

# **Carroll Independent School District**



## **Elementary Student and Parent Handbook**

**2019-2020**

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## A TRADITION OF EXCELLENCE

Excellence • Relationships • Character & Integrity  
Innovation • Open & Honest Communication • Compassionate Service

### OUR VISION

Creating an environment that fosters excellence

### MISSION

Building on a Dragon tradition of excellence, the CISD will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

## ELEMENTARY SCHOOLS

### **Carroll Elementary School**

Grades Preschool - 4

1705 W. Continental Blvd., Southlake, TX 76092  
Phone: 817-949-4300  
Fax: 817-949-4343

*Principal: Stacy Wagnon*  
*Assistant Principal: Dr. Meredith Davis*

### **Walnut Grove Elementary School**

Grades K - 4

2520 North White Chapel, Southlake, TX 76092  
Phone: 817-949-4400  
Fax: 817-949-4444

*Principal: Mike Landers*  
*Assistant Principal: Allison Fike/Haily Christensen*

### **Johnson Elementary School**

Grades K - 4

1301 Carroll Avenue, Southlake, TX 76092  
Phone: 817-949-4500  
Fax: 817-949-4545

*Principal: Dr. Rene' Moses*  
*Assistant Principal: Nicole Williams/Haily Christensen*

### **Old Union Elementary School**

Grades Preschool - 4

1050 S. Carroll Avenue, Southlake, TX 76092  
Phone: 817-949-4600  
Fax: 817-949-4646

*Principal: Jon Fike*  
*Assistant Principal: Reigan O'Quinn*

### **Rockenbaugh Elementary School**

Grades Preschool - 4

301 Byron Nelson Parkway, Southlake, TX 76092  
Phone: 817-949-4700  
Fax: 817-949-4747

*Principal: Janet Blackwell*  
*Assistant Principal: Daniel Dodson*

## Academics

**Curriculum** All elementary schools in CISD provide a state required, core curriculum in math, science, social studies, and English Language Arts. In addition, all elementary students participate in physical education, art, music, and science laboratory.

**Homework** A reasonable amount of work should be done on a daily basis at home to reinforce skills learned during the school day. Every night, some time should be spent reading and working with math facts. This gives students the opportunity to develop desirable independent study habits and responsibility. Some nights, a student may need to complete work that was unfinished at school. Occasionally, special projects will be assigned.

Approximate homework schedule (*in addition to reading 20 minutes a night*):

Kindergarten - 10 minutes a night                      3rd Grade - 30 minutes a night

1st Grade - 10 minutes a night                      4th Grade - 40 minutes a night

2nd Grade - 20 minutes a night

Daily work/homework is on time when it is turned in by the due date. Students will not be permitted to use the phone to contact their parents to bring up homework or student assignments.

**Late Work** Per the *CISD Grading Guidelines*, ten points may be deducted per day for an assignment turned in late. The assignment may not be accepted after the third day.

**Make-up Work** Students who have excused absences will be permitted to make up regular coursework and receive the actual grade earned. Students are given the number of days absent to make up all work assigned in their absence. Students will be responsible for obtaining, completing, and turning in the make-up work within the time. See the *CISD Grading Guidelines* for additional information.

**Progress Reports** All students in grades three and four will receive progress reports at three-week intervals on pre-designated dates.

**Report Cards** Report cards are a source of information reflecting student progress and performance. In order to receive a report card, a student must be in attendance three or more weeks of the reporting period. At some grade levels, rubrics are included to indicate student progress in Reading and Writing.

### Grading Requirements

#### A. Student Checklist in Preschool

Students in preschool will receive a checklist of progress each grading period. Teachers are encouraged to communicate progress through regular communication with parents in addition to these checklists.

#### B. Grading and Reporting in Kindergarten, 1st and 2nd Grades and Encore

Progress of students in grades Kindergarten, 1, and 2 will be reported on a standards-based report card. The standards-based report card will include information on the specific standards that need to be mastered in the four core subjects of language arts, math, science, and social studies. Additionally, parents are to receive information indicating reading skills that will

include information regarding reading level, fluency, and comprehension. See the *CISD Grading Guidelines* for additional information.

### **Tutorials**

Tutorials for students in need of remediation will be determined and arranged by the classroom teacher.

## **Admissions, Enrollment, and Attendance**

### **Admissions and Enrollment**

New kindergarten students must be five (5) years old on or before September 1st of the school year in which they are enrolling. New first grade students must be six (6) years old on or before September 1st. A physical examination is recommended when a student enters school for the first time.

Parents/guardians who wish to enroll a student in school should report to the office with a copy of their driver licenses, an immunization record, social security card, and birth certificate. Ages must be verified by a birth certificate and immunization records must be complete. Proof of residency shall be required for every new student. Minimum proof shall consist of the latest electric and water bill, lease agreement, settlement statement, or any other documentation the district requires. Visit the website at [www.southlakecarroll.edu](http://www.southlakecarroll.edu) for the latest requirements. Please contact the school office if you change your place of residence or phone number during the school year.

### **Attendance**

School hours are 7:40 a.m. to 1:55 p.m. for students in preschool and 7:40 a.m. to 2:55 p.m. for students in kindergarten through fourth grade. Supervision is provided each morning for all students beginning at 7:40 a.m. No after-school supervision is provided. Parents must arrange for their child to be picked up on time every day. Whenever students attend clubs, tutorials or other after-school activities, parents should arrive promptly for pick up. If a student attends clubs after school, it is the parent's responsibility to arrange for supervision before or after the club.

For a student to be counted as "present," the student must be at school at 10:00 a.m. If a student is not present at school at 10:00 a.m., a doctor's note will be required to be counted present for the day. Each day that a student is absent, the parent must call in to notify the office.

The District respects the religious beliefs of all religions and recognizes that there are faiths that require students to abstain from school/work on religious holy days. If the observance prohibits a student from attending class, the absence will be an excused absence. Notes may be submitted by the parent/guardian either before or after the absence. If the observance of religious holy days requires travel time, one travel day to and one travel day from the observance may be excused.

When students are absent, the work can be made up. However, the level of learning will not be the same as when the student has the opportunity to interact with the teacher and fellow students. State law mandates that students attend at least 90 percent of the days class is offered. An Attendance Review Committee will meet to determine whether or not academic credit will be awarded if the student does not attend class 90 percent of the days offered. After 18 days of absences, the committee will determine if a student will be promoted to the next grade level. Please refer to the *CISD Handbook and Student Code of Conduct* for additional information.

**Tardiness** Students should arrive by 7:40 a.m. to prepare for the 7:55 bell. Having your child arrive to school on time establishes a positive routine. This will ensure your child is present for all instructions as the day begins. Persistent tardiness and early departures during the school year will prompt a call to the student's parents and/or a meeting with the Attendance Review Committee.

## Communications

**Contacting Campus Staff** Campus staff may be contacted by parents and community members via email or voice mail. Campus websites maintain all contact information. Email and voicemail are checked daily and responses will typically occur within 24 hours. If an email or voicemail is sent after 3:00 p.m. on Friday, the teacher may check/respond on the following Monday. Staff is not required to check email on holidays, weekends, or when school is not in session.

**Distribution of Campus Information and Materials** Notices of current and upcoming events are communicated through e-mail, electronic newsletters and/or campus websites. Please inform the school office if you require a printed copy to be sent home. Campus web sites are maintained and can be accessed through [www.southlakecarroll.edu](http://www.southlakecarroll.edu).

Flyers, brochures, and informational pamphlets are located in or near the front entrance of each campus. Prior approval by the principal must be obtained in advance before placing materials in this area.

## General Information

**Arrival/Dismissal** All elementary campuses have specific guidelines and procedures for student arrival and dismissal. This information can be obtained from each student's home campus upon enrollment.

**Behavioral Expectations** All elementary students are encouraged to respect each individual they come in contact with in the school setting. Parents and students are invited to partner with the school as together we model respect of individual differences. Expectations for behavior are outlined specifically in the *CISD Handbook and Student Code of Conduct* and will be enforced consistently at every campus. As with all discipline guidelines, these rules are not inclusive. If a behavior occurs that is not mentioned in the rules, campus administrators will investigate, evaluate, and respond accordingly.

**Buses** Carroll ISD presently offers transportation to all students who choose to purchase a bus pass. The students are expected to exhibit the appropriate behaviors that enable the district to transport the students in a safe and timely manner. A student being transported in school-owned vehicles is required to comply with the *CISD Student Handbook and Code of Conduct*. Riding the bus is a privilege, which can be revoked. All bus discipline consequences shall be implemented with consideration given to the student's age, maturity level, and attitude. Frequency of offenses will also be considered. In the case of serious misconduct which endangers the safety of other passengers or the driver, the driver shall have the authority to return the student to campus, and the parents will pick up the student from the campus. The driver may also call for law enforcement assistance. The principal and parents will be notified of the situation as soon as possible.

**Communications:  
Telephones, Cell  
Phones and Other  
Electronic Devices**

Telephones in the building are for school business. **Students are able to use the phone for emergencies only. Calls home for forgotten homework or to plan after-school social events are not allowed.** During school hours, calls go to teachers' voice mail and are returned during conference periods or after school. Use of phones in the hall by parents is discouraged due to inadvertent disruption of instruction.

It is in each child's best interest to establish a predictable routine for transportation to and from school. Parents should discuss this routine with their child, and it should include changes due to inclement weather. When emergencies necessitate a change in plans, the school must be notified. Otherwise, the student will follow established routines. **Parents may leave a message concerning a change of transportation plans with the school secretary by 2:00. We cannot guarantee that messages received after this time will be delivered to the child in time for dismissal.**

In order to preserve the learning environment, while also eliminating unnecessary distractions, we are asking students to leave all personal communication and electronic devices at home, as the use of these devices by students during the school day is prohibited. Any communication between the student and home during the school day must be made through the school. However, if devices are brought to school, students must comply with the following guidelines:

- Devices are to be kept in the student's backpack or cubby during the school day.
- Devices are to be turned off. Placing a device in silent/vibrate mode is not considered "turned off".
- Devices may be used after students have been dismissed from school and exited the building.
- Teachers may request students to bring a device to class to use for instructional purposes. At this time, students may use their devices for these teacher-approved activities.

Students found in violation of these guidelines will have their devices confiscated by the classroom teacher/staff member and turned into the main office.

1st Offense - Device confiscated and returned to the student at the end of the day.

2nd Offense - Device confiscated and parent/guardian contacted by the staff member who took up the device. Return device to student at the end of the day.

3rd Offense - Device confiscated and parent/guardian contacted by staff member who took up the device. Parent may pick-up device in the main office at the end of the day.

4th Offense - Parent/Guardian contacted by staff member who took up the device. Student must pay \$15 before collecting device at the end of the school day.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, and are illegal. The prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or

photographs will be disciplined according to the *CISD Handbook and Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement. This includes "sexting."

### **Conferences**

Parents, teachers, and students may request conferences at any time. These meetings are particularly important if the student is not passing or is otherwise not performing at the expected levels. Please make every effort to meet with the teacher if you receive such a request.

Parents should contact the teacher for an appointment at a mutually convenient time. Unscheduled parent conferences are not conducive to an accurate portrayal of student progress.

### **Dress and Grooming**

In order to maintain an orderly environment, all students shall be required to meet the minimum expectations of the dress and grooming code. A student is not considered appropriately dressed if he/she is, or tends to be, a disruptive influence in class or at a school-related activity because of the mode of dress or appearance. Please keep in mind that EVERY campus implements incentives, or special occasions, that may deviate from general guidelines for dress. These are typically temporary and communicated by staff. Please refer to the *CISD Handbook and Student Code of Conduct* for additional information. The policy concerning dress and grooming for all students shall be as follows:

#### All Students:

- Anything that attracts attention to the individual or disrupts the orderly conduct of classroom and campus activity is not acceptable.
- Hair should be clean and well groomed at all times.
- No muscle shirts, bare midriffs, or backless attire is acceptable.
- Pants, shorts, dresses or skirts shall fit properly, be worn at the waist and cover all undergarments.
- Specifically prohibited for school are jeans, shorts, skirts or other apparel with rips, tears or holes.
- Dresses, skirts, shorts, and tops covering leggings shall be at the first knuckle of a fist in length and appropriate in proportion to the height of the individual. (No spandex except when worn as undergarments under approved clothing; No cut-offs.)
- Students will not wear slogan buttons or clothing with inappropriate or suggestive slogans or advertising on it. Prohibited are pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, or obscene; that depict a cult; that represent gang membership, or that advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Also prohibited is any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.
- No caps or hats may be worn inside the school building.
- Students are to wear athletic-type shoes to school on P.E. days. Appropriate shoes should be worn at school for recess.

#### Boys

- No tank tops or muscle shirts will be allowed.
- Pants must be worn at the waist at all times, covering all undergarments. Undergarments should remain covered at all times in all situations.

### Girls

- No bare midriffs, halter-tops or tube tops may be worn. Backless attire and clothing with slits on the sides are not acceptable. Spaghetti straps may only be worn with an appropriate cover up that meets the CISD dress code.
- Leggings and tights do not take the place of pants; therefore, top attire must meet the minimum length requirement of dresses, skirts and shorts.

The building administration will use discretion concerning the dress code. When there is a question on the dress or appearance of a student, the school authorities' decision will be final. If the administrator determines that a student's grooming or dress violates the dress code or has become a disruption to the learning environment, the student shall be given an opportunity to correct the problem and be sent back to class. If it cannot be corrected, the parent will be notified. Repeated violations will result in disciplinary actions by campus administrators.

### ***Emergency Information***

In case of an emergency, each student is required to have on file in the school office the information below. Please notify the office of any changes, especially of emergency contacts.

1. Parents(s) or guardian(s) name(s).
2. Complete up-to-date address.
3. Home phone number, cell phone number and parent(s) work phone numbers.
4. Emergency phone numbers of friends or relatives. *(Students will not be released to any adult that is not listed on school record.)*
5. Physician's name and phone numbers.
6. Medical alert information.

Anytime both parents are going to be out-of-town, the parents must e-mail or write a note to the teacher and the office stating:

1. Dates when they will be gone.
2. Caregivers' names and telephone numbers.
3. Modifications to routines regarding transportation to and from school.

### ***Field Trips***

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

We believe that field trips are a privilege, not a right. Our expectations for students are that they exhibit positive behaviors. If a student proves through his/her personal behavioral choices that they are not responsible to represent their school at the highest level, then he/she will not be permitted to go on the trip.

Alternative activities and instruction will be provided to students not attending field trips. Students should come to school during regular hours to participate in these planned alternative activities. In the event that the school chooses to deny a student from attending a field trip, any funds that are refundable will be returned to the parents as soon as possible.

**Lost and Found**

All clothing found on the campus, regardless of its value, is placed in the designated Lost and Found area on each campus. The school administration and staff cannot be responsible for valuables that students bring to school. It is recommended that all valuables be left at home. However, when money, jewelry, or other articles of value are turned into the office, parents or students may claim them after proper identification. Lost and found items not claimed will be donated to charity at the end of each semester.

**Lunch**

All students, preschool through grade 4, have a 30-minute lunch period. Students may buy lunch in the cafeteria or bring lunch from home. A menu is posted on the website. In addition, there is a limited selection of a la carte items available. Computerized lunch cards will be utilized by the students and may be paid for daily, weekly, or monthly, depending on how much money is deposited into the student's account. Parents are encouraged to prepay lunches. Siblings **may not** share money between accounts. Parents can access and make deposits online at [www.myschoolbucks.com](http://www.myschoolbucks.com). A free or reduced price lunch is available to those children who qualify. Parents may pick up an application in the school office.

When a student's meal card balance is depleted, the District will notify the parent, including notice of any unpaid charges to the meal card. Accounts with charged amounts shall be paid promptly. The student will be allowed to continue to charge meals according to the grace period established by the Board of Trustees. If the District is unable to work out an agreement with the student's parent for repayment of any balance and replenishment of the meal card the student may receive an alternative meal of a sandwich, and milk, juice, or water. The District will make every effort to avoid bringing attention to a student.

Parents may bring in lunch for their own child but **may not** bring in food or drink for other children. Students will not be interrupted during instructional time to pick up their lunch. Each campus has a designated area where these lunches may be placed.

**Lunch/Campus Visitors**

All visitors are required to sign in at the front office and obtain a visitor pass prior to gaining access to the building.

**Parental Involvement**

The Parent Teacher Organization (PTO) is a non-profit voluntary organization whose membership is open to all persons who are concerned with the welfare of children and youth. It is the goal of the PTO to help achieve better lives for youth and children by providing educational programs, strengthening cooperation between the school and home, supporting projects, and by communicating and resolving concerns. Membership in the PTO is available when the appropriate dues have been paid.

Parents are encouraged to join and take an active role in the Parent Teacher Organization. Meetings are held on a regular basis and include topics of interest as well as special programs. The PTO sponsors a telephone directory for families. They sponsor several fundraising events a year with the proceeds going to purchase items such as instructional supplies for the classroom and pay for special programs for the students. (*Participation in fundraising events is always voluntary.*) Information about the PTO is available online or in the school office.

Each elementary campus has an excellent Parent Volunteer Program. Many parents work with school staff to enhance the learning experience for students. Those parents who are

unable to come to school to work are encouraged to participate from home. Please inquire in the office about special jobs that are available to those who are not able to volunteer on a regular basis. Information on the Parent Volunteer Program is available at registration. Volunteers are required to read the Volunteer Handbook and agree to an online background check annually.

***Parties***

Three parties are held by each class annually. These dates are determined individually by elementary campuses.

Special treats may be brought for your child to share on his/her birthday. Parents who wish to provide birthday treats for their child's class, must coordinate with the student's teacher at least a week in advance of their desired date to provide birthday treats. The treats must be store bought and adhere to the District's Allergy Aware policy. To help parents with nut-free birthday treats, the District has created the Happy Birthday, Dragon! program. The Dragon Cafes at the elementary campuses offer several tasty options for class birthday treats. Items from the cafeteria are nut-free and produced on dedicated nut-free lines. The Happy Birthday, Dragon! program offers three package options for treats: Sugar Cookie Party, Hershey's Ice Cream Party, and Pop Star Gourmet Pops Party. For more information about the treat options and ordering information, please visit the District's website in the Departments/Child Nutrition section. Party invitations may be distributed at school only if every child in the class receives one. Balloons are not permitted at school.

***Pets***

No pets of any kind are allowed at school; many students are afraid of animals and/or are highly allergic. Teachers may give permission for pets to be brought to school as part of a special activity. However, under no circumstances may a potentially dangerous pet be brought to school.

***Pictures***

In the fall semester, individual student pictures will be taken. Additionally, group and individual pictures will be taken during the spring semester. These photos are used for class projects and for the campus yearbook. Parents will be notified of these dates in advance and will have the opportunity to purchase packages offered by the photographer.

***Recess***

District guidelines determine appropriateness of outside conditions. Wind chill, precipitation, ozone level, temperature, and wet grounds are some of the factors that are considered when determining cancellation or shortening of recess. Teachers are encouraged to make decisions regarding students based on individual health needs or considerations beyond these general guidelines. Teacher discretion is encouraged.

1. Recess is scheduled for approximately 30 minutes.
2. There will be no outside recess or PE if the temperature or heat index exceeds 100 degrees.
3. On ozone alert days, outside recess and PE will be restricted to 15 minutes.
4. Teachers will use caution on days with extreme temperatures or heat indexes.
5. Teachers will ensure that students have access to adequate water prior to and after outside play.
6. During winter months, students will not have recess or PE class outside if the temperature or wind chill factor drops below 36 degrees.
7. On days when the temperature is unseasonably cold, outside recess will be limited to 15 minutes.

8. Students will not be allowed outside for recess when there is evidence of lightning in the immediate area.

### **Safety**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Please refer to the *CISD Handbook and Student Code of Conduct* for additional information. A student shall do the following:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to, and promptly report to a teacher or the principal, any safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Be knowledgeable of emergency evacuation routes and signals.
- Close outside doors and follow campus security procedures.
- Immediately follow the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Study Skills**

A parent can help his/her child become aware of the skills and techniques that enhance learning. The following are student guidelines for achieving good study habits.

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant, listen well, and take part in class discussions and activities.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned, and apply it to new situations.
6. Strive to do the very best work possible.

## **Health Services**

### **Communicable Diseases/Conditions**

Parents of students with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to attend school while their disease is contagious. These include, but are not limited to, chicken pox, mumps, measles, ringworm of the scalp, lice, fever, pink eye, fifth disease, and strep throat. More information can be obtained in the district handbook for students.

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent on file in order to obtain emergency medical treatment and to share information about allergies to medications, foods, insect bites, etc. Parents should keep emergency care information up-to-date, including the name of the doctor, emergency phone numbers, allergies, etc.

### **Health Assessments**

Vision and hearing screenings will be done for all *preschool*, kindergarten, 1<sup>st</sup> graders, 3<sup>rd</sup> graders and all students new to the district. Acanthosis nigricans screenings will be done on all 1<sup>st</sup> and 3<sup>rd</sup> graders.

If your child has had an injury outside of school or a surgery, please bring him/her and a release to return to school to the nurse's office prior to returning to class. The nurse will

review the doctor's orders for care at school, including medication distribution and restrictions/accommodations that must occur in the school environment.

Scheduled surgeries or procedures that may impact your child at school should be discussed with a school nurse prior to the event.

**Health Clinic**

The school nurse is responsible for health records, hygiene counseling, and general medical conditions. She keeps records of students' health and does vision and hearing screenings on students. Also, she screens for acanthosis nigricans which is a precursor to diabetes Type 2. The nurse cannot make a diagnosis or write prescriptions.

Please do not send your child to school if he/she is ill or has a temperature of 100 degrees or above. The health and safety of all children will be enhanced by following these guidelines. Your child must be 24 hours free of fever without Tylenol or Advil and not throwing-up for 24 hours before they return to school. Antibiotics must be taken for 24 hours before returning to school.

If your child becomes ill, a parent, or someone designated by the parent, will be contacted to pick up the child. It is imperative that all phone numbers be completed on the enrollment card and be updated immediately should they change during the year. All medication must be provided by the parent in the original container and with the CISD Medication Administration form on file with your school nurse. Doctor's orders are required for prescription medications. If a student is having any medical problems, he/she needs to come to the Health Clinic. Teachers will not allow the student to call his/her parents from the classroom.

Please provide the nurse with any changes in health conditions that may need her professional support. Doctor's orders are needed for activity restrictions. Please present these to the nurse upon return to school and an accommodation plan will be developed and implemented until new orders are received.

The following topical preparations may be available for use in the Health Clinic. Unless a parent specifically states on the CISD Health History that such preparations are not to be used on his/her student, one of the following may be administered judiciously and appropriately, if available:

rubbing alcohol	anbesol	vaseline	blistex
Benadryl topical	campho-phenique	first aid spray	bactine
tums	Aquaphor	hydrogen peroxide	saline solution
aloe vera gel	sting-kill or equivalent	glycogel/glucose tablets	lubricating eye drops
triple antibiotic ointment	calamine/caladryl lotion		

**Medicine at School** All medications, prescription and nonprescription, brought to the school must be taken to the school clinic for dispensing. Students may not be in possession of any prescription or nonprescription drug on school grounds during school hours.

The following procedures must be met in order for medication to be administered at school:

1. All medications, prescription and over-the-counter, must be provided by a parent or legal guardian. If it is a controlled substance, e.g. Ritalin, Adderall, etc., it must be transported by a parent or legal guardian, and the medication will be counted upon its arrival in the health clinic. Students may have a special exception to this rule for asthma inhalers (see #8).
2. A parent or legal guardian must complete a Carroll ISD Medical Request Form for all medications. Parents or legal guardians may get the forms from the school office.
3. Each prescription must be in the original prescription bottle with a prescription label bearing the student's name, the name of the medication, and instructions for giving the medication. Pharmacies can supply two (2) labeled bottles for this purpose. An extra bottle is required if medication is to be administered on a field trip.
4. Non-prescription medicine must be in the original container labeled with the student's name, the name of the medication, and instructions for giving the medication.
5. Sample prescription and alternative medicine must be labeled with the student's name and accompanied by a signed Texas Board Certified physician order, with a patient information sheet listing its ingredients, actions, and side effects.
6. Dietary supplements and other nutritional aids not approved as medication by the FDA will not be dispensed by school personnel. Provided, however, herbal substances or dietary supplements may be administered in accordance with Board policy FFAC (LOCAL) if provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.
7. All medication will be placed in a locked cabinet in the health clinic; an exception may be made for asthma inhalers (see #8 below).
8. Students may carry and use asthma inhalers if they have completed the District's Asthma Inhaler Form.
9. The District can assume no responsibility for loss or negligent behavior when students carry conventional or alternative medication or dietary supplements without the knowledge of the campus health service personnel. Noncompliance may be subject to disciplinary action.
10. Any unused medication will be destroyed two weeks after last dosage. Medication will not be sent home with a student. It must be picked up by a parent or legal guardian at the school health clinic.