Carmel Clay Elementary School Student Discipline Policy**

#### **(a) Discipline Procedures**

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

(b) Student Discipline Policy

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

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

(c) Grounds for Suspension or Expulsion

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, harassment or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his supervision
  - b. Setting fire to or damaging any school building or property.
  - c. Preventing or attempting to prevent by physical act or intimidation the convening or continued functioning of any school education function, or of any meeting or assembly on school property.
2. Causing or attempting to cause damage to property, stealing or attempting to steal property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student or for the purpose of, or with the intent of, preventing the student from participating in school or school activities.
5. Using any verbal, nonverbal, and/or physical contact which includes but is not limited to disability, ethnic, gender, racial, religious, and/or sexual harassment.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind or any substance represented to be the above. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance, a substance represented to be a controlled substance, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. disobedience of administrative authority;
  - b. falsely reporting a "911" emergency will also be reported to the authorities for appropriate action;
  - c. using abusive and profane language, verbal or written;
  - d. using distracting or hazardous items such as: beepers, pagers, cellular phones, headphones, electronic games, radios, stereos, CD players, tape players, skateboards, toys, etc. during the school day or at school functions.
  - e. Knowingly using on school grounds during school hours an electronic recording device in a manner that is inappropriate or a situation not related to a school purpose or educational function.
  - f. Knowingly providing false information to school personnel.
12. Possession of a firearm
  - a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - The frame or receiver of any weapon described above
    - Any firearm muffler or firearm silencer
    - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
    - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more than one-half inch in diameter
    - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

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

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

## **Carmel Clay Schools Policy - 5516 Student Anti-Hazing**

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

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

*I.C. 35-42-2-2*

### **Destruction of School or Personal Property**

Destruction of school or personal property will result in the student and/or his/her parents being responsible for the replacement of destroyed property either by their own labor or by payment in full for all articles, parts, and labor incurred in the replacement of property.

### **Personal Electronic Devices and Cell Phones**

Personal electronic devices, including but not limited to cell phones, IPODS, IPADS, radios, MP-3 players, headphones, CD players, DVD players, electronic books and laptop computers may be used with staff approval during class, lunch and recess. Students in violation may be subject to disciplinary action.

### **Playground and Recess Rules**

#### **Hard Surface (Blacktop) Area and Grass Area Rules**

- Respectful, cooperative behavior is expected at all times. No pushing is allowed.
- No “contact” sports allowed. All organized games should follow usual rules and may not become physical. If games become a problem, teachers have the right to revoke a student’s right to participate.
- No one group of students has priority over another group of students in the use of an area or equipment. ***Sharing is absolutely required.***

#### **Playground Equipment Rules**

- Swing only on your “pockets” ***No standing or lying on the swing seats***
- Swing forward/backward only ***No sideways swinging***
- No jumping off moving swings or pushing others too high
- To avoid injury, stay clear of the swing equipment if you are not swinging
- Slides are to be used sitting down, feet first, one person at a time
- Never climb up a slide or piece of equipment that is meant for downward movement
- High extension bars are not meant for climbing or sitting on top of the equipment

### **Recess Rules**

- a. Students may NOT re-enter the building without a teacher's permission. Restrooms are to be visited as a group before or after recess (not during recess).
- b. Rough playing, chasing, kicking, fighting, and/or rude language are not appropriate for the playground and will result in loss of privileges and possibly further disciplinary action.
- c. Students are to remain within their playground area. If equipment leaves the playground boundaries, students must ask the teacher to retrieve the equipment.
- d. Respect and care of school property is expected at all times. We will not tolerate anyone defacing, misusing or destroying playground equipment.
- e. Students are required to dress appropriately for outdoor recess. Students should have jackets, gloves, and a hat when weather requires them.
- f. All students will go outside for recess when the wind chill or actual temperature outside is twenty degrees or above.
- g. All school equipment taken outside for play must be taken back into the building after use.
- h. Students are expected to line up immediately when signaled by the teacher on recess duty.

### **Administrator Discretion**

In instances where the teacher or other school personnel have used the general discipline guidelines to promote discipline in the school setting without success, the problem will be referred to the principal. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem occurs, the principal will:

- Identify the problem (student view and teacher view).
- Consider disciplinary action
- When disciplinary action is necessary, the principal may:
  - Conference with the student
  - Refer the problem back to the teacher
  - Conference with the parent (and/or student)
  - Take other appropriate disciplinary action

### **Classroom Rules**

Students are under the supervision of many teachers during the day. Each will have his/her own requirements and students should learn these and abide by them. The teacher has the authority and responsibility to maintain discipline in the classroom consistent with school policy. Fair policies will be established, announced and consistently enforced. When a problem occurs, a teacher may:

- Conference with the student
- Conference with the parent (and/or student)
- Use classroom disciplinary action
- Cases or problems, which go beyond control of the teacher, are to be referred directly to the building principal

## **TRANSPORTATION - BUS, WALKER, OR CARPOOL**

The control and supervision of our pupils remains the responsibility of the parent until such time as the child actually boards the school bus or arrives at school.

### **At the Bus Stop**

1. Be on time. Board and leave the bus only at your regularly assigned stop, unless you have received special permission in advance.
2. Stay out of the street and away from the road.
3. Respect surrounding property while waiting for the bus.
4. Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering or leaving the bus.

### **Bus Conduct**

The bus conduct and safety rules are designed to promote safety on the bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules. Students must remain in assigned seats.

The authority of the bus driver will be recognized and supported by all for everyone's safety. The noise level on the bus must be low so the driver can communicate with students, and be able to hear traffic sounds such as sirens. Students must quickly respond to the directions of the bus driver.

*Riding the school bus is a privilege.* Therefore, it is very important for parents to review the bus rules with their children. Respectful, quiet, appropriate behavior is expected at all times. Rude, disrespectful, and/or dangerous behavior by any child may result in a suspension of transportation privileges. It then becomes the responsibility of the parent to provide transportation to and from school.

Buses are not to be used to transport additional students for after – school social activities. Students are not permitted to ride any bus other than the one assigned unless prior approval is arranged through the classroom teacher or administration. Permission from the parent needs to be sent to school in writing.

All changes in bus arrangements and all problems and concerns about routes/bus stops/drivers should be brought to the attention of the Carmel Clay Transportation through the "Transportation Concern" form located on MyCCS. Individual schools do not have the authority to make changes or to deal with transportation route difficulties.

### **Changes in Transportation**

**In order to increase the efficiency and accuracy of communicating transportation changes, NOTES, PHONE CALLS, or E-MAILS will no longer be accepted for any transportation changes.** If it is necessary to change your child's transportation home, go to the School Dismissal Manager and make that change. All information must be submitted **BEFORE 1:15 P.M.**

### **Leaving the Bus**

1. Take your turn and do not push when leaving the bus.
2. Once off, clear the area immediately. If crossing the street, wait for a signal from the bus driver before crossing in front of the bus. Walk quickly across.

### **On the Bus**

1. **Always obey the driver promptly and respectfully.**
2. **Be seated promptly and stay in assigned seat.**
3. Keep all books and materials on your lap or contained in a back pack or book bag.
4. Be courteous and do not use profane language.

5. Speak in low tones.
6. Never push, shove, scuffle or horseplay; that is always unacceptable and a serious safety hazard.
7. Keep your head, hair, hands, feet, and all belongings inside the bus and to yourself.
8. Never fight, it is unacceptable and a serious hazard.
9. Never throw objects inside or outside the bus.
10. Do not eat or drink on the bus.
11. Treat bus seats and equipment with care and respect.
12. Keep the bus clean and orderly. Deposit trash in the containers at the front of the bus upon leaving.

**BICYCLES MAY BE RIDDEN TO SCHOOL AND MUST BE PARKED IN THE BIKE RACK. CHERRY TREE ELEMENTARY STAFF WILL NOT TAKE RESPONSIBILITY FOR DAMAGED, LOST, OR STOLEN BICYCLES.**

### **Morning and Afternoon Traffic**

**Morning** - Students brought to school by car are to be **dropped off at the front sidewalk**. Please pull all the way up towards the end of the sidewalk, between the cones, before letting students out. (Note: If the student is arriving after the bell, the parent **must accompany** him/her into the school and sign the student in.) **PLEASE NOTE THAT WE RECOMMEND ALL STUDENTS RIDE THE BUS AS THIS GREATLY REDUCES TARDIES TO SCHOOL. Remember, the tardy bell rings at 8:10 a.m. each morning.**

**Afternoon** - Our afternoon carpool drivers should use the front parking lot and driveway for student pickup. **THIS IS A NO IDLE ZONE.** The driveway will be divided into two lanes separated by cones. Please pull all the way up to the stop sign or fill in the lanes accordingly upon stopping. **Once stopped, please turn your car off and post your sign (signifying student's first, last, and teacher name) in your front windshield in order for us to call for your child.** Once all cars are turned off within the NO IDLE ZONE and signs are posted, we will begin dismissing the students. If, for any reason, your child misses dismissal within the NO IDLE ZONE, you will be directed to leave the zone with all other vehicles and reenter the zone from the front entrance.

**Parents are advised to stay in their cars during carpool. There is no parking in front of the building between 7:50 – 8:10 a.m. and 2:20 and 2:45 p.m. Students are NOT to be dropped off or picked-up at the sidewalk in the north parking lot.**

### **Walking Students**

To parents of walking pupils: PLEASE discuss very carefully with your child the matters of safety and respect for other person's property. Stress that your child should remain on sidewalks at all times, cross only at designated crossings, and avoid crossing lawns. **Students are not to arrive at school in the mornings prior to 8:05 a.m. unless they are participating in the breakfast program and then they may arrive at 7:55 a.m.**

**Please note that bus transportation is offered to ALL Cherry Tree students, therefore no crossing guards will be available to assist students walking to and from school.**

### **TECHNOLOGY**

### **Network and Internet Responsible Use Guidelines**

Due to Recent E-Rate regulations (Children's Internet Protection Act), CCS updated their Responsible Use Policy. Legal guardians must now electronically sign the Responsible Use form before a student can access the internet and district network resources from school.

The Carmel Clay Schools provide network and Internet (hereafter referred to as Network) access to:

- Support the achievement of the Indiana Common Core State Standards and Indiana content standards.
- Enhance the development of 21<sup>st</sup> Century skills.
- Provide access to information.
- Encourage innovation and creativity.

Network access is a privilege, not a right, and as such, users take seriously the responsibilities associated with signing this user agreement.

Users should NOT use the Network to:

- Access, create, send or receive, store, or display obscene materials.
- Create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language.
- Access or use other individuals' accounts, information, or files without permission.
- Access websites, file, or other information or resources using passwords not specifically assigned to themselves.
- Pursue commercial or for-profit endeavors.
- Wantonly waste district resources.
- Damage, disable, or otherwise disrupt the operation of the Network.
- Violate any local, state, or federal statutes, including but not limited to copyright law.