

**AUSTIN STUDENT HANDBOOK**  
**Preschool-Grade 5**  
**2018-19**

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. Any information or policies not addressed in this handbook will follow the same guidelines as the Middle School or High School handbook.

**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.

**VISITORS**

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. At the elementary school, parents will still be allowed to bring their children to school on the first day of school.

**GENERAL RULES**

Austin Elementary will be LOCKED each day between 8:30 a.m. – 2:30 p.m.

Anyone entering the elementary after 8:30 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.

No adults should be on the sidewalks at the elementary or gym areas adjacent to bus loading areas while students are arriving or leaving the grounds.

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.

### **ATTENDANCE POLICY** **Austin Elementary School**

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. A total of ten absences will be excused by parent notes or doctor excuses. After ten parent excuses have been received, future absences will require a doctor's excuse.
4. After ten excused or unexcused absences or tardies a conference will be scheduled to discuss academic progress, and to avoid future attendance problems which could lead to retention.
5. 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.
6. Students who do not attend school during the regular school day are not allowed to attend school functions in the evening.
7. Students who are tardy for school must be signed in by a parent in the elementary office.

## **Excessive Absences & Tardiness**

Any student with excessive absences or tardiness will be turned in to the attendance officer. Any further action will be sought as necessary in accordance with Indiana's compulsory school attendance laws.

### **Arrival**

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 personnel 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 PreK-5 will be dismissed from their classrooms and escorted out by teachers beginning at 2:45.

Elementary students in grades PreK-3 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.

Students in grades 4 and 5 will be dismissed at the east doors of the Upper Elementary. 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.

## 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.

### Bus Changes

It is the policy of Austin Elementary School not to allow students to change buses without a signed note from home. This is for their protection. Small children can easily become confused. Often there is no one at home or there is no phone to confirm transportation arrangements. **Therefore, parents must send a note for each bus change.** Telephone calls requesting transportation changes **WILL NOT** be accepted. Please help us each day to work to ensure that all students are placed on the correct bus each day and arrive home safely.

### Bus Rules and Regulations

**Riding the school bus is a privilege which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this to prevent further occurrence.**

#### **Before the bus arrives:**

- Leave home on time each day.
- Walk facing traffic if there are no sidewalks.
- Arrive at the pick up spot five minutes before the bus arrives.
- Wait off the roadway, not in the street.
- Stay off people's lawns and private property.

#### **Boarding the bus:**

- Wait for the bus to come to a full stop.
- Be polite and take your turn getting on the bus.
- Use the handrail.

### **Conduct on the bus:**

- Follow the directions of the bus driver at all times.
- Walk to assigned seats and remain there. (Do not stand or move around while the bus is moving.)
- Do not talk to the bus driver unless it is necessary. (Drivers need to keep their minds on driving and their eyes on the road.)
- Talk quietly so that the driver can hear traffic sounds.
- Keep arms, feet, and school books out of the aisles.
- Do not open or close windows without permission.
- Keep hands and head inside the bus. Do not stick or throw anything out of the windows.
- Loud, profane language or yelling is not permitted.
- Smoking is not permitted.
- Do not deface or litter on the bus.
- The possession of knives or any weapon-like objects on the bus is forbidden.
- Tobacco products of any kind are prohibited at the bus stop and on the school bus.

### **Leaving the bus:**

- Do not leave your seat until the bus comes to a full stop.
- Take your turn; don't crowd in front of others.
- Use the handrail.
- Watch your step.
- Look both ways, and check for turning cars before you cross the street.

### **In case of an emergency and when the driver must leave the bus:**

- Stay seated.
- Do not touch emergency equipment.
- Depend on the Driver's training to take care of the situation.

### **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.

## **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.

SAMPLE LETTER TO BE SENT HOME

DATE: <Current Date>  
TO: PARENT/GUARDIAN  
FROM: SCHOOL NURSE  
SUBJECT: **HEAD LICE**

Screening procedures have revealed that your child, <First Name> <Last Name> appears to have head lice. Please read the attached letter for treatment procedures. A lice infestation should not be a source of embarrassment to either child or parent. The important thing is to treat your child (and all members of the household) promptly and correctly.

Please contact the school nurse if you have questions or need further information.

Student's Name: <First Name> <Last Name>

---

READMISSION

**Our 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 children are ready to return to school, you will need to bring them to school to be checked by the school nurse before the student returns to class. DO NOT SEND THEM ON THE BUS!! THEY WILL GET SENT BACK HOME!!!! Failure to comply with our policy could result in a report being made to Child Protective Services. If you have any further questions, contact the school nurse at 794-8747. The school nurse is the only person who can clear a student to return to class. No Doctors or Health Department excuses will be accepted for head lice!**

Thank you for your help with this issue.  
Your School Nurse

Dear Parent and Students:

Head lice have become a growing problem across the nation as well. Lice do not respect race, religion, age, social status, or education. This letter is designed to give you some general information about head lice and to enlist your help in preventing a problem in our schools during the coming year.

### **HOW DO YOU RECOGNIZE THE PROBLEM?**

- Itching of the scalp, persistent scratching especially about the neckline and ears.
- Seeing live lice: These are brown, grayish-white or may assume the color of the person's hair and are about the size of small ants. The lice should not be confused with dandruff which is thin and flaky.
- Seeing lice eggs (nits) attached to the hair shaft near the scalp: Nits are shiny, grayish-white ovals that look like dandruff or droplets of hair spray but cannot be flicked off.

### **HOW DO YOU GET HEAD LICE?**

- Head lice crawl from one person to another by direct contact. They do not hop, jump or fly.
- Lice are transmitted by means of combs, hats, wigs, brushes or other objects which come in contact with hair.
- They can fall on clothing, book bags, backpacks, sofas, rugs, pillows, bed linens and from there crawl into the hair of people who previously were not infested.

### **HOW DO YOU CONTROL HEAD LICE?**

It is the responsibility of parents to inspect their children's hair. Schools cannot be expected to assume this responsibility on a regular basis.

- Do not share hats, coats, head gear, combs, or brushes.
- Inspect hair weekly or more often for presence of lice and/or nits.
- If you find lice or nits, treat promptly and according to directions accompanying the product used.

## HOW DO YOU TREAT HEAD LICE?

1. Inspect the hair of all family members and treat those who are infested. Anyone sharing a bed with an infested person should be treated even if no lice or nits are seen.
2. Most treatments consist of applying a special medication to the scalp and hair following package directions. These preparations come in liquid form and can be bought in drug stores. Most do not require a doctor's prescription. Read instructions carefully especially noting if preparation is applied to wet or dry hair. IT MUST BE STRESSED THAT THESE PRODUCTS ARE STRONG CHEMICALS AND THUS SHOULD NOT BE OVER-USED. THESE PRODUCTS SHOULD NOT BE USED ON INFANTS UNDER ONE YEAR OF AGE, PREGNANT WOMEN, OR NURSING MOTHERS WITHOUT A PHYSICIAN'S ADVICE AND APPROVAL.
3. Nit removal may be aided by soaking the hair with a solution of half water and half white vinegar and applying a damp towel soaked in the same solution for 30 to 60 minutes. A fine tooth comb should then be used to go through each section of hair. Back combing may aid in nit removal or use of a flat head pair of tweezers to remove stubborn nits still clinging to the hair. Hair can then be rinsed in warm water.

**27503904.** **Lice can not live off of a human for longer than 18 hours. They have to have human blood to survive.** So wherever the child slept do not let them sleep there for 24 hrs. Then where ever the child sleeps that night do not let anyone go around that area for 24 hrs.

**27503905.** Articles such as combs and brushes should be thoroughly washed in hot water or discarded.

**27503906.** To remove lice from rugs, upholstered furniture, car seats, mattresses, etc. vacuum thoroughly and immediately throw vacuum bag away and remove from the home.

**27503907.** You may mix a bottle of Tea Tree Oil in a bottle of shampoo. Wash hair with mixture everyday. Do not skip a day of shampoo!! This may be purchased at any Herbal store or your local Wal- Mart in the Vitamin section.

**27503908.** Use Olive Oil treatment - this helps smother live lice. It does not kill the nits but does make it easier to remove. Saturate the hair with olive oil and massage it into the hair and scalp. Cover the head with a shower or swim cap, tie in place and leave on for 8 hours. Do not do this while children are unsupervised - the cap may come loose and choke the child.

**27503909.** Use Vinegar treatment - same as Olive Oil.

## HOW DOES THE SCHOOL TREAT LICE?

If student is discovered to have head lice:

1. The parent is notified. If live lice are found student will be sent home immediately. If nits only are found a letter will be sent home and student sent back to class for the day. **Neither one will be allowed to return unless rechecked.**
2. The student should be treated or head lice before returning to school.
3. All live lice and nits have to be removed.
4. School nurse rechecks student. **Suggested time 7:50 am - 10:50 and 1:00pm - 3pm. If you arrive between this time frame medication students will be coming in and out of office. Also between 7:50 and 8:45 students will be coming in and out of office.**  
27504000. No Doctor or Health Department can clear student. Only the school nurse can clear a student.  
27504001. Starting on second day of absent the student will receive 0's for all grades until cleared for return.  
27504002. Doctor excuses will not be taken during lice absent unless Hospitalized or Surgery.  
27504003. If family has trouble eliminating the head lice our school Social Workers would go to the students' home.  
27504004. In some instances, student in an entire classroom may be checked for lice, however, this is time consuming and an interruption in the instructional program. Parents are expected to assume responsibility of checking their children's hair on a regular basis.  
27504005. The use of insecticide spray in a school setting for treating the environment is not done or advised because of the toxicity and possible allergic reaction of students and/or staff. Thorough vacuuming and cleaning is sufficient at home and school.

School Nurse  
Phone: 794-8747

---

## Meningococcal Disease Information

### Q. What is meningococcal disease?

A. Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

### Q. How is this germ spread?

A. The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions.

### Q. What are the signs of being sick with this germ?

A. Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

### Q. Who is at highest risk for getting the disease?

A. Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

### Q. Can meningococcal disease be prevented?

A. Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

### Q. What vaccines may prevent a child from getting this germ?

A. Two vaccines are available to prevent this infection:

#### **Meningococcal Conjugate Vaccine (MCV4), which is *Menactra***

This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

- Young adolescents at the pre-adolescent visit (11-12 years old)
- Adolescents at high school entry (about 15 years old)
- Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

#### **Meningococcal Polysaccharide Vaccine (MPSV4), which is *Menomune***

This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccination every 3-5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department.

Additional information may be found at the following websites:

- <http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>
- [http://www.cdc.gov/nip/vaccine/mening/mening\\_fs.htm](http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm)

Information supplied by the Indiana State Department of Health – SEA 326 - 2005  
7/12/2005

# This office participates in

## Benefits of using CHIRP

- Providers can determine when a patient is due or overdue for vaccinations based on up-to-date guidelines.
- Providers reduce under and over immunization by viewing immunization records from multiple providers.
- Providers can print Official Immunization Cards for day care, school, camp, or employment.
- Providers have access to the Indiana State Department of Health lead screening test results.



**Indiana State  
Department of Health**  
*An Equal Opportunity Employer*

# CHIRP

*CHIRP is the free and innovative online system that stores and updates immunization records of both children and adults in Indiana. It is confidential and secure.*

Indiana State Department of Health  
Immunization Program, 6A-22  
2 N Meridian St  
Indianapolis, IN 46204

(888) 227-4439 ♦ (317) 233-8827 - FAX ♦ CHIRP@isdh.in.gov

02/08

## **CONDUCT**

Students are expected to behave in a manner that shows respect to adults and other students at all times. Self discipline is one of the toughest lessons that we learn in our lifetime. No student should keep a teacher from teaching or another student from learning. Therefore, students should follow the list of student expectations outlined on this next page. These expectations must be followed at all times throughout the day.

### **Student Expectations**

1. We take responsibility for learning.

This means:

- We arrive at school on time.
- We are prepared for class.
- We demonstrate a serious and responsible attitude in daily work.

2. We act in a peaceful and appropriate manner at all times.

This means:

- We respect other people's property and personal space.
- We do not physically or verbally fight with other children.
- We do not take things that do not belong to us.
- We always tell the truth.

3. We follow the directions of adults in charge, the first time given.

This means:

- We do not talk back to teachers or adults in charge.
- This includes substitute teachers, cafeteria workers, bus drivers, janitors and teacher's aides.

4. We are sensitive to the needs and feelings of others.

This means:

- We use appropriate language at all times.
- We do not bully or tease other children.
- We are friendly and courteous and act in a respectful manner toward everyone.

5. We are expected to move safely through the school.

This means:

- No playing around in bathrooms, hallways, or classrooms.

☐ No running in the lunchroom, hallways, classrooms, or on sidewalks.

6. No tobacco, alcohol or weapons are allowed on school property.

7. No personal items such as toys, games, trading cards or electronic devices (cell phones) should be brought to school. Items may be confiscated by the teacher. The school is not responsible for lost or stolen items when this rule is broken.

**Students who do not follow the rules of Austin Elementary School may be disciplined.** The following are examples of types of disciplinary actions that may be taken. Disciplinary actions are not limited to the examples listed below.

### **Examples of Disciplinary Actions**

- ☐ Warnings (verbal or written)
- ☐ Assigned seating
- ☐ Notification of parents by letter, phone or to schedule a conference
- ☐ Essays, sentences or extra work
- ☐ After school detention, time-out area
- ☐ In-school suspension/ Out of school suspension
- ☐ Expulsion from school

### **DRESS CODE**

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.

## **GRADING**

### **Report Cards**

Austin Elementary will be on a nine week grading schedule. Therefore, report cards will be sent out at the end of each nine weeks. Midterm reports will go out in the middle of a grading period so that parents can see how their children are progressing.

### **Grading Scale**

Kindergarten students are graded on a checklist and will not receive letter grades.

Grades 1-5 will receive letter grades. Please check report cards for the appropriate grading scale.

## **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.

## **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.**

SCOTT COUNTY SCHOOL DISTRICT 1  
255 Highway 31, South  
P. O. Box 9  
Austin, Indiana 47102  
812-794-8750

## **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 2014-2015, 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 2014-2015, 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**

**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

## **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 WPMI 105.3 FM or the cable TV on the Community Channel 25 or 8.6.

## **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.**

## **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:

- I. 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.
- II. 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)
- III. 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.

IV. 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.

V. Parents and community members will be given timely responses to their concerns and suggestions

A. *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.

VI. 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 21<sup>st</sup> 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 21<sup>st</sup> 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.

VII. 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.

VIII. 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.
  - A. 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.
  - B. 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 21<sup>st</sup> 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 21<sup>st</sup> 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.
  - D. 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*".
- E. 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.
- F. 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 21<sup>st</sup> 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