# Austin Elementary School

## STUDENT HANDBOOK

## 2026-2027

Principal: Sherry Fugate

Assistant Principal: Mike Green

Secretaries: Monique Phegley and Kathie Rose

401 South Hwy 31

Austin, Indiana 47102

812-794-8743

**Dear AES Parents and Students,**

**Welcome to the 2026–2027 School Year at AES!**

We are thrilled to welcome you to Austin Elementary School and excited for a year filled with growth, learning, and achievement. Whether you are returning or joining us for the first time, we are honored to have you as part of our AES family.

At Austin Elementary School, our mission is simple but powerful: to help every student reach their full potential. We believe each child brings unique strengths, and it is our commitment to nurture those strengths in a safe, supportive, inclusive, and engaging learning environment. Guided by our SOAR expectations—**Safety, Ownership, Attitude, and Respect**—we strive to ensure every student feels valued, challenged, and empowered to succeed.

We also recognize that student success is strongest when there is a close partnership between home and school. Open communication and collaboration with families are essential. We encourage all families to join ClassDojo to stay connected with your child's teacher and receive important school updates throughout the year. Your involvement, questions, and support are always welcomed and appreciated.

This Student Handbook has been developed to provide families with important information about our school's procedures, expectations, and policies. We encourage you to review it carefully with your child. For the 2026–2027 school year, several policies have been updated, including changes that reflect new Indiana laws regarding student device use during the school day. Becoming familiar with these updates will help us work together to provide a safe, focused, and positive learning environment for all students.

Thank you for choosing Austin Elementary School and for entrusting us with your child's education. It is a true privilege to partner with you as we inspire students to dream big, work hard, and achieve their goals. We look forward to celebrating successes, building lasting relationships, and creating meaningful learning experiences throughout the year.

**Together, We SOAR!**

With warm regards,
**Sherry Fugate**
**Principal**
**sherry.fugate@scsd1.com**

# AUSTIN STUDENT HANDBOOK
# Preschool-Grade 5
# 2026-2027

This handbook serves as a guide for parents of students enrolled at Austin Elementary School. These policies are intended to provide a safe, instructional atmosphere for our students.

## Vision Statement

At Austin Elementary School, we envision a safe, caring, and inclusive community where Eagles **SOAR**—demonstrating **Safety, Ownership, a positive Attitude, and Respect**—as they strive for a great future. We believe all students can achieve academic success, develop confidence and kindness, and grow into individuals who make the world a better place. Through high expectations, strong values, and a focus on effort and progress, we empower every child to reach their fullest potential.

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## Mission Statement

The mission of Austin Elementary School is to **foster a supportive and celebratory learning community** that ensures academic excellence and emotional well-being for all students. We are committed to creating a safe and caring environment where effort is valued, progress is celebrated, and students are encouraged to take ownership of their learning. By upholding high expectations and living out our SOAR values each day, we support every Eagle in becoming a confident, kind, and successful learner prepared for the future.

# Austin Elementary School

## CAR RIDER ARRIVAL AND DISMISSAL

Student Arrival: 7:35-8:15 (**Students must be seated in class prior to the 8:20 tardy bell.)**

- Car riders will enter the parking lot from Highway 31 only, via the entrance across from the Dollar Store.
- Parents can drop students off at Door 4 of the Rigel Gym beginning at 7:35.
- Students who plan to eat breakfast in the cafeteria need to arrive by 8:00 to allow ample time to eat and get to class on time.
- Students should be on the right side of the car and exit the car directly onto the sidewalk. Having students exit on the right side of the car ensures that they do not walk in front of other vehicles.
- If you have an appointment or need the office, please park in the FRONT parking lot and walk to Door#1
- Please place your car in PARK while your student exits the car.
- Students arriving after 8:15: Parents will need to park in a space in the FRONT parking lot and walk the child to Door#1, which is the main entrance.

  Please do not block the lane in front of the building.

Student Dismissal Information

- 1st Load buses will depart the elementary school at approximately 2:45.
- Late Load buses will depart the elementary school beginning at 3:05.
- AM (10:50) and PM (2:40) Preschool will dismiss from Door #2
- K-5th grade car riders will dismiss beginning at 2:55.
- K and 1st grade will dismiss from Door #1
- 2nd, 3rd and 4th grade will dismiss from Door #2
- 5th grades will dismiss from Door #1 after younger students have been dismissed.

- As a reminder, the easiest way for students to be dismissed from school is by bus. Anyone wishing to set up bus transportation should contact the elementary office or the bus supervisor.

## BUS TRANSPORTATION

Bus riders are under the care and supervision of the bus drivers. Students not following bus safety rules will be subject to disciplinary action. Bus discipline reports will be filed by the bus driver in the elementary office. Students who are suspended from riding a bus may not ride any SCSD1 bus until their suspension is over. If a student must be suspended from riding a bus, parents are responsible for providing transportation both to and from school.
*SEE STUDENT DISCIPLINE PLAN FOR ADDITIONAL INFORMATION

BUS CHANGES
Notes from the parent/guardian are required for a bus change. Bus changes will not be accepted over the phone. Notes must be signed and dated by the parent or guardian.
1st load 2:45
Late Load approximately 3:05

## STUDENT DISCIPLINE PLAN

### GENERAL INFORMATION

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

To achieve this goal, ALL stakeholders must participate in maintaining an effective and productive learning environment that is conducive for students to feel safe, valued, and to develop appropriate relationships. Proper behavior will ensure ALL students have the equal opportunity to become responsible and educated individuals.

The following standards of behavior are expected of all students enrolled at Austin Elementary School, as well as when attending ANY school related or school sponsored activity. Consequences for violating the behavior expectations are outlined in this manual.

# 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, and visitors.

2. **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, and being courteous and kind to others.

3. **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.

4. **Students are expected to refrain from using violence, force, noise, coercion, threats, and/or intimidation.**
   This includes, but is not limited to, fighting, hitting, kicking, verbal threats, and inappropriate language.

5. **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.

6. **Students are expected to display proper behavior in the hallways, stairways, bathrooms, sidewalks, cafeteria, and assemblies.**
   This includes, but is not limited to, walking in the building and refraining from horseplay in all areas of Austin Elementary School.

7. **Students are expected to use electronic devices such as school issued chromebooks or iPads for only educational purposes in the classroom.**
   Teacher discretion may be used regarding the instructional use of electronic devices in the classroom to support student achievement.

8. **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 (vapes), drugs, alcohol, or other prohibited items.

9. **Students are strictly prohibited from bringing or possessing weapons, anything that resembles a weapon, firearms, tasers, lighters or matches, explosives, fireworks, 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 conference)
- Privileges revoked (Special classes, recess, etc.)
- Lunch detention
- In school suspension
- Out-of-school suspension
- Expulsion from school

**Toys at School**

To help maintain a focused learning environment, students should not bring toys from home to school. This includes fidget toys, squishy toys, trading items, and other similar objects. These items can become a distraction to learning, interfere with instruction, and may be lost or damaged. If a student brings a toy to school, it may be collected by school staff and returned according to school procedures.

**STUDENT CELL PHONE POLICY**

***Indiana State Law prohibits personal device use during school hours unless needed for medical or other reasons. (Indiana Code IC 20-26-5-40.7)**

**Student cell phone use at Austin Elementary School is prohibited in classrooms, restrooms, buses, hallways, and school offices. Smart watches, tablets, gaming devices and other wifi/bluetooth devices are included in this policy.**

During the instructional day, cell phones and smart watches must remain out of sight and turned off.

Any student with a cell phone or other non-school-issued device out during the school day will have their phone sent to the office. The parent or legal guardian will be notified to pick up the phone from the office. Additional infractions could result in disciplinary action.

Students who fail to follow this policy will be held to the following standards:

1st Offense: phone sent to the office, to be picked up by parent/guardian

2nd Offense: discipline referral by teacher, phone sent to the office for parent pick-up

3rd Offense: in-school suspension, loss of privileges such as recess or specials, phone sent to the office for parent pick-up

4th Offense: out-of-school suspension

**SCHOOL BUS EXPECTATIONS**

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

1. Students are expected to respect and obey the bus driver, who is in charge of 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, and/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, and 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 and 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 or anything that resembles a weapon, firearms, tasers, lighters or matches, explosives, fireworks, incendiaries of any type, tobacco, electronic cigarettes, drugs or alcohol.

**Procedure When School Bus Expectations Have Been Broken:**
**(The nature of the student's 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 or a suspension from the bus for a short period of time. (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 fourth 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 that 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 or behavior

## 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. Shirts should completely cover the stomach. Strapless shirts are not allowed.
3. Shorts should not be excessively short.
4. In the interest of safety, students should not wear flip-flops. Shoestrings should be tied.
5. Excessive make-up, face paint, or any apparel that distracts from the educational process will also be excluded.
6. Hats, bandanas, and other head coverings will not be worn.
7. Shoes with wheels are not allowed at Austin Elementary.

## BUILDING SAFETY & SECURITY INFORMATION

The size of our building and the numerous entrances have 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 is a call button located beside the 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. 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. Research completed by the Center for Evaluation and Education Policy at Indiana University indicates 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 ATTENDANCE 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. The note must include the date of the absence. 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 8:15. 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

**5 Unexcused Days**: The parent/ guardian will be notified in writing of the student's absence.

**10+ Unexcused Days**: The parent/guardian will be required to attend a meeting with the Scott County Attendance Review Board. The building attendance officer or his/her designee will call to schedule a meeting. The parent/guardian may 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 being 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 purposes

## 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. In addition, parents may check Harmony to view grades anytime during the 9-week grading period.

### GRADING SCALE

| Letter Grade | Percentage |
|---|---|
| A+ | 100 |
| A | 93-99 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 67-69 |
| D | 63-66 |
| D- | 60-62 |
| F | Below 59 |

### 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 year on appropriate amounts of homework per grade level.

## CHANGE OF ADDRESS, CUSTODY, RECORDS 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, and 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.

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

### STUDENTS TRANSFERRING TO ANOTHER SCHOOL

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

## HEALTH AND SAFETY

### MEDICATIONS

Indiana School Laws allow the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.

**Non-Prescription Medications**

- Non-prescription medications must be accompanied by a medication form that is completed and signed by the parent or guardian.
- Medication must be brought by an adult and must be in the original container
- Medication will be administered per the manufacturer's instructions unless accompanied by a physician's note

- All medications to be used during the school day must be given to the school nurse or her designee at the start of the school day.
- Unused medication must be picked up by the last day of school. Any medication not picked up by the last day will be disposed of properly.
- **Medications <u>will not</u> be given at school unless these guidelines are followed.**

**Prescription Medications**

- Prescription medications must be accompanied by a medication form completed and signed by the healthcare provider and the parent or guardian. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. The form may be faxed to 812-794-8765.
- Medications must be in a pharmacy bottle labeled correctly with the student's name, dosage and times to give, and must match the physician's order. (Please ask the Pharmacy for an extra bottle for school doses)
- Any change in medication, dosage, or time to be given must be provided in written form with the parent and healthcare provider's signature.
- Medication must be brought in by an adult and given to the nurse or office staff
- Unused medication must be picked up by the last day of school. Any medication not picked up by the last day will be disposed of properly.
- **Medications <u>will not</u> be given at school unless these guidelines are followed.**

**<u>HEAD LICE</u>**

Students will be sent home if live bugs are found in hair. Students may return to school following treatment. When your child is ready to return to school, the school nurse <u>must</u> check them before they will be allowed to go to their classroom. **Do not send students on the bus**. A parent or guardian must accompany them to school in case further treatment is necessary. Students will have <u>one excused day</u> for head lice. All other days will be unexcused. If you have any further questions, contact the school nurse at 812-794-8747.

**<u>SKIN RASHES</u>**

Skin rashes of unknown origin should be evaluated by a physician before your student is sent to school. If a rash is suspected to be contagious, a physician's note approving return to school must be provided. If the rash is deemed to be contagious, students may return to school 24 hours after treatment has begun. All sores on skin should be covered with a bandage.

**<u>RED / RUNNY EYES</u>**

Seasonal allergies may cause red, watery eyes. However, if symptoms include swelling of the eye or eyelid, discharge which is typically cloudy or yellowish-green, or if your child wakes up with their eyelid "matted together" call your doctor and keep your child home. Bacterial conjunctivitis (pink eye) requires treatment. Your student may return to school after they are treated for 24 hours.

**FEVER**

A reading of 100.0 F or greater is considered a fever per school policy. Your child must be without a fever for a **FULL 24 hours**, without fever-reducing medication, before returning to school. If your child has/had a fever, do not give a fever-reducing medication before sending them to school.

Fever-reducers: Tylenol, Acetaminophen, Ibuprofen, Motrin, Advil, Cold / Flu Medication

**VOMITING OR DIARRHEA**

Vomiting and diarrheal illnesses can be extremely contagious. Your child should be free from vomiting and/or diarrheal episodes for a **FULL 24 hours** prior to returning to school. If your student experiences these symptoms due to a diagnosis such as reflux, medication side-effects, anxiety, or food intolerance, please provide documentation from a physician to keep on file.

**BALLOONS**

Due to increased reactions caused by 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.

**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.

No outside deliveries will be accepted this school year again.

**Drinks in the Classroom**

Students are permitted to have water bottles in the classroom. Water bottles are only to contain plain water. No other drinks will be allowed.

## TEACHER REQUESTS

Teacher requests for the next school year will be accepted during the last week of school **ONLY.** Parents may begin requesting at 7:30 AM on the Monday of the last week of school. 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 K-1 will utilize iPads. Students in grades 2-5 will use ChromeBooks.

## SCHOOL DELAYS AND CLOSINGS

### Two Hour Delay

Buses will run two hours later than normal scheduled time.

### School Closings

A school messenger announcement will go out to parents. Please update phone numbers in Harmony.
Information will also be posted on the elementary Facebook page and Class DOJO.

## Scott County School District 1 Telephone Broadcast Service

### Closing School

**A. Telephone Broadcast Service**

In an effort to improve communication between parents and school, SCSD1 implemented a telephone broadcast system that enables 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 delayed start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by **School Reach**, a company specializing in school-to-parent communications. SCSD1 will continue to report school closings due to snow and weather to local radio and television stations 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 (phone ringing for over 40 seconds) and busy signals 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 School Reach 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 and procedures difficult.

In the event of severely inclement weather or other circumstances beyond the school's control, school may be closed or the start time delayed. It may be necessary to dismiss school early for similar reasons. In this instance, parents should have some plan arranged in advance that their child or children would follow. Students/Parents are advised to monitor the local radio and television stations for notifications. They will be

contacted via School Reach when a decision is made.

**BOARD OF SCHOOL TRUSTEES**
**SCOTT COUNTY SCHOOL DISTRICT 1**
**STUDENT SEXUAL HARASSMENT 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:

6. 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.
7. Parents will be offered flexibility in attending parent meetings, such as:
    D. Parent/Teacher Conferences, Preschool and Kindergarten enrollment, parent meetings to discuss and review ILEARN data, Scholastic Book Fairs will be offered both in the afternoon and evening times.
    E. Child care will be provided for Back-to-School parent nights.
    F. 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)
8. 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.
9. 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 ILearn administration

- During Back-to School nights, 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.

10. 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.

11. 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
  - 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.
  - Monthly calendars
  - Informational letters disseminated from the school in advance of ILearn administration

i. 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.

ii. 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.

iii. 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.

iv. 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.

12. 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.
13. Build communication between teachers and parents on an on-going basis by:
    i. 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.
    ii. 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)
    iii. 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.

# 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 |
| Middle School | 794-8740 |
| High School | 794-8730 |