

JOHNSON ELEMENTARY
4235 East State Road 256
Scottsburg, IN 47170
812-752-8923

LEXINGTON ELEMENTARY
7980 East Walnut Street
Lexington, IN 47138
812-752-8924

SCOTTSBURG ELEMENTARY
49 North Hyland Street
Scottsburg, IN 47170
812-752-8922

VIENNA-FINLEY ELEMENTARY
445 East Ivan Rogers Road
Scottsburg, IN 47170
812-752-8925

SCOTT COUNTY SCHOOL DISTRICT 2 MISSION STATEMENT

Believing that all students can learn through a unified community effort, the mission of all Scott County 2 Schools is to provide a positive, caring atmosphere that promotes the opportunity for all students to achieve their academic, social, emotional and physical potential.

SCOTT COUNTY SCHOOL DISTRICT 2 VISION STATEMENT

Scott County School District 2 produces 21st Century learners contributing to the global community.

SCOTT COUNTY SCHOOL DISTRICT 2 PRECEPTS

- Respect authority.
- Honor your parents and family members.
- Treat your classmates, teachers, and school staff with respect.
- Speak kindly to and about others.
- Resolve conflicts without using violence.
- Tell the truth.
- Save sex for marriage.
- Stay drug and alcohol free.
- Leave other people's property alone.
- Avoid being jealous of what others have.

ATTENDANCE/TARDINESS/EARLY DEPARTURES

Attendance Procedures

Indiana State law requires all children of elementary school age to attend school every day. Students are expected to be on time for classes in order to benefit from instructional programming and to develop the good habits of self-discipline, responsibility, and punctuality. Good attendance is vital for students to do well in school. Please remember that a phone call on the day of the absence or a signed note from the parent explaining a student's absence is required within 48 hours of the student absence. Upon returning to school, it is the student's responsibility to check with his/her teachers to make up work and tests.

A student is considered absent half day in the morning if he/she arrives after 10:00. A student is considered absent half day in the afternoon if he/she leaves before 1:00. Parents should arrange medical appointments so their children do not miss any part of the school day. Students who accumulate 4 absences (excused or unexcused) will receive an attendance letter from the building principal. Students who accumulate 7 absences (excused or unexcused) will receive an attendance letter from the district attendance officer. Students who accumulate 10 or more absences per year may be referred to the Scott County Attendance Review Board (SCARB). Students who accumulate 20 or more absences (excused or unexcused) per year may be retained.

Types of Absences:

Certified: Medically Documented, Court, Bereavement, Admin. Waiver, Lice 24 hours, Suspension, Nurse Sent Home

Excused: Parent notified illness, personal, lice over 24 hours

Unexcused: Truant

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Tardiness

Tardiness interrupts your child's instructional day, so it's very important that he/she arrives to school on time. Students should report to the office when they arrive after school has started. Students who have missing assignments due to tardiness will complete their work during recess. Students who accumulate 8 incidents of tardiness/early departure (excused or unexcused) will receive an attendance letter from the building principal. Students who accumulate 14 incidents of tardiness/early departure (excused or unexcused) will receive an attendance letter from the district attendance officer. Students who accumulate 20 or more incidents of tardiness/early departure may be referred to the Scott County Attendance Review Board (SCARB).

Early Departure

Students are considered to be departing from school early when they leave before dismissal time. Students must be signed out at the office prior to leaving early. In the interest of safety, **only the individuals listed on the consent form will be allowed to sign students out!**

Perfect Attendance

SCSD2 encourages students to be present every instructional day. Students are recognized for achieving perfect attendance during each grading period and for the school year. All absences, INCLUDING WAIVER DAYS, **WILL BE** counted against a student's attendance. Students must meet the following guidelines in order to qualify for perfect attendance awards:

Grading Period

- Student must not be counted absent for any whole or partial day during the grading period.
- Student must not accumulate more than one (1) incident of tardiness **or** early departure during the grading period.

School Year

- Student must not be counted absent any whole or partial day during the entire school year.
- Student must have achieved perfect attendance each grading period.

DISTRICT GRADING SCALE

A+ = 100-99

B+ = 89-88

C+ = 79-78

D+ = 69-68

A = 98-92

B = 87-82

C = 77-72

D = 67-62

A- = 91-90

B- = 81-80

C- = 71-70

D- = 61-60

F = 59-0

GRADE REPORTING

Report cards will be sent home with all students at the end of each grading period. Progress reports will also be distributed periodically throughout the year. Please feel free to call about your child's progress at any time during the school year to set up an appointment to talk with the teacher. Your child's progress may also be checked online by using Harmony. Contact the school office if you need assistance accessing the program.

PARENT/TEACHER CONFERENCES

Communication between the home and school plays a vital role in student success. Parent-teacher conferences are scheduled around the end of the first grading period to provide an opportunity for teachers and parents to discuss student progress and future expectations. Parents are encouraged to participate in their child's scheduled conference and to arrange for additional meetings as needed.

HOMEWORK

Homework is an essential follow-up and reinforcement of the skills learned in school. While homework is basically the student's responsibility, parental involvement is strongly encouraged. Please provide your child with a quiet place to study away from the TV and other distractions. If your child is absent from school, homework may be requested by calling the school office by noon. Homework may be sent home with another student or picked up at the school office after school.

EXTRACURRICULAR ACTIVITIES

Students of SCSD2 will have an opportunity to participate in extracurricular activities. Some of these activities are:

Basketball (Boys & Girls)	Grades K-5
Cheerleading (Girls)	Grades K-5
Volleyball (Girls)	Grades K-5
Cross Country (Boys & Girls)	Grades K-5
Destination ImagiNation	Grades K-5
Just Say No Club	Grades 4-5
M.A.T.H. Team	Grades 4-5
Spell Bowl	Grades 4-5
Student Council	Intermediate Grades

In order to participate in an extracurricular activity, students must be present at school on the day of the game, meeting, contest, practice, etc.

Academic Eligibility

The following eligibility rules apply to all SCSD2 third, fourth and fifth grade students participating in athletics, including district sponsored and travel teams.

1. Students must maintain passing grades (D or above) in reading and math to be eligible for participation in athletics.
2. Progress reports will be run on Monday. The names of students who have an "F" in reading and/or math will be reported to the Elementary Athletic Director who will in turn notify the coach.
3. Ineligible students WILL NOT be allowed to attend practices or participate in games through Sunday of that week (Monday to Monday eligibility period).
4. Academically ineligible students WILL NOT be allowed to participate in practices or games until eligibility requirements are met.

CAFETERIA

Our school serves nutritious and well-balanced meals every school day. Menus are sent home and may be found on the SCSD2 web page. Parents may apply for free or reduced price meals for their children. Applications are available from the school office. Children are expected to eat properly and exhibit good manners at all times. Drinks in glass containers, and lunch delivered by parents from fast food restaurants are not permitted. Each student has his/her own cafeteria account and Personal Identification Number (PIN). This is a debit account and the correct amount will be subtracted from the student's account with every purchase. Cafeteria envelopes are provided for the collection of breakfast or lunch money. Please keep a positive balance in each account at all times. Scott County School District 2 implemented new food service guidelines beginning September 23, 2013 for students with delinquent accounts. For more information regarding the food service guidelines please refer to the [SCSD2 Press Release](#).

DISASTER DRILLS

Fire Drills: Fire drills are required by law and will be conducted on a monthly basis throughout the school year. Students will receive instructions from their teachers regarding proper procedures for fire drills. We encourage all parents to conduct fire drills at home as well.

Tornado Drills: A minimum of one tornado drill will be conducted each semester. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the "all clear" has sounded.

Lockdown Drills: A minimum of one lockdown drill will be conducted each semester. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the "all clear" has sounded. During some of these drills, an evacuation may be necessary. Students and teachers are to follow the instructions given by school administrators and/or law enforcement officers.

Earthquake Drills: An earthquake drill will be conducted each semester. Students will be asked to proceed to a maximum safety area for each drill. Students are to remain quiet until the "all clear" has sounded.

HEALTH

First Aid: If an accident occurs, or if a child needs to be sent home because of illness, action will be taken according to the instructions given on the Emergency Procedures Forms filled out by parents at the beginning of the school year. In the event of an emergency, advanced emergency personnel (911) will be alerted to care for student and transport him/her to the hospital for emergent medical care. Parents are asked to alert the school, in writing, of any physical or emotional handicap, allergy, or medical problem a student may have.

Head Lice Procedures: Per district policy, students are excluded from school when live head lice are found. Before a child returns to school, he/she must be checked by the school nurse the very next day.

Hearing and Vision: Under the direction of the school nurse and speech therapist, routine checks on vision and hearing are made and health records are maintained for each student. A hearing examine is given during the 1st and 4th grades and when students first enroll at an SCSD2 elementary school. Teachers and parents may refer a student for a check at any time during the year. Vision is checked in 1st, 3rd, and 5th grade and any time parents or teachers make referrals.

Immunization Records: Per IN state law immunizations must be up to date by the first day at the beginning of the school year. Please contact the school nurse regarding immunization for further information.

Medications: It is the School Board policy that neither prescription medications nor over-the-counter medications such as Tylenol or cough syrup may be dispensed by school personnel without detailed guidelines being followed. Medication will only be dispensed by the school nurse, the school secretaries, or the school principal. The following guidelines must be observed:

1. A school medication permission form signed by parent/guardian.
2. A signed statement from the student's doctor must be on file with the school.
3. Medications must be in the original container.
4. Medications may not be sent to school on the bus or in the student's backpack, they must be brought in by the parent.

5. Cough drops are considered an over the counter medication and a permission form needs to be signed.
6. Medications must be labeled with:
 - a. Child's name
 - b. Date
 - c. Name of medicine
 - d. Dosage
 - e. Route (mouth, ear, eye, etc.)
 - f. Time medication is to be given
 - g. Doctor's name

TECHNOLOGY

SCSD2 students have the opportunity to utilize a variety of technology tools and to establish themselves as responsible digital citizens. SCSD2 students use iPads and Macbook *laptops*. These devices are provided for students for educational purposes. Students must comply with all rules and meet all expectations in the SCSD2 Responsible Use Policy. Violations of the RUP or any of the following rules can result in any or all of the following consequences: loss of school tech privilege, loss of home access, disciplinary action, and/or financial responsibility for repair or replacement. There is no expectation of privacy in the use of SCSD2 iPads or Macbooks or in the use of school networks. Student activity will be monitored. Students and their parents will be charged for iPad and accessory replacement and repair costs.

Basic Rules for iPad Use

Students are responsible for their iPads and accessories 24/7. This responsibility includes care for the device and proper use of the device.

iPad Care

The Otterbox case must never be removed from the iPad.

The Otterbox cover should protect the screen when the iPad is stored, not in use, and /or moving.

The iPad screen should be cleaned periodically with a slightly damp, lint-free cloth or commercial wipe.

The iPad should be kept clear of stickers, paint, markings, or any other temporary or permanent adornment.

The iPad should never be thrown, dropped, exposed to extreme cold, heat, or outdoor elements.

The iPad should never be left unsecured at school, at home, or in a car.

The iPad must be charged at home nightly.

iPad Use

Teachers prescribe when iPads are to be used in class.

Students will be responsible for all activity on their devices.

Students will follow these expectations for **Responsible Use**:

- **I will not alter Profile Settings or make any changes to disconnect the iPad from the SCSD2 filter.**
- **I will not delete apps.**
- **I will not seek, download, create, or share any content that is defamatory, harassing, bullying, illegal, or contrary to school purposes.**
- **I will not share my password not use the passwords of others.**
- **I will not disrupt or misuse the school network/wifi.**

Students will not change their passwords.

Students will never take iPads or Macbooks into restrooms.

Macbook Use

Responsible Technology Use rules apply when using SCSD2 Macbooks.

Macbook laptops will not be removed from a classroom without explicit teacher permission.

Macbooks must be carried with two hands and a totally closed lid.

Macbooks must never be picked up by the lid.

STUDENT CONDUCT

Every student has a right to a learning environment that is free from disruption. Each student is responsible for contributing to this environment in all areas of the building, school grounds and buses. Students are expected to be respectful and cooperate with the school staff and other students. Students

who make poor behavior choices may be subject to the consequences explained in the school behavior policy. Disciplinary actions may include being assigned demerits, serving after school detention and being suspended or expelled from school. Students who engage in severe misbehavior may be referred to the principal for immediate intervention. Such infractions include, but are not limited to, possession of weapons, possession of drugs, fighting, using inappropriate language/gestures and making threats of death, shooting, bombing, or severe physical harm.

Bullying Prevention: In order to maintain a safe and bully free environment that is conducive to learning, teachers and staff will establish appropriate classroom procedures. In accordance with Indiana State Law 285, bullying is defined as overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. These procedures will be posted, explained to and reviewed with the students at the start of school throughout the school year. Appropriate student conduct during other school activities such as lunch, recess, and bus transportation can be found in this handbook. Parents are encouraged to help their children make positive behavior choices by reviewing all school procedures with them.

Rules are in place to help prevent bullying.

- We do not bully others.
- We help students who are bullied.
- We include students who are left out.
- We tell an adult at school and an adult at home when someone is being bullied.

FORBIDDEN ITEMS

Students should not bring the following items to school:

- soft drinks, energy drinks, and beverages red in color
- radios, mp3 players
- hand held video game systems
- knives, guns, martial arts weapons
- cigarette lighters or matches
- sports or other trading cards
- glass containers
- makeup
- frisbees, footballs, baseballs, golf balls, or any hard balls
- tobacco products or their look-alike, including e-cigarettes
- drugs or drug look-alike
- remote control devices
- any item that is disruptive to students and/or the educational process
- cell phone or wearable technology that provides user access to wireless or internet connectivity must be in off position and stowed in backpack.

PLAYGROUND RULES

All students are under the direct supervision of the duty aides at all times. Playground supervisors are free to use their own discretion in maintaining a safe playground environment. In general, the following playground guidelines will be followed:

- Students will show respect to all adults on the playground.
- Students will remain in the enclosed/assigned area.
- Students will refrain from fighting, wrestling and throwing objects, such as rocks, snowballs, mulch, etc.
- Students must stay on the playground unless a recess aide grants them permission to leave.
- Students shall not have any of the forbidden items as defined in the list of "Forbidden Items" on the playground.

STUDENT APPEARANCE

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of clothing considered distracting in the school environment is not permitted, specifically:

- Short shorts (appropriate shorts are mid-thigh in length), see through shirts, and biker shorts.
- Clothing with obscene or questionable pictures or printing.
- Strapped tops, sleeveless shirts, or tops with enlarged armholes. All shirts must cover shoulders.
- Backless shoes (all shoes must have a back or a strap).

- Heelys (roller shoes).
- Exposed stomachs (shirts and shorts/pants must come together).
- No hats, head scarfs, bandannas, doo-rags.
- Students are not allowed to wear face paint or excessive makeup that disrupts the school's educational environment.

BUS TRANSPORTATION

Students will be assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Students will not be allowed to ride a bus other than their assigned bus without written permission from parents and the school principal. Permission to ride an alternate bus may be limited by the school. Riding a bus is a privilege and not a right. Students not behaving on the school bus can lose their privilege to ride. **Please notify your child's teacher and/or the school office if there is to be a change in your child's transportation routine. If no notice is received, your child will be sent home in the regular method.** The full list of bus transportation guidelines can be found on the Scott County School District 2 website.

The following rules have been adopted for your child's bus safety:

- Students are to be seated while the bus is in motion.
- Students are not to make loud noises or engage in other activities such as throwing objects, pushing/shoving, etc. that could cause the driver's attention to be distracted from the safe operation of the bus.
- Students are not to open windows or doors without the driver's permission, nor are they to throw objects from the windows.
- Directing profane, rude, or disrespectful language toward the driver or another student will not be tolerated.
- Eating or drinking on the bus is discouraged as it contributes to uncleanness and presents a safety hazard.
- Absolutely no smoking or lighting matches, lighters, etc. is permitted on buses.
- Defacing the bus or its contents will not be tolerated.

This list is not intended to address all aspects of bus conduct, but rather to provide examples of appropriate behavior. Students are to display the same positive behavior and respect that is expected of them at school. Parents and their children should understand that riding a school bus is a privilege and **not** a right. Serious violations or frequent minor violations that contribute to driver distraction or other unsafe conditions will cause the privilege to be removed.

LOST AND FOUND

Please mark all personal belongings with child's name for easy identification. If your child loses an item, please contact the office. After a reasonable amount of time, lost and found items will be given to a social service agency.

PARENT TEACHER ORGANIZATION

The PTO would like to welcome you and your child to our school. We encourage you to become active in our organization. Regularly scheduled meetings are conducted each year. The PTO sponsors a variety of school activities, so parent volunteers are always welcome. Notices of upcoming PTO events will be shared by way of the school newsletter, School Messenger, etc.

TELEPHONE CALLS

Parents may call the school office to leave a message for their children. Since the school phones are used as business phones, use of them by students is limited to emergencies. Students must obtain permission from school staff before using the phone.

TEXTBOOKS and LIBRARY BOOKS

Students are responsible for all textbooks, library books, electronic devices, and other school property issued to them during the school year. The student or parent must pay for all lost or damaged school property. If a lost item is found, money will be refunded.

VISITORS

Parents are welcome and encouraged to visit our buildings. Advanced planning will help make your visit more productive and pleasant. All visitors must sign-in at the office and receive a visitor's tag before going to any other part of the building. This will ensure that everyone's wellbeing is protected. In the interest of school safety, visitors must enter the main entrance and be buzzed into the office area.

WITHDRAWAL OF STUDENTS

If you are moving and withdrawing your child from school, please stop by the school in advance and complete the withdrawal materials. Picking up the student's belongings and returning all textbooks, library books, electronic devices, and other school property on the last day is the responsibility of the parent and/or student.

SCOTT COUNTY SCHOOL DISTRICT 2 **NonDiscrimination Policy**

It is the policy of the Board of trustees that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability, or limited English proficiency be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore whether full-time or part-time under any educational program or activity operated by the district.