Austin Elementary School

student handbook

2020-2021



“Where Eagles Soar”

Principal: Beverly A. Turner

Assistant Principal: Sherry Fugate

Elementary Secretary: Brittany Nease

Upper Elementary Secretary: Marla Ingram

401 South Highway 31

Austin, IN 47102

Phone: 812-794-8743

Grades PK-5

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Dear Parents/Guardians and Students:

I am excited to welcome you to Austin Elementary for the 2020-2021 school year. My hope is that it will be a successful and rewarding experience for students and their families and I look forward to sharing it with you.

I hope that each of you had a wonderful summer and am excited about this school year. During the summer our staff was offered professional development opportunities, and has worked hard to provide students with a satisfying and productive year. Our support staff also worked diligently this summer to transition curriculum and programming to meet the needs of our ever-changing state requirements. Austin Elementary staff works hard to ensure that each child is a valued member of our school community, and has a rewarding experience at school.

Please be sure that you thoroughly review all information in the 2020-2021 Student Handbook. All rules and regulations are in place for the protection of our students. It also houses vital information needed for parent’s rights.

It is my goal to work with families so that together we can provide the best possible learning opportunities for students. It is my pleasure to welcome each of you back to school for the 2020-2021 school year. I am thrilled for the opportunity to begin my 29th year at Austin Elementary School.

Yours in education,

Beverly A. Turner

Principal

**AUSTIN STUDENT HANDBOOK**

**Preschool-Grade 5**

**2019-2020**

This handbook serves as a guide for parents of students enrolled at Austin Elementary School. The intent of these policies is to provide a safe, instructional atmosphere for our students.

**MISSION STATEMENT**

The mission of Austin Elementary School is to guide social, personal, and academic growth in all students in order to create within themselves the desire to learn, think, and explore.

**VISION**

The vision of Austin Elementary School is to instill in each student a love of learning and a desire to do their own personal best with the guiding support of the staff, family, and the community to help them become life-long learners.

**GENERAL INFORMATION**

* Austin Elementary will be LOCKED during the school day.
* Anyone entering the elementary after 8:20 a.m. will need to park in the Kindergarten parking lot and use the call button on
* Gate #1 to gain admittance to the Lower Elementary.
* Those needing to enter the Upper Elementary building should use the doors at the front of the building facing Hwy. 31.
* Those bringing students to school late should accompany their children to the office.
* At the elementary school, the circle in front of the cafeteria and first grade building is closed to all traffic except buses during the school day. Parents picking up students during the day must use the circle southwest of the cafeteria and behind the Harold Rigel gym.
* Adults should not be on the sidewalks at the elementary or gym areas adjacent to bus loading areas while students are arriving or leaving the grounds.
* Adults coming onto any school campus in School County School District 1 will be required to check in at the appropriate school office. Teachers will be notified by the office staff of any adult who should have access to the building or their classrooms.
* Parents should call the Elementary Office at 812-794-8743 for questions or concerns regarding students in grades Preschool- 5.

**ARRIVAL AND DISMISSAL PROCEDURES**

**ARRIVAL**

Parents bringing students to the elementary school may drop off youngsters on the southwest circle. Students may then enter the west cafeteria doors or kindergarten wing doors. Adults should not accompany students to their individual classrooms. Adults will not be allowed on sidewalks leading from the cafeteria to individual classrooms or in hallways.

The official school day begins at 8:20 and ends at 2:45. Students are not to arrive at school before 7:40. Students who arrive before this time will not be permitted in the building as we do not have personal to supervise them before 7:40. Students who do not ride a bus but wish to eat breakfast should arrive by 7:50 so they will have adequate time to eat without being tardy for class.

**DISMISSAL**

Students in grades PK and K will be dismissed at the PK-K doors beginning at 2:30. Students in grades 1-5 will be dismissed from their classrooms and escorted out by teachers beginning at 2:45.

Elementary students in grades PreK-5 being picked up by parents will be released through the west cafeteria doors unless parents request through the elementary office that they be allowed to walk to their vehicles. When picking students up after school, we ask that everyone please wait on the outside of the fenced area, or against the east wall of the Rigel Gym.

Everyone must park in the designated parking spots. Please do not park and block the driving lanes.

Any time students change buses or regular scheduled transportation, affected students MUST bring a signed and dated note from home. Telephone calls during the school day requesting changes WILL NOT be accepted.

**BUS CHANGES**

Bus riders are under the care and supervision of the bus drivers. Students not following bus safety rules will be subject to disciplinary actions being taken. Bus discipline reports will be filed by the bus driver in the elementary office. Parents will be notified in writing of the incident along with the action taken. Students who are suspended from riding a bus may not ride another bus until their suspension is over. In the event that a student must be suspended from riding a bus, parents are responsible for providing transportation both to and from school.

**TRANSPORTATION**

Bus riders are under the care and supervision of the bus drivers. Students not following bus safety rules will be subject to disciplinary actions being taken. Bus discipline reports will be filed by the bus driver in the elementary office. Parents will be notified in writing of the incident along with the action taken. Students who are suspended from riding a bus may not ride another bus until their suspension is over. In the event that a student must be suspended from riding a bus, parents are responsible for providing transportation both to and from school.

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\*SEE STUDENT DISCIPLINE PLAN FOR ADDITIONAL INFORMATION

**STUDENT DISCIPLINE PLAN**

**GENERAL INFORMATION**

It is our goal at Austin Elementary School to establish an environment in which our students feel safe, feel loved & have the opportunity to develop relationships that will assist them in developing academically, physically, socially & emotionally.

In order to achieve this goal, ALL stakeholders must participate in maintaining an effective & productive learning environment that is conducive for our students to feel safe, loved & develop appropriate relationships.  Proper decorum will ensure ALL students have the equal opportunity to become a responsible & educated individual.

The following standards of proper decorum are expected of all students enrolled at Austin Elementary School, as well as, when attending ANY school related or school sponsored activity!  Standards, proper decorum & consequences for violating the standards & proper decorum are outlined in this manual for your convenience.

**STUDENT BEHAVIOR EXPECTATIONS**

1. **Students are expected to respect ALL adults in the school setting.**

* This includes, but is not limited to, teachers, instructional assistants, custodians, cafeteria staff, parents & special visitors.
1. **Students are expected to respect fellow students.**
* This includes, but is not limited to, keeping hands off of others, using appropriate language when speaking to others & being courteous & kind to others.
1. **Students are strictly prohibited from “bullying” other students.**
* Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student.
1. **Students are expected to refrain from the use of violence, force, noise, coercion, threats &/or intimidation.**
* This includes, but is not limited to, fighting, hitting, kicking, verbal threats & inappropriate language.
1. **Students are expected to display proper behavior in the classroom that is conducive to**

**developing the proper learning environment.**

* Students will not be permitted to interrupt the educational processes of Austin Elementary School.
1. **Students are expected to use proper behavior in the hallways, bathrooms, sidewalks,**

**cafeteria & assemblies.**

* This includes, but is not limited to, walking in the building & reframing from horseplay in all areas of Austin Elementary School.

**7. Students are expected to use the electronic devices such as the school issued Chrome**

 **Chrome Book or iPad for educational purposes in the classroom.**

* + This includes, but is not limited to, playing games that have not been downloaded to the device by SCSD1 & watching YOUTUBE videos during class without the permission of the teacher.
	+ *Teacher discretion may be used regarding the instructional use of electronic devices in the classroom to support student achievement.*
	+ This includes, but is not limited to,, sending/retrieving/displaying texts/graphics that may reasonably be construed as obscene or abusive.
1. **Students are expected to refrain from the use of, possession of or selling of dangerous**

**or illegal substances!**

* This includes, but is not limited to, tobacco, electronic cigarettes, drugs or alcohol.
1. **Students are strictly prohibited from bringing/possessing the following items at**

**school:**

* This includes, but is not limited to, weapons or anything that resembles a weapon, firearms, tasers, lighters/matches, explosives, fire-works or incendiaries of any type.

**EXAMPLES OF DISCIPLINARY ACTIONS**

* Warnings from the classroom teacher (verbal or written)
* Assigned Seating
* Communication with parents (by phone call, letter or a conference)
* Privileges revoked (Special classes, recess, etc…)
* Lunch detention
* After-school detention (1 day a week will be designated for ASD)
* Saturday school (grades 4 & 5)
* In school suspension
* Out of school suspension
* Expulsion from school

**SCHOOL BUS EXPECTATIONS**

Riding the school bus is a **privilege** & is considered part of the school day when a student is on the school bus.  Therefore students are expected to adhere to Student Expectations & Proper Decorum during transportation to & from school.

1. Students are expected to respect & obey the bus driver***: The bus driver is in charge on the school bus.***
2. Students are expected to respect fellow students on the school bus.
3. Students are strictly prohibited from “bullying” other students.
4. Students are expected to refrain from the use of violence, force, noise, coercion, threats &/or intimidation while on the school bus.
5. Students are expected to use proper behavior that is conducive to school bus safety.
6. Students must remain seated at all times on the bus.
7. Students must keep arms, legs & other objects to themselves.
8. Students are strictly prohibited from throwing items from the windows of the school bus.
9. Students are prohibited from using inappropriate language or making inappropriate gestures on the school bus.
10. Food, of any type, or drinks must be kept in a backpack while on the bus unless the bus driver has granted permission.
11. Students are expected to refrain from the use of , possession of or selling of dangerous or illegal substances while on the school bus.
12. Students are strictly prohibited from bringing/possessing the following items on the school bus:
* Weapons/anything that resembles a weapon, firearms, tasers, lighters/matches, explosives, fire-works, incendiaries of any type, tobacco, electronic cigarettes, drugs or alcohol.

**Procedure When School Bus Expectations Have Been Broken:**

**(The nature of the student behavior will determine the severity of the punishment.)**

 1. The first bus referral, depending on the infraction, will result in a verbal/written warning from the elementary office.  (Parents will be notified)

2. The second bus referral, depending on the infraction, will result in detention during school operating hours. (Parents will be notified.)

 3. The third bus referral, depending on the infraction, will result in a week bus

 suspension.  (Parents will be notified)

 4. The forth bus referral, depending on the infraction, will result in a permanent

 bus suspension for the remainder of the school year.  (Parents will be notified)

Please note, any student committing any of the following infractions will face a bus suspension ranging from 2 weeks to permanent suspension for the remainder of the given school year:

* Fighting
* Possession of illegal substances
* Possession of tobacco
* Possession of alcohol
* Possession of drugs
* Possession of weapons
* Abusive or sexually explicit language
* Abusive or sexually explicit behavior

**GOALS AND OBJECTIVES FOR STUDENT BEHAVIOR**

GOALS

* To increase positive student behavioral choices & reduce negative behavior.
* To provide a positive academic environment which is safe, orderly & conducive to learning.

OBJECTIVES

* Increase the number of students with perfect attendance by 5%.
* Maintain state standard for overall school attendance.
* Decrease the number of office referrals for negative behavior by 10%.
* Decrease the number of school suspensions by 10%.

**STUDENT APPEARANCE**

To encourage a safe and orderly educational environment the following types of dress will not be allowed at Austin Elementary School.

1. Clothing and jewelry displaying alcohol, tobacco, drugs, violence, sexually explicit material, offensive words or pictures, or gang-related words or pictures may not be worn.
2. Sports jerseys must be worn with a t-shirt underneath.
3. Shirts should cover the midriff area. Shorts should not be excessively short.
4. No sagging pants or shorts. Pants should not drag the ground. Underwear should not show.
5. In the interest of safety, students should not wear shower shoes, or flip-flops. Shoestrings should be tied.
6. Excessive make-up, jewelry, hair coloring, or any apparel which distracts from the educational process will also be excluded.
7. Hats, bandanas, and other head coverings will not be worn.
8. Shoes with wheels are not allowed at Austin Elementary. Also, no backpacks with wheels should be used on school grounds.

Students will be asked to call home for other clothing if the administrative staff deems clothing inappropriate.

**BUILDING SAFETY & SECURITY INFORMATION**

The size of our building and the numerous entrances has prompted us to be concerned about the safety of our students and staff. Therefore, all outside entrances will be locked during the school day. There are buttons located beside each main entrance, which will allow you to speak directly to someone in the office to state the reason for requesting admittance to the building. We take the safety and security of our students and staff members seriously and make that a priority. Our goal is not to exclude parents from entering our building and we hope you see this as us being proactive.

**EMERGENCY DRILLS**

Drills are conducted regularly to help ensure the safety of the students at Austin Elementary School and Upper Elementary School. During fire, tornado, and lockdown drills, students are expected to:

* Follow directions of the adult in charge
* Go to designated safe area with no running or pushing
* Remain quiet so that further directions can be heard

Parents arriving during drills will not be allowed to enter the building.

**STUDENT ATTENDANCE**

Chronic absenteeism and habitual truancy are important predictors of school performance, including high school graduation. Therefore, good habits of attending school on time, each day is very important beginning as early as preschool. Average daily attendance rates often mask the number of students who are chronically absent. Research completed by the Center for Evaluation and Education Policy at Indiana University indicate that students in Indiana's public school corporations who are chronically absent from school perform at lower levels on Indiana's student learning assessments. Further, students who are routinely absent are also more likely to drop out of high school prior to earning their high school diploma.

**GENERAL RULES**

1. Regular attendance and punctuality is important for maximum performance.
2. Any student returning to school after an absence is required to bring a note signed by a parent or guardian or a doctor’s excuse. Failure to do so will result in an unexcused absence. This means the student will receive no credit for make-up work or tests.
3. It is essential for your child to arrive at school before classes begin at 8:20. Tardiness will result in loss of recess or special class time to make up missed work.
4. Students who do not attend school during the regular school day are not allowed to attend school functions in the evening.
5. Students who are tardy for school must be signed in by a parent in the elementary office.

**SCSD1 ATTENDANCE POLICY**

**4 Unexcused Days** The parent/ guardian will be notified in writing of the student’s absence.

**7 Unexcused Days** The parent/guardian will be required to attend a meeting with the building attendance officer or his/her designee to discuss the student’s attendance.

**9 Unexcused Days** The parent/guardian will be required to attend a meeting with the SCARB review board. The building attendance officer or his/her designee will call to schedule a meeting.

**10 Unexcused Days** The parent/guardian will be reported to the Prosecutor’s Office and/or Department of Child Services.

IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without bring absent under a parental request filed with the school. Chronic Absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason including excused, unexcused, and exempt absences.

The following actions could be the result of habitual truancy, or chronic absenteeism:

* Referral to Scott County Prosecutor’s Office
* Report made to the Department of Child Services
* Loss of credits
* Retention

**CLASSIFICATION OF ABSENCES**

ALL absences, whether excused, unexcused, or exempt, count against a student’s perfect attendance. Each type of absence is described below.

**Excused** According to the Indiana Department of Education, excused absences are defined as absences that the school corporation regards as legitimate reasons for being absent from school. A note from a medical professional, or parent must accompany the student upon their return to school for the absence to be excused. When an absence is classified as excused, the student is entitled to complete missed assignments or tests for full credit.

SCSD1 recognizes the following as excused absences:

* Personal Illness
* Medical, Dental, or Mental Health Appointments
* Legal Appointments
* Funeral Leave
* Maternity
* Military Connected Families (e.g. absences related to deployment and return)

**Unexcused** An unexcused absence is any absence not covered under the definition of excused. No credit for work will be given when an absence is unexcused.

**Exempt** Under certain circumstances, the law requires the school to authorize the absence and excuse of a student. The following will be recognized as exemptions by SCSD1.

* Serving as a page or honoree of the General Assembly
* Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election
* Being subpoenaed to testify in court
* Serving in the National Guard for no more than 10 days
* Serving with the Civil Air Patrol for up to 5 days
* The student participates in the Indiana State Fair for educational purpose

**STUDENT GRADING, REPORT CARDS AND HOMEWORK**

**STUDENT REPORT CARDS**

Students will receive report cards at the end of each nine week grading period. Teachers will also send home Midterm reports during the middle of each grading period for parents who wish to view student progress.

**GRADING SCALE**

**Grades 1-5**

100-94 A

 93-85 B

 84-75 C

 74-65 D

 64-0 F

**HOMEWORK**

Homework assignments provide the opportunity for students to practice, reinforce, apply, and extend the skills they are learning throughout the regular school day. Homework also helps to develop strong study skills and work habits, as well as a sense of responsibility. The recommended amount of time a student should be asked to complete really depends on the child. Some students work slower than others, which could result in homework taking longer for those students. Homework is based on a reasonable amount of time that it would take the average student to complete. Teachers at Austin Elementary are given guidance at the beginning of the school on appropriate amounts of homework per grade level.

**IDEAS FOR HELPING YOUR CHILD**

**Parents can do their part to improve homework when they:**

* Cooperate with the school to make homework effective.
* Provide your child with suitable study conditions (desk, table, lights, books, supplies, etc.).
* Reserve a regular time for homework and **turn off the television, devices, and video games.**
* Encourage your child, but avoid undue pressure.
* Show interest in what your child is doing, but do not do the work for him/her.
* Understand that teachers expect homework to be completed neatly and returned on the date due.

**Children can improve their study habits if they:**

* Record each assignment in an assignment book.
* Understand each assignment completely. Ask questions when necessary.
* For the habit of setting a regular time and place for study. The location should offer adequate lighting, ventilation, and a quite atmosphere.
* Have necessary materials at hand.
* Try to develop the skill of working independently.
* Spend enough, but not too much time, on each subject.
* Use time wisely. Concentrate on the task at hand and get it done!

**CHANGE OF ADDRESS, CUSTODY, RECORD’S REQUEST**

**CHANGE OF STUDENT INFORMATION**

Please notify the office as soon as possible of any change of address and/or phone number (home or emergency). If this move takes you out of the school district: make the teacher and office aware. return all textbooks and library books. notify the bus driver. If the school does not have updated information, school personnel might be unable to reach you should an emergency occur.

**CUSTODY**

It is necessary that school records are accurate regarding custody and visitation privileges where a student’s parents are no longer living at the same address. It is the responsibility of the custodial parent to bring the final divorce decree stating custodial rights to the school. If the non-custodial parent is to pick the child up from school, the custodial must notify the school in writing.

**THE SCHOOL IS NOT THE APPROPRIATE PLACE FOR VISITATION AND/OR EXCHANGE OFCUSTODY**.

**STUDENTS TRANSFERING TO ANOTHER SCHOOL**

* Make teacher and office aware.
* Return all textbooks and library books.
* The new school will request student records upon enrollment

**HEALTH AND SAFETY**

**MEDICATIONS**

If either prescription or nonprescription medication is to be taken at school, please be sure to use the following guidelines.

* Medications must be sent to school in the original container with the child’s name on the container and taken to the school nurse.
* Written permission must accompany the medication.
* Medication that needs to be given requires a release form to be signed by the parent.
* Prescription medication requires a separate release form.
* Children must be fever free and vomit free 24 hours before returning to school.
* **Medications will not be given at school unless these guidelines are followed.**

**BALLOONS**

Due to increased reactions caused from latex allergies, no balloons are allowed on school property unless they are Mylar balloons. The local flower shops are aware of our policy and can assist you in choosing balloons that are not latex.

**Head Lice**

Austin Elementary School has a no-nit policy meaning that your child will not be allowed to return to school until treated and **ALL lice eggs have been removed**. When your child is ready to return to school, the school nurse must check them before they will be allowed to go to their classroom. Students will have one excused day for head lice. All other days will be unexcused. **Do not send students on the bus.** The parent or guardian must accompany them to school in case further treatment is necessary. If you have any further questions, contact the school nurse at 794-8747.

**TREATS**

It is the policy of Austin Elementary School not to allow students to bring homemade treats to school to be shared with classmates. If you would like to send in treats to be shared by a whole class, please be sure that they are store bought items. Treats must be unopened and sealed in the original packaging. If you purchase cupcakes or cookies from a grocery store, please ask the store to seal the package. If you order pizza for your child’s classroom it must be delivered to the school by the pizza parlor. Pizza delivered by an individual will not be accepted.

**FEVER, VOMITING, AND DIARRHEA**

Austin Elementary School has a policy which prohibits students with the following symptoms being in attendance at school. Those symptoms would include, but are not limited to fever, vomiting, or diarrhea. Students must remain symptom free for at least 24 hours before returning to school.

**TEACHER REQUESTS**

Teacher requests for the next school year will be accepted on the Monday following Kindergarten enrollment. Teacher requests will not be accepted after the last day of the regular school year. Parents are required to provide a first and second choice. Austin Elementary School will strive to fulfill parent requests, however, student placement is always at the discretion of the administration.

**STUDENT TEXTBOOKS AND ELECTRONIC DEVICES**

All students at Austin Elementary School have access to textbooks, as well as electronic devices. Students in grades PK-2 will utilize iPads. Students in grades 3-5 will use Chrome Books. Student devices *will not* go home for any reason.

**COMPUTER LUNCH ACCOUNT SYSTEM**

The Scott County School District 1 School Meal Program operates under a computerized system. All students, whether they receive free meals, reduced-price meals, or a full pay and all school staff will have a cafeteria account opened for them that operates much the same as most bank accounts. You put money into the account and as purchases are made from the cafeteria, money will be deducted from the account.

All students MUST BRING THEIR MONEY ENCLOSED IN AN ENVELOPE WITH THEIR NAME, GRADE AND AMOUNT WRITTEN ON THE FRONT OF THE ENVELOPE.

The computer system makes it easier for you to pay for more than one week at a time without causing bookkeeping problems. We encourage you to do so. Envelopes may be turned in to your child’s teacher or dropped in the collection box in front of the office at any time. It is very important that you keep money in your child’s account in order not to reach a deficit.

**CHANGE WILL NOT BE GIVEN; THE ENTIRE AMOUNT WILL BE CREDITED TO THE CHILD’S ACCOUNT.**

**NO CHARGE POLICY**

As you know, Austin Schools, as well as other schools in the state, are being hit hard with State Budget cuts. Because of these cuts, we will no longer be able to carry any debt in the School Lunch or Book Rental accounts.

If you think you may qualify for assistance in school year 2019-2020, please feel free to fill out the appropriate forms in July/August 2014. Please watch the paper for dates.

**If you do qualify for assistance in school year 2019-2020, any negative balance your student has on his/her account is still owed and must be paid in full in order for us to continue to meet every students needs.**

**Effective August 1, 2010, students will no longer be allowed to charge school meals. There will be a strict NO CHARGE POLICY in effect. There will be NO EXCEPTIONS TO THIS RULE. ALL STUDENTS WILL BE REQUIRED TO HAVE MONEY IN THEIR ACCOUNT TO RECEIVE SCHOOL MEALS.**

**If your child owes a balance when school starts on August 4, 2014, it will need to be paid in full in order for them to receive school meals. If you cannot pay in full by August 4, 2014 you will need to provide meals for your student until the balance is paid. After that time, your child must have money in his/her lunch account in order to purchase school meals.**

You have the ability to sign your student up for MealPay Plus giving you the ability to deposit money into his/her lunch account to keep it up-to-date.

The web address is: [**www.mealpayplus.com**](http://www.mealpayplus.com/)**.**

The phone number is: **800-531-0251**

**SCHOOL DELAYS AND CLOSINGS**

**One Hour Delay**

Buses will run one hour later than normal scheduled time.

**Two Hour Delay**

Buses will run two hours later than normal scheduled time.

**School Closings**

For information on school closings listen to WMPI 105.3 FM or the cable TV on the Community Channel 25 or 8.6. A school react call will also be sent out.

**Scott County School District 1 Telephone Broadcast Service**

Dear Parent,

In our effort to improve communication between parents and school, Scott County School District 1 is implementing a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach, a company specializing in school-to-parent communications. Scott County School District 1 will continue to report school closings due to snow or weather on Cable Ch. 25 or 8.6, WAVE 3, WHAS 11, WLKY 32, and FOX 41 TV as well as WPMI 105.3 Radio and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all phone numbers in our selected parent contact lists and will deliver a pre-recorded message. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call. PLEASE NOTE THE FOLLOWING:

1) This requires No registration by the parent on the SchoolReach website.

2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

3) **Please do not call the schools or the Superintendent's office; this ties up the phone lines and makes emergency calls difficult.**

**BOARD OF SCHOOL TRUSTEES**

**SCOTT COUNTY SCHOOL DISTRICT 1**

**STUDENT SEXUAL HARRASSMENT POLICY**

The school board recognizes that a student’s right to an appropriate education includes an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to harmonious relationships.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of sexual nature by a staff member or another student.

The sexual harassment of a student of this Corporation is strictly forbidden. Any student, professional staff member or agent of this Board who is found to have sexually harassed a student or other employee of this Corporation will be subject to discipline. Any student who has been exposed to sexual harassment by another student, any professional staff member or agent of this Board is encouraged to report the harassment to the building principal. Complaints concerning a building principal should be directed to the Superintendent of Schools.

The Superintendent shall instruct all students, professional staff members and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

29 CFR 1604.11

**SCOTT COUNTY SCHOOL DISTRICT 1**

**AND BOARD OF SCHOOL TRUSTEES**

**PEST CONTROL AND USE OF PESTICIDES**

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

A. annually inform parents and staff members of the Corporation’s

 pest control policy at the of student registration by a

 separate memorandum or as a provision in the staff and/

 or student handbook;

B. provide the name and phone number of the person to

 contact for information regarding pest control;

C. establish a registry of parents and staff members who

 want to receive advance notice of all pesticide use and

 provide such notice;

D. provide notice of planned pesticide applications to

 parents and employees who have requested advance

 notice;

E. maintain written record for ninety (90) days of

 any pesticide applications.

The Corporation will provide notice to those in the registry at least (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation. The Superintendent shall prepare administrative guidelines for the implementation of this policy.

**AUSTIN ELEMENTARY SCHOOL**

**SCHOOL / PARENT INVOLVEMENT POLICY & PLAN**

**STATEMENT OF PURPOSE:**

The involvement of parents and community members is essential to the nurturing students. Every effort to invite and consider parent and community input will be made to ensure the success of our students.

Based on the needs assessment, the following parent involvement strategies were outlined:

1. District parent/community involvement plan and School-Parent Compact will be distributed to parents and students in the *Student/Parent Handbook*, which is distributed annually at the Back-to-School Night facilitated by each grade level team. Teachers will review the handbook and policies with the students at the beginning of the year. Parents will be asked to read and discuss the handbook with their students.
2. Parents will be offered flexibility in attending parent meetings, such as:
* Parent/Teacher Conferences, Preschool and Kindergarten enrollment, parent meetings to discuss and review ISTEP+ data, Scholastic Book Fairs will be offered both in the afternoon and evening times.
* Child care will be provided for Back-to-School parent nights.
* Home visits will be conducted by school personnel upon request and/or as the need arises. (e.g., delivery of back-to-school information, parent/teacher conferences, obtaining permission for special services, testing, to facilitate communication)
1. Parents are invited to participate in the planning, review, and improvement of programs, including the parental involvement policy by:
* Serving as members of the school improvement team which meets on an on-going basis to examine student data, review the school plan, and make revisions to the school improvement plan.
* The school improvement team revisits and revises the School Parent Involvement Policy annually.
* Information about school policies and involvement opportunities are communicated to all parents through direct parent contact by the following staff: classroom teacher, counselor, principal and secretary.
* Being asked to serve on committees as needed.
1. Annual and regular meetings of parents will be convened to discuss school wide programs. Some examples include:
* The principal will hold informational meetings, grade level teams will review information at Back-to-School night meetings, and information will be disseminated to parents on a regular basis about implementation of our school wide program.
* Parents will be informed about specific elements of the school wide program, such as: grade level Indiana Academic Standards; assessments used to monitor student progress toward achievement of the standards; and the grade level benchmarks to demonstrate mastery of the standards by:
	+ Back-to-School nights facilitated by grade level teams
	+ The district’s Web-site *Parent Information* will provide information on staff, classroom projects and which Indiana Academic Standards are targeted at each grade level.
	+ The annual ISTEP+ interpretation meeting
	+ Monthly calendars
	+ Informational letters disseminated from the school in advance of ISTEP+ administration
* During Back-to School nights facilitated by grade level teams, parents will be encouraged to request support whenever needed and provided a variety of mechanisms to notify teachers of this need.
* All evaluations of parent involvement activities will include an opportunity for parents to give input on future needs.
1. Parents and community members will be given timely responses to their concerns and suggestions
	1. *Parental Community Involvement Resource* binder will be available in each school office

Process: Parent/Community members may submit their concerns/suggestions verbally or in a written form by filling out a Parent/Community suggestion form. Administration has two weeks to respond to the submission. Submissions will be filed for up to 2 years as a record and measurement of concerns and solutions that may affect policy or procedures. The information may also be used to periodically revise the parent/community involvement policy and/or school wide program design. In addition, every parental involvement activity will provide parents with an opportunity to give input.

1. The school will increase the capacity for strong parental involvement by:
* Parents will be informed about grade level Indiana Academic Standards, assessments used to monitor student progress toward achievement of the standards, and the grade level benchmarks to demonstrate mastery of the standards at:
	+ Back to School nights facilitated by grade level teams
	+ The district’s Web-site *Parent Information* will provide information on staff, classroom projects and which Indiana Academic Standards are targeted at each grade level.
	+ The annual ISTEP+ interpretation meeting
	+ Monthly calendars
	+ Informational letters disseminated from the school in advance of ISTEP+ administration
		- Parents will be provided with materials and training to help them improve their child’s achievement such as:
	+ Providing literacy training for parents along with literacy materials that may be used at home
	+ Disseminating grade level Indiana Academic Standards
	+ Classroom newsletters containing information regarding the upcoming week’s instruction and the connection to grade level standards
	+ Newsletters from the counselor containing a variety of information about parenting skills, homework tips, health information, nutrition, discipline tips
	+ The district’s Web-site *Parent Information* will provide information on staff, classroom projects and which Indiana Academic Standards are targeted at each grade level
	+ Back-to-School nights facilitated by the grade level teams will provide information about grade level Indiana Academic Standards, assessments used to monitor student progress toward achievement of the standards, and the grade level benchmarks to demonstrate mastery of the standards.
	+ Parent/teacher conferences
	+ Home Visits, upon request, or as needed
		- Opportunities for parent/community involvement will be coordinated with other

 programs such as the 21st Century Learning after school program and Head Start,

 which include:

* + Classroom teachers meet with parents of children in Head Start to discuss expectations for students in kindergarten.
	+ Preschool education will be provided in the elementary school. Discussions between Head Start and school personnel will be held to align instruction between the two programs and adjust scheduling to allow students to participate in both programs.
	+ School personnel attend case conferences for incoming special need preschool and kindergarten students.
	+ The Director of the After School 21st Century Program will implement a parent night to provide resources and activities to help parents support their child’s learning.
	+ A provider fair with multiple agencies and programs (e.g., Head Start, counseling services, WIC) will be set up for parents to receive information during Parent Teacher Conferences and Kindergarten Round-up.
		- Provide information for educators, with the assistance of parents, on how to best support parents by:
	+ Training educators on Joyce Epstein’s *Six Types of Parent Involvement*
	+ Inviting parents to participate in career day and share information with students and teachers
	+ All evaluations of parent involvement activities will include an opportunity for parents to give input on future needs.
		- The school will ensure, to the extent possible, that the information sent home is in a language and form that parents can understand.
	+ The English as a Second Language designated teacher will directly communicate with parents to clarify information as needed.
	+ Information materials will be disseminated in the student’s language, when available. All information disseminated will be reviewed to ensure clear understanding by all audiences.
		- The school will provide other reasonable support for parental involvement activities as parents may request. All evaluations of parent involvement activities will include an opportunity for parents to give input on future needs.
1. School-Parent Compact (see below) it describes the responsibilities of the school, parents, and students to improve student performance and the means in which to do so. Parent signature is strongly encouraged.
2. Build communication between teachers and parents on an on-going basis by:
	* + Conducting parent teacher conferences, annually at a minimum, and discuss the attached School Parent Compact as the compact relates to the individual child’s achievement.
		+ Frequent reports to parents on their child’s progress (mid-term reports, quarterly report cards, phone calls, agendas in the Student Planners /3-way communication between parents, students, and teachers)
		+ Reasonable access to staff (see above bullet), opportunities to volunteer and participate in their child’s classroom, and observation of classroom activities.

**AUSTIN ELEMENTARY PARENT/SCHOOL COMPACT**

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

**STAFF PLEDGE**

I agree to carry out the following responsibilities to the best of my ability:

* Teach classes through challenging lessons that promote student achievement.
* Endeavor to motivate my students to learn.
* Have high expectations, and help every child to develop a love of learning.
* Communicate regularly with families about student progress.
* Provide a warm, safe, and caring learning environment.
* Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
* Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming place for families and that help each student achieve the school’s high academic standards.
* Respect the school, students, staff, and families.
* Provide high-quality curriculum & instruction that meets the needs of all students.

**STUDENT PLEDGE**

I agree to carry out the following responsibilities to the best of my ability:

* Come to school ready to learn and work hard.
* Bring necessary materials, completed assignments, and homework.
* Know and follow school and class rules.
* Communicate regularly with my parents and teachers about

school experiences so that they can help me to be successful in school.

* Read every day after school.
* Respect the school, classmates, staff, and families.

**FAMILY/PARENT PLEDGE**

I agree to carry out the following responsibilities to the best of my ability:

* Provide a quiet time and place for homework, and monitor TV viewing.
* Read to my child or encourage my child to read every day (20 minutes

PreK-3, and 30 minutes for grades 4-6.

* Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
* Regularly monitor my child’s progress in school.
* Participate at school in activities such as attending parent-teacher conferences.
* Communicate the importance of education and learning to my child.
* Respect the school, staff, students, and families.
* Volunteer in my child’s classroom, when available to me.

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Scott County School District # 1**

**Parent Involvement Policy**

Scott County School District 1 intends to follow the parental guidelines in accordance with *No Child Left Behind Act of 2001* as listed below. The involvement of parents and community members is essential. Efforts to invite and consider parent and community input must be made to ensure the success of our students. A team of parents, teachers, and administrators developed the following district parent/community involvement plan.

I. District parent/community involvement plan is distributed to parents and students in the School Handbook. Teachers review the handbook and policies with the students. Parents are asked to read and discuss the handbook with their students. In addition, information about school policies and involvement opportunities are communicated through direct parent contact by the following staff: Parent/School Coordinator, School Counselor, Reading Coach, Classroom teachers, and Principal, Assistant Principal

II. Parents and community members are involved in the development of the district’s local plan under section 1112 and in the review process of the school improvement plan under section 1116.

III. Schools’ and parents’ capacity for strong parental involvement will be built by using technical assistance and professional development opportunities.

1. Grade specific standards and suggestions for working with students will be presented to parents of students at all levels at the Back to School meetings presented by the grade level team.
2. Materials and training on how parents can improve their child’s achievement will include:
	* All grade 1-5 students will be trained to use appropriate computer programs to support learning at home. These programs can be accessed from the Internet. All grade 1-5 parents will receive information concerning these programs.
	* Information and training on how to support their child’s achievement will be disseminated at the Back to School night facilitated by each grade level team.
	* Individual support for parents will be provided by literacy coach, school counselor, and classroom teachers upon request and/or as needed.
* The school counselor will recommend and send home a specific newsletter with strategies for involvement. The Home School Connection is an example of one such resource.

 C. Opportunities for parent/community involvement will be coordinated with other

 programs such as the 21st Century Learning after school program and Head Start, which include:

* Classroom teachers meet with parents of children in Head Start to discuss expectations for students in kindergarten.
* Preschool education will be provided in the elementary school. Discussions between Head Start and school personnel will be held to align instruction between the two programs and adjust scheduling to allow students to participate in both programs.
* School personnel attend case conferences for incoming special need preschool and kindergarten students.
* The Director of the After School 21st Century Program will implement a parent night to provide resources and activities to help parents support their child’s learning.
* A provider fair with multiple agencies and programs (e.g., Head Start, counseling services, WIC) will be set up for parents to receive information during Parent Teacher Conferences and Kindergarten Round-up.
1. School staff will be educated on how to build ties between home and school by:
* Training parents on Joyce Epstein’s *Framework of the Six Types of parent Involvement”*.
1. The school will ensure, to the extent possible, that information sent home is in a language and form that parents can understand.
* The English as a Second Language designated teacher will directly communicate with parents to clarify information as needed.
* Information materials will be disseminated in the student’s language, when available.
* All information disseminated will be reviewed to ensure clear understanding by all audiences.
1. Other reasonable support for parental involvement as parents may request, which include:
* All evaluations of parent involvement activities will include an opportunity for parents to give input on future needs.

IV. Opportunities for parent/community involvement will be coordinated with other

 programs such as the 21st Century Learning after school program and Head Start.

V. An annual evaluation process of parent/community involvement will be conducted

 at the end of the school year.

VI. Information gathered from the evaluation will be used to develop strategies to

 increase parent/community involvement and revising school policy/procedures as

 needed

VII. Parents/community members will be enabled to play these key roles:

1. Teacher– Helping their child to complete and understand assignments

2. Supporter-Contribute their skills to the school

 3.Advocate-helping their child to receive fair treatment

 4. Decision maker-Participate in joint problem solving with the school.

**SCOTT COUNTY SCHOOL DISTRICT 1**

**PARENTS’ RIGHT-TO-KNOW**

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6) *PARENTS’ RIGHT TO KNOW,* this is a notification from Scott County School District # 1 to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student’s classroom teachers. This information regarding the professional qualifications of your student’s classroom teachers shall include the following:

* If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
* If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waved;
* The teachers baccalaureate degree major, graduate certification, and field of discipline; and
* Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal at:

Elementary School 794-8743

 Upper Elementary 794-9601

 Middle School 794-8740

 High School 794-8730