

**McCLELLAND ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2023-2024**



6740 W. MORRIS ST., INDIANAPOLIS, IN 46241

PHONE	988-8000
FAX	988-8099
ATTENDANCE MESSAGES (24 hour)	988-8050
CAFETERIA	988-8087
NURSE	988-8086
HOME SCHOOL LIAISON	988-8067

WEBSITE mce.wayne.k12.in.us

OFFICE

Principal	Jennifer Nichols
Assistant Principal	Mary Hendricks
Secretaries	Cheri Mattox
	MiChelle Gordon
	Jenny Carmona
Nurse	Nichole Potters
Parent Liaison	Jeana Jones

No matter what the upcoming school year looks like, we know that communication between home and school will be critical. Please monitor your ParentSquare account, watch the district website, and stay active with our PTO. Also, please plan to like the McClelland Elementary Principal's and the McClelland PTO's Facebook pages and follow our school's Twitter account @McClelland_ES to keep up with all the great things that happen at McClelland and in our community. The meaningful partnerships that develop between home and school help to ensure the success of all of our students.

SCHOOL HOURS

8:15 A.M.	Students K-6 enter building
8:30 A.M.	Classes begin
3:15 P.M.	Dismissal begins for all students



STAY CONNECTED THROUGH PARENT SQUARE

In order to receive text messages in case of emergency and to stay connected and updated about school, district, and community events, it is imperative that you join our Parent Square group. Please keep in mind that we need to keep your phone number and email address updated, so if either changes please inform the office by calling 317-988-8000.

Download the
ParentSquare app today!

Stay involved with your child's
learning and activities at school.
From anywhere.



We have created a Twitter page in order to share all the good news at McClelland. You can follow us at: **@McClelland_ES**

Follow Mrs. Nichols on Facebook at McClelland Elementary Principal's Page. Mrs. Nichols provides photos, announcements, and updates on this page. You can also follow the PTO on Facebook. Look for McClelland PTO.

The district website also contains helpful information. You can visit www.wayne.k12.in.us to learn more about the programs and resources available from the MSD of Wayne Township. In addition, the Technology Resource Center, which is linked on the district website, contains information that can assist with technology-related questions.



Welcome to McClelland Elementary School!

Dear McClelland Families:

On behalf of the faculty, staff, and administration, we welcome you to the 2023-2024 year at McClelland Elementary School. Your family is about to become part of the McClelland Family. This partnership of dedicated teachers, involved parents, an active community, and students who are serious about learning will work together to make McClelland an even better place to learn.

We know that for students to be successful, parents and teachers must have common goals and maintain high expectations for our students. We will create a positive, structured school environment and an instructional program that will enable each student to maximize his or her potential as a lifelong learner. For us to be successful, we need your cooperation and support. It is important that you ensure timely and regular attendance practices and establish clear lines of communication with your child's teacher. He or she is crucial in ensuring success for your child this school year. Take time to familiarize yourself with school policies and know what the expectations are in your child's classroom. If problems should arise, please contact the teacher and work cooperatively toward a resolution that is beneficial for the student.

If at any time a situation cannot be resolved, please feel free to contact Mrs. Nichols or Mrs. Hendricks. We are available to every student and parent, but the teacher is the most reliable source of information concerning your child's academic achievement and social adjustment. The most important emphasis is the well-being and scholastic success of your child. Together, we can and will make a difference in your child's education.

This handbook has been prepared to help answer any questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of McClelland Elementary. We urge you to support our school, teachers, and programs and want you to be as involved as possible. Please join our PTO and attend as many school activities as possible. Working together, we can make the McClelland learning community as successful as possible.

We are looking forward to working with all of you this school year!

Sincerely,
Mrs. Jennifer Nichols
Principal

Mrs. Mary Hendricks
Assistant Principal



ABSENCES

Attendance is critical to the success of your child in school. All children are expected to be in attendance each day unless they are ill. McClelland Elementary School and the State of Indiana recognize legal and excused absences only due to illness of the child, death in the immediate family, or subpoena of the student to court.

Perfect attendance recognition is for students who have been neither tardy nor absent. If a student is picked up prior to 3:00, this counts against perfect attendance as well.

1. If your child is absent from school, please call the **24 Hour Attendance Line at 988-8050 before 10:00 a.m.** School personnel may contact your home if a call has not been made to report an absence.
2. If contact from you is not made, either by phone or by written note, the absence is automatically marked unexcused.
 - a. After a student has been absent 3 days, the office will send an attendance letter in order to improve attendance.
 - b. After 5 and 9 days, a follow-up letter and contact by the school will be made in order to improve attendance.
 - c. After 15 days, a visit by a Wayne Township Truancy Officer may occur.
 - d. Paperwork for truancy court will begin if attendance does not improve after a Truancy Officer visit.
3. Please schedule doctor's appointments and dentist appointments outside of school hours. Please do not keep your child out of school for a full day for an appointment unless it is absolutely necessary. If you do need to take your child to an appointment during school hours please send a note to their teacher. You will need to sign your child out in the front office. Office staff will not call students down to the office prior to their parent's arrival.
4. If homework is desired, please leave a message before 12:00 p.m.
5. A student tardy to school, **not in their classroom by 8:30 a.m.**, must check in at the office when he/she arrives to obtain a pass to class. **If later than 8:45 a.m.; an adult must walk the student(s) into the office and sign them in to obtain a pass to class.**
 - a. After 3 tardies, the classroom teacher will make contact to improve timeliness.
 - b. After 5 tardies, the school will send a tardy letter in order to improve timeliness.
 - c. After 9 tardies, a follow-up letter and contact by the school will be made in order to improve timeliness. Additionally, parents will be referred to the district's tardy court where they will meet with the district and school administration to devise a plan to reduce the student's tardiness.

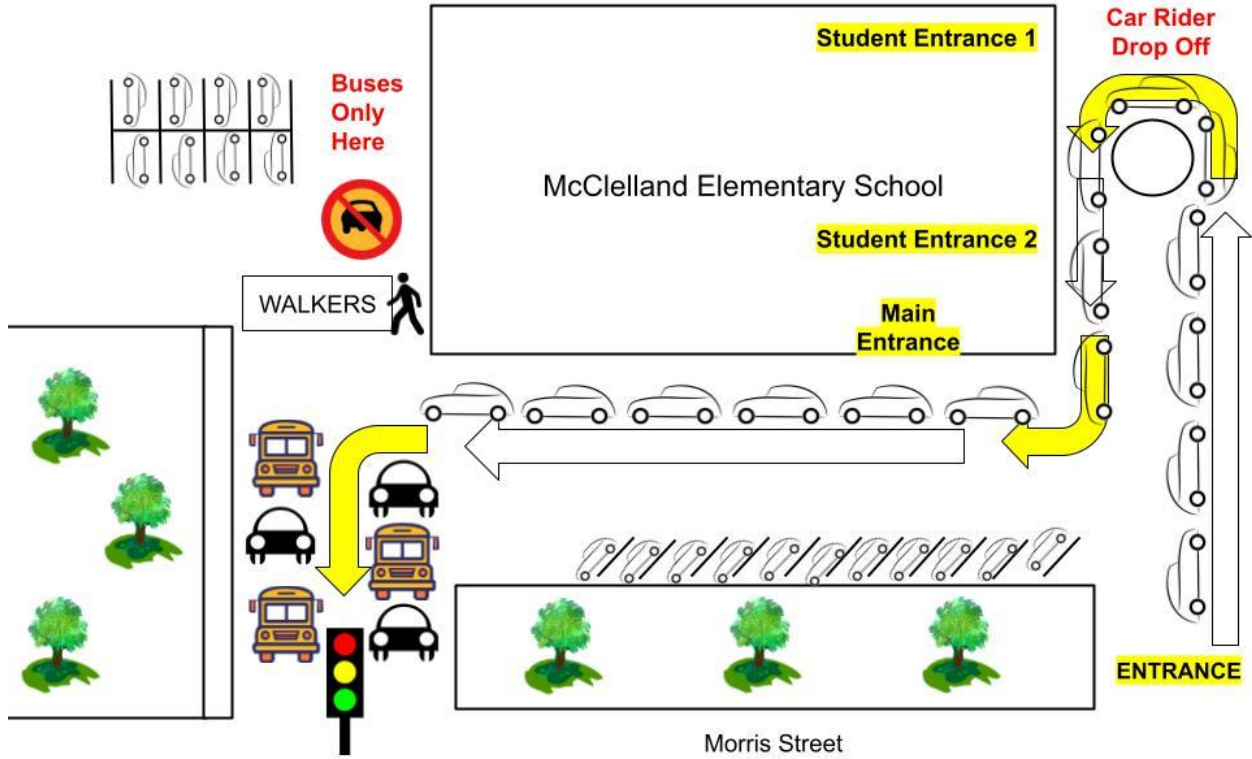
ARRIVAL AND DISMISSAL

Children are carefree and sometimes dart across the driveways to greet friends or to be the first in line. We ask for your cooperation in making the grounds of McClelland safe for all of our students.

1. Mornings are important times for preparations and teacher meetings. Since there is no direct supervision, students should not arrive before 8:15 a.m.
2. We encourage the use of bus service. If you must bring your child to school, please follow the directions of the staff members who direct traffic.
 - a. Upon arrival, form a single line around the roundabout to the Stop sign at the Southeast corner of the building and let your child out of the car doors on the right. Please do not dismiss them from the left, as they will be walking in moving traffic. All morning car riders will enter the East end doors or main doors and proceed directly to their classrooms at 8:15 a.m. (Please see the map below)
 - b. Please pull all the way forward and wait to be dismissed by a staff member. Please do not stop directly in front of the doors. We want all cars to move forward so that we can keep our families from being stopped on Morris Street. This can cause traffic to back up and we want to avoid that so that we can keep your family safe.
 - c. If you are planning to enter the building, please park in the designated parking spaces and walk your child into the building.
3. A note from the parent must be sent to school if your child will not go home in the usual manner. A child will not be permitted to change buses or car rides unless we have a note of explanation or prior confirmation from the legal guardian.
4. **Changes in transportation must be requested by 2:40 p.m.**
5. If a child is to leave the school building during the day prior to dismissal, the adult picking up the child must stop at the office and sign the child out while office staff calls them to the office. If someone other than those listed on the enrollment form is to pick up your child, office staff must have a note from a legal guardian stating the name of that person. For your child's protection, I.D. will be required of the person picking up your child.
6. Car Rider Dismissal can be tricky due to the number of cars and buses in the parking lot. Our goal is to keep students safe and to keep our families safe by getting them onto our property and off of Morris Street as quickly as possible. To maintain safety please follow the procedures below:
 - Display your child's name on the tag we provide you. Please print it clearly and make sure the name is easy to see from the outside of the car. Please hang it on your rearview mirror.
 - Enter slowly and a staff member will read your tag and radio into the building to let staff know you are here.
 - Your child will remain inside the building until you are pulled around. Your child will meet you in your car.
 - Staff members will direct you to exit the parking lot when it is safe for you to proceed. Be cautious when exiting as busses will be exiting as well.

7. In accordance with School Board Policy C475, parents may request their child ride a bicycle to and from school under the following guidelines:
 - Permission is granted from the building level administrator.
 - The student resides in the “walker” area of the school.
 - A helmet is worn while riding a bicycle.
 - The bicycle is locked in the bicycle rack with a lock provided by the owner.
 - The school district is not responsible in case of theft or damage to the bicycle while it is on school property. Failure to follow the above guidelines may result in the suspension of bicycle riding privileges and/or other disciplinary actions, as appropriate.
8. Students living in the bus transportation area are not allowed to walk to or from school (including extra-curricular activities).
9. New Heritage and Windsor students are provided with bus transportation.
10. Bus routes and stops will be explained by the drivers to the children as school progresses. Children should not be at the bus stop for more than ten minutes prior to bus pickup. The bus driver is in charge of the pupils on the bus. Your child’s conduct on the bus determines whether or not he/she rides. Routes are determined by the Department of Transportation. Any questions about buses can be answered by calling 317- 988-6375.
11. A computer application called ***Here Comes the Bus*** is available so families will know where the bus is and what time to expect it.

Car riders will no longer exit cars on this side of the building. Instead, they will enter the front door, Entrance 1 and Entrance 2. Cars will form one line and students will exit the passenger side onto the sidewalk.



Please pull your car all of the way forward to the west end of the building. Do not stop in front of the main entrance.

CAFETERIA

1. All McClelland students will have free breakfast and lunch available.
2. Universal free lunch is based on the percentage of students eligible for lunch assistance, which is determined yearly. Please continue to complete the application so that we may continue to provide free breakfast and lunch for all of our scholars. If you have any questions concerning the status of your application, you may contact the Food Services Department at 317-988-7950.
3. We will no longer send home paper copies of the Free and Reduced Lunch Application. These will need to be completed online. You may make an appointment with Ms. Jones, our parent liaison, to complete the application. She is happy to help you. The website to complete the application is <https://childnutritionservices.wayne.k12.in.us/>
4. Any questions should be directed to the Cafeteria Manager, at 317-988-8087.

Cancellations, Delays, or Early Dismissals from School due to Weather or Emergencies

1. If school is closed or should we have a delayed start because of bad weather or other emergencies, Wayne Township will use the schedule below:
 - a. When the news media announces school closings or delays, McClelland is part of:
**M.S.D. of WAYNE TOWNSHIP SCHOOLS,
or Wayne Township Schools.**
 - b. If a delay is announced, school starts at 10:30
 - c. Announcements will be made through local radio and television stations, before 7:00 a.m.
 - d. Dr. Butts and Mrs. Nichols will send text messages through Parent Square.
 - e. Please do not call the school to ask about closings or delays. The school telephone lines and staff will be needed for possible emergency communications.
 - f. Students will only be dismissed to individuals who are listed on the enrollment form.

Cellphones

At McClelland Elementary we understand that parents and students have a variety of reasons for wanting our learners to bring their phones to school. They are allowed to bring them, but once they are on the bus or on school property, phones need to be powered off and stored in the child's backpack. Teachers can also lock the phones up if you prefer that the phone is not left in the backpack. We have seen firsthand how learning and behavior can be impacted in a negative manner when our learners have their phones out on the bus or on school property. We want every child to be able to focus on learning and to connect in person, not virtually, when they are here. We also know that phones are expensive and we want to make sure they are not taken, broken, or lost. It has always

worked out really well for everyone when the teachers secure the phones in a locked up area. We understand that some may not be comfortable with this practice. In that case, the phones should be kept at home or families should complete the cellphone agreement that will be sent home with each child. Teachers and staff, McClelland Elementary School, and the MSD of Wayne Township are not responsible if a student's phone is lost, stolen, or damaged on the bus or on school property.

THE CLINIC

1. Through the cooperative efforts of home and school, accidents and incidents will be minimized. Discuss with your child plans for his/her care in case of illness or accident at school. He/she should understand what contacts are to be made by the school to carry out these plans for emergency care. **We would like for you to provide two emergency contact names and numbers besides parents.**
2. Students who have a fever of 100.4 or higher will need to be picked up from school. Students must be fever, vomit, and diarrhea free for 24 hours before returning to school.
3. Medicine, including aspirin and cough drops, cannot be brought to school or administered by the school without a signed medication form.
4. Students who need to take prescribed medication must have an appropriate note signed by a physician and parent before the medication can be brought to school.
5. All medicine must be in the original container and have the current prescription label on it.
6. Medication forms will be sent home or can be obtained in the clinic.
7. We request that medication be brought in by the parent. We ask that students not transport medication to school; rather a parent or guardian drops off the medication at the nurse's office.
8. **Indiana law prohibits the school from sending medication home with a student of elementary age without written permission from the parent/guardian.**
9. Any questions should be directed to the school nurse at 317-988-8086

COMMUNICATION

Good communication between home and school is vital to a successful school experience for each child. In order to get vital information to you, our teachers send ParentSquare messages and Friday or Monday Folders. Please make sure you have your Parent Square account set up with your most recent phone number and update the settings within Parent Square so that you will be notified when the teacher or Mrs. Nichols messages you.

Completed work and other information will be sent in Friday/Monday folders. Because so much information is contained in the folders, it is important for you to impress upon your child that you need to see the folder each week. Please take time to review the information each week with your child.

You may access your child's grades anytime by logging into their Skyward account. Please contact the office if you need help accessing the Skyward account.

COMPUTERS

McClelland has many technology tools available for student use. Please check your enrollment folder for an Acceptable Use Policy. Students who break the Acceptable Use Policy at school or home may lose computer privileges.

CONDUCT

1. McClelland's School Wide Positive Behavior Supports
 - a. McClelland Elementary strives to build a safe and nurturing environment for all students. We believe that building relationships is the most effective way to have a positive learning environment for our students. We believe that it is important to celebrate positive behavior. At McClelland, we utilize a positive behavior system called BEARS. The system is designed to promote positive behaviors that students will use for a lifetime. Students will be able to earn BEARS tallies and High 5 referrals throughout the school year for demonstrating positive behavior. The BEARS acronym means the following:
 - B**e responsible
 - E**ncourage others
 - A**ctive learner
 - R**espect
 - S**afety for all
- In addition, we encourage students to say something when they see something.
2. McClelland's 5-Level Discipline System is a school-wide student management system comprising 5 levels.
 - a. Level 1 is the classroom discipline/behavior management plan.
 - b. Level 2 is a time-out in a buddy room for no longer than 15 minutes. While in the buddy room, students should think about "What he/she did wrong that resulted in a Level 2," and "What he/she should do differently." The buddy room teacher then discusses these two questions with the student prior to sending them back to class.
 - c. Level 3 occurs if the student continues to disrupt learning or disregard school/classroom rules. Students will be sent to the office to see an adult who is not their classroom teacher. This case manager will talk with the student about the behavior and the consequences of that behavior. The student's parent/guardian will be contacted by the case manager handling the level 3.
 - d. Level 4 occurs when a student continues to disrupt learning or commits a severe offense. Students receiving a level 4 will be seen by an administrator.
 - e. High 5's are positive behavior rewards. Students who demonstrate excellence will be given a High 5. Students who receive these forms will be recognized on the morning announcements.

3. McClelland's #1 school rule is recited on the intercom on a daily basis. It is: **“Keep your hands, feet, and things to yourself, including hurtful words. Remember that playing around is not an excuse. If you see something unsafe, say something to an adult”**
4. Additionally, McClelland teachers and staff will be teaching students a social-emotional curriculum called Second Step. This curriculum is designed to help students learn self-regulation and social-emotional skills. It focuses on strengthening their ability to learn, have empathy, manage emotions, and solve problems. Students will be recognized through High 5's for their work in this area.
5. M.S.D. Wayne Township publishes a Student Code of Conduct. It is mailed to the student's homes. If you did not receive one and would like a copy please call McClelland's office at 988-8000 and a copy will be sent home with your child.

CONFERENCES

McClelland Elementary sets a goal each school year to conference with 100% of our parents during the October Parent/Teacher/Student Conferences. When conferences are scheduled, it is important to keep your conference time and participate in the discussion with your child and his/her teacher.

If the need arises for you to conference with your child's teacher, please feel free to contact him/her. You can call or send a note for your specific request. Please include suggestions for convenient times for you. This will assist the teacher in establishing a mutually acceptable time for both of you. Remember that teachers cannot always make calls during the day until children are dismissed. The teacher will respond to your request as soon as possible.

Dress: M.S.D. of Wayne Township Student Dress

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for students' safety and learning. A broad-based committee of parents, teachers, students, and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community values. These guidelines are consistent with the Student Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, or tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in the Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

Shirts/Tops

All shirts or tops must “cover” the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student’s arms are comfortably at his/her side. Clothing that is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess, and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets/Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair. Hoods must be removed when students are inside the building.

Hair/Facial Jewelry

Students’ hair, jewelry, or other accessories should not interfere with the educational environment of the school or the safety of each student.

Book bags/Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments/See Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner that will cover up all undergarments. See-through materials do not constitute “cover.”

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school’s mission by the school administration may be prohibited.

DISCRIMINATION

The Metropolitan School District of Wayne Township does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, or color of skin.

ENROLLMENT/WITHDRAWAL

It is important that the enrollment form you receive at the beginning of the year is complete. **Any changes, such as an address, phone number, parent work numbers, emergency numbers, or emergency contact people should be reported to the office right away.** Please make attempts to teach your child his/her address and phone number. There should be two (2) current emergency phone numbers listed. Please notify the office and your child's teacher that you are moving so we can prepare the necessary information and bring records up to date. When you are moving to another school, all library books and textbooks must be returned. A parent must sign a school record release form before school records can be sent to another school.

FIRE, TORNADO & LOCKDOWN DRILLS

Fire, tornado, and lockdown drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information is posted in each area. Order, safety, and speed are essential during these drills.

Fire Drills:

All students and faculty exit the school quickly and safely. Fire drills are conducted every month of the year.

Tornado Drills:

All students and faculty move to a ground floor interior room or hallway. Tornado drills are practiced twice each semester.

Lockdown Drills:

Lockdown drills are practiced once each semester.

FIELD TRIPS

Students at McClelland often have a variety of field trips. If you would like to be a part of a field trip, you must complete a background check. You can do this by coming to the front office and requesting an application for a background check. The process can take up to a week to complete so please apply early.

Please send cash or use School Pay for all field trips. Checks are not accepted.

FOOD TO SCHOOL

Classrooms may have parties to celebrate holidays, attendance, high test scores, or finishing a unit of study. Please communicate with your child's teacher about plans for celebrations, such as birthdays. Due to food allergies, we do not accept cupcakes, cookies, or cakes to share with a class. Rather, teachers and families are encouraged to create a mutual agreement on a suitable treat or small class gift. Examples include popsicles, class games, special pencils, etc.

HOMEWORK

Homework is a necessary part of each student's educational program. Students may be expected to spend some time on homework in addition to scheduled class instruction to achieve proficient work. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, gives practice in developing good work habits, offers opportunities for students to learn to budget their time wisely, and provides an opportunity for parent involvement, and responsibility. Please check your child's teacher's homework hotline for information.

1. Provide your child with suitable study conditions free from distractions (well-lit desk or table, books, supplies).
2. Reserve a time for homework, and firmly adhere to a daily schedule.
3. Show an interest in what your child is doing, but do not do the work for him/her.
4. Set a good example for your child.
5. Limit the amount of time your child watches television, plays video games, plays outside, and plays games on the computer.
6. Make reading at least 30 minutes a day a habit.
7. Drill Math Facts
8. Choose good books, and keep books handy.
9. Encourage your child to do his/her best!

It is the child's responsibility to ask for all assignments he/she might have missed due to his/her absence from school. Work missed due to an excused absence must be made up within a reasonable amount of time.

HONOR ROLL

The following guidelines will be used to determine Honor Roll:

- First, second, third, fourth, fifth, and sixth-grade students will participate in Honor Roll.
- All grades except handwriting will count toward the Honor Roll. (Special Class grades will be used at semester when they are given at each semester's end).
- Students with all A's will be on the "A" Honor Roll.
- Students with A's and B's will be on the "B" Honor Roll.

IMMUNIZATIONS

When any child enrolls in a school corporation, for the first time or any subsequent time, his/her parents or guardians must show that he/she has been immunized or that a current religious or medical objection is on file. Minimum immunization requirements for all children newly enrolled in kindergarten or Grade 1 and **less** than 7 years of age:

- ❑ 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria tetanus vaccine (DT), or 4 doses are acceptable if the fourth dose was administered on or after the 4th birthday;
- ❑ 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), and any combination, or three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the 4th birthday;
- ❑ 2 doses of measles (rubella) vaccine, on or after the 1st birthday;
- ❑ 1 dose of rubella (German Measles) vaccine, on or after the 1st birthday;
- ❑ 1 dose of mumps vaccine, on or after the 1st birthday
- ❑ 3 doses of Hepatitis B vaccine.
- ❑ 1 dose of Varicella (chicken pox) on or after the 1st birthday or record of disease. Parental history of chicken pox disease is acceptable as proof of immunity. A written statement from the Parent/Guardian indicating dates of disease and signed is the documentation needed.

Minimum Immunization Requirements for all children enrolled in Grade 2 or above 7 years of age:

- ❑ 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria tetanus vaccine (DT), or 4 doses are acceptable if the fourth dose was administered on or after the 4th birthday;
- ❑ 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV). If a combination of OV and IPV is used, 4 doses are required.
- ❑ 2 doses of measles (rubella) vaccine, on or after the 1st birthday;
- ❑ 1 dose of rubella (German Measles) vaccine, on or after the 1st birthday;
- ❑ 2 doses of mumps vaccine, on or after the 1st birthday
- ❑ 3 doses of Hepatitis B vaccine for those students entering Grade 2.
- ❑ 2 doses of measles-containing vaccines are required for children grades 6 through 12.
- ❑ 2 Hep A (Hepatitis A)
- ❑ 2 Varicella
- ❑ Grade 6 must have 1 MCV4 (Meningococcal)

Failure to provide these immunizations may lead to the exclusion of your child from school.

INSTRUCTIONAL PROGRAM

McClelland Elementary is organized to include Kindergarten through Grade 6. In general, there are self-contained classrooms at all grade levels. However, the self-contained organization may be modified in order to group for instruction and team teaching.

The curriculum includes the following: language arts (reading, English, listening, speaking, spelling), mathematics, social studies, science, health, music, physical education, and art. Instruction is enhanced with the availability of computers to assist students in each of the subject areas.

The emphasis on the curriculum is the Indiana State Standards. Units and lessons are organized to give students the opportunity to meet and exceed the standards set forth by the state of Indiana. The Standards are rigorous and expectations for student achievement are high.

LICE

PEDICULUS CAPITIS (HEAD LICE) FREQUENTLY ASKED QUESTIONS

Parents, child care providers, and school officials frequently see information and solutions about Head Lice. Below, are some of the most frequently asked questions and the most current responses from health care professionals.

What are head lice? Head lice (*Pediculus Capitis*) are small parasitic insects adapted to living mainly on the scalp and neck hairs of their human host. Their six legs are evolved to grasp hair shafts. Head lice are equal opportunity parasites; they do not respect socio-economic class distinctions. Their presence does not connote a lack of hygiene or sanitation practiced by their host.

Head lice are mainly acquired by direct head-to-head contact with an infected person's hair, but may infrequently be transferred with shared combs, hats and other hair accessories. They may also remain on bedding or upholstered furniture for a brief period. Children are more frequently infested than are adults, and Caucasians more frequently than other ethnic groups. Neither able to fly or jump, lice are also unlikely to wander far from their preferred habitat. Lice and their eggs are unable to burrow into the scalp.

Head lice derive nutrients by blood-feeding once or more often each day, and cannot survive for more than a day or so at room temperature without ready access to a person's blood. A nymphal louse hatches from its egg after about 8 days of development, and begins to feed, grow and develop until it attains the adult stage about 9 – 12 days after hatching. A female louse may

deposit more than 100 eggs at a rate of about six eggs each day. Only those eggs deposited by inseminated female lice will hatch. Generally, an infested person has fewer than a dozen active lice on the scalp at any time, but may have hundreds of viable, dead and hatched eggs.

Treatment should be considered only when active lice or viable eggs are observed. Itching of the scalp or the perception that something is crawling on the head do not warrant treatment for lice. Without magnification and suitable experience, they may be difficult to correctly distinguish from other material caught in the hair. Amongst presumed “lice” and “nits” submitted by physicians, nurses, teachers, and parents, most are simply artifacts such as dandruff, hairspray droplets, scabs, dirt, or other insects (e.g. aphids blown by the wind and caught in the hair.)

Do head lice cause harm? Head lice rarely (if ever) cause direct harm, and they are not known to transmit infectious agents from person-to-person. Thus, they should not be considered as a medical or a public health problem. These lice may occasionally be burdensome because of annoyance; their presence may cause itching and loss of sleep. The greatest harm associated with head lice results from the well-intentioned but misguided use of caustic or toxic substances to eliminate the lice.

Should children be sent home from school with head lice? The discovery of lice or their eggs on the hair should not cause the child to be sent home or isolated. Furthermore, treatment is not indicated if the infestation is not active. Although lice and their eggs may be seen without the help of magnifying devices, the viability of the eggs cannot be judged without magnification and a degree of training. It has been noted that: 1) health care professionals as well as non-specialists frequently over-diagnose this infestation, 2) non-infested children are quarantined as often as infested children, 3) traditional pediculicides and “alternative” formulations are frequently over-applied.

Because pediculosis is generally misdiagnosed, and because few symptoms are no direct infectious processes are known to result from an infestation, the practice of excluding presumably infested children from school is unwarranted.

Although head lice are transmissible, their potential for epidemic spread is minimal. Furthermore, there is no convincing data that demonstrates that enforced exclusion policies are effective in reducing the transmission of lice.

How are head lice acquired? Head lice are acquired from other infested people. Upon learning of their child’s infestation, parents frequently seek to ascribe blame. This “knee-jerk” reaction is understandable but unproductive. The offending lice came from some other person, but it is not currently possible to determine the identity of the donor. Parents are encouraged to focus their energies on education and treatment rather than on unsuccessful witch-hunts.

What methods can be used to treat the infestation? First, ensure that a correct diagnosis/identification has been made before considering treatment options. An old infestation, manifested solely by hatched eggs, is not a cause for treatment. Treatment should be considered only when active lice or viable eggs are observed. Several options exist to eliminate the

infestation, but some are better tested than others. Success will likely depend on an integrated approach that relies on several of the methods listed below, combined with perseverance. Because the egg is particularly resistant to some chemical treatments, a second treatment is often required about 10 days later to target the nymphs that hatch after the initial treatment.

Should everyone in the home be treated? Only those with live lice or viable eggs should be treated. Each person (adults as well as children) within the home should be inspected to determine if live lice are present. All those found to be infested should be treated simultaneously.

Are head lice resistant to insecticides? Parents and health care providers are reporting “treatment failures” with increasing frequency when traditional louse shampoos are used. “Failures” may be due, in part, to:

- a) Misdiagnosis (no active infestation, or misidentification),
- b) Non-compliance (not following treatment protocol),
- c) Resistance by lice to the insecticide,
- d) New infestation (lice acquired after treatment),
- e) Lack of ovicidal (egg-killing) or residual properties of the product.

Mechanical removal. Mechanically removing lice and nits can be an effective but time consuming method. Because most eggs will be non-viable, their removal is often impractical and unjustified. An infestation may be eliminated by combing each day to remove the live lice (including those that have hatched since and the previous day. Comb daily until no live lice are discovered for about two weeks. Use illumination, magnification and a good louse or nit comb to locate and remove the offending insects. Although the hair may appear “peppered” with eggs, there generally are fewer than a dozen active lice on the head at any time.

Pyrethroid insecticides. Infestations may be treated with shampoos containing permethrin or pyrethrins specifically labeled for use on people. Some formulations also contain a synergist, a chemical that may enhance the activity of the insecticide. As with any insecticide or drug, read and follow the label directions. Because these products seem to have limited ovicidal (egg-killing) activity, a second treatment is often necessary about 10 days later to target lice that hatch after the initial treatment.

Non-pyrethroid insecticides. Other insecticides should be avoided unless specifically prescribed by a physician. Use caution when dealing with any insecticidal agent, particularly on children. Read and follow label directions. Do not apply insecticide or other chemicals not specifically labeled for use on people. Well-intentioned parents treating their children with toxic or flammable substances have caused several deaths and poisonings.

Essential oils. Numerous “home recipes” and commercial preparations are based on mixtures of essential oils, salts or other “natural” substances. Data is lacking to support the claims of their efficacy. Several formulations include substances that should not be used on the skin, and may not be registered for such use by government regulatory agencies (such as EPA or FDA.)

“Suffocating” agents. An increasingly popular “alternative” treatment involves the use of food-grade oils or hair gels in attempts to smother lice on the scalp. Many people have provided anecdotal reports of their successes with this old method, but we have also heard of nearly an equal number of failures. Virtually no data, however, is available to assess the efficacy of this technique.

Heating/Freezing. Lice and their eggs on inanimate objects (e.g. toys) may be killed by freezing temperatures. Objects that cannot be heated in a clothes dryer may be placed in a freezer (or outdoors if sufficiently cold.) This treatment may require several days to be effective, depending on the temperature and humidity. Such treatment would rarely (if ever) be required.

Haircuts. Lice will find little to grasp on a bald or shaved head. Although competitive swimmers who shave their heads generally need not be concerned about head lice, many parents may find this old-fashioned method to be aesthetically unappealing. Short hair is more readily searched for lice and eggs, but does not make the child invulnerable to infestation.

Hair soaps, bleaches and dyes. Washing the hair each day may dislodge a few active lice; the remaining lice and eggs will be unaffected. Although hair bleaches and dyes are meant for use on the scalp, they can be caustic. Data is lacking to assess the efficacy of these products against lice. Thus, use of these products in attempts to “treat” lice should probably not be considered.

What should be cleaned? Washing and drying (with heat) the pillowcases, sheets, nightclothes, towels and stuffed animals may possibly eliminate lice and eggs that might otherwise reinfest a family member. Combs, brushes, hats and other hair accessories in contact with an infested person should be washed in hot water each day to dislodge any lice and nits. Shared helmets and headphones in schools or recreational settings may rarely and transiently harbor an occasional louse or nit; the effort necessary to effectively inspect and clean these devices, however, is not likely warranted. Shared lockers or coat hooks probably pose even less risk as sources of contamination.

PARKING

Parking directly in front of the school, in the bus lanes, or in handicapped space is not permitted at any time. Parking in these areas could result in a fine and/or towing of your vehicle. Please use the parking lot on the west side of the building or park in the visitor spaces across from the front of the school. Please note that our car rider line may prevent you from easily exiting the front parking lot. It is always best to park in the west parking area to ensure easy exiting, especially if you are trying to exit between 8:00-8:30 am or 2:00-3:30 pm. In addition, cars should not drive in the back parking lot when buses are present.

PTO

All parents of students at McClelland Elementary School are members of the Parent Teacher Organization. The mission of this organization is to provide support so students can be successful in school.

Effective school research indicates that the more adults involved in the educational process, the higher the achievement of students. Adult volunteers can assist in various ways including: posting student work, helping with bulletin boards, assisting with clerical duties and assisting students. Any assistance is welcomed and appreciated! Contact the school office or classroom teacher to volunteer. All volunteers must complete a background screening form.

Report Cards

1. Report cards will be issued to students at the close of each nine-week grading period. Report cards must be signed by the parents and returned to the classroom teacher.
2. Student progress can be accessed through Skyward.
3. A mid-term progress report will be sent home between each nine-week grading period.
4. MSD of Wayne Township K-6 Grading Scale:

100	A+	
93-99	A	Exemplary - 4
90-92	A-	
87-89	B+	
83-86	B	Proficient - 3
80-82	B-	
77-79	C+	
73-76	C	Progressing - 2
70-72	C-	
65-69	D	Progressing
Below 70	F*	Not Yet Meeting Standard – 1

*Note: The grade of F will not be given for midterm reports. If a student's performance indicates that the student does not yet demonstrate mastery at the 70% level on the appropriate state standard, a grade of "I" will be given. The grade of "I" means that a specific "intervention" is planned to assist the student in meeting the standards by the end of the grading period. When the grade of "I" is given, the teacher will list the intervention(s) to be used on the midterm report.

STUDENT TEACHERS

McClelland Elementary has a wonderful relationship with local and state universities. Often, we will accept student teachers from these universities to work with our staff and students. Your child benefits by having another adult to help him/her in the classroom. If your child is in a class with a student teacher, the student teacher will contact you to introduce him/herself.

VISITORS

SafeVisitor™ software is used in each building to provide a safe environment. Please make sure you have your I.D. ready to scan upon arrival. We will ask you to turn in your ID so you can obtain a visitor's pass. Your ID will be given back when you return to the office to exit. All visitors are asked to enter through the front door and report to the office

McClelland gladly welcomes parents and guardians to the school. For safety and security purposes, all visitors are asked to check in and out at the main office. Parents and guardians are welcome to join their child(ren) for lunch. When you come for lunch, we will call your child to the office and you can enjoy your special time together in a designated area for families to eat.

1. To honor instructional time, McClelland also requests that all visitations and observations to the classroom be scheduled ahead of time with the classroom teacher. Please respect the focus on instruction and plan to keep the visitation and/or observation to 30 minutes. If you are visiting at the beginning of the day, we ask that you stay in the office area to meet with the teacher, unless an appointment has been made ahead of time.
2. If you would like to meet with your child's teacher, we ask that an appointment be scheduled. Please do not ask the teacher to talk with you while they have their class with them, as the administration wants to ensure that students are directly supervised at all times.
3. Visitors that are not parents or guardians must have permission from the principal prior to observing in the classroom. Permission must be provided 24 hours before the scheduled observation.
4. Please turn your phone off upon arrival at school.
5. While visiting McClelland, it is imperative that the privacy of all individuals be respected. Taking photos of children who are not yours is not permitted without permission from their parents.
6. Please refrain from addressing students while they are engaged in the instructional process and allow the school staff to redirect student behavior.
7. Please do not take photos of students who are not your own children.
8. All volunteers and chaperones must complete a Limited Criminal History check. Please see your child(ren)'s teacher or the office for the proper paperwork.
9. The principal may refuse any visitor at any time to maintain a safe and orderly learning environment. If you have any questions regarding our visitation guidelines, please contact the administration.