

Scott Elementary School **Policy & Procedural Handbook** Amended: 11/30/2022



Scott Elementary School
14940 Old State Road
Evansville, IN 47725
www.evscschools.com/scott



Evansville-Vanderburgh School Corporation
951 Walnut Street
Evansville, IN 47713

Table of Contents

School Overview

EVSC Better Together Shared Vision, Mission & Values	pg. 5
Scott School Mission Statement	pg. 5
Behavior Expectations	pg. 5
School Contacts	pg. 6
Who Should You Contact	
Contact Information	

Procedural Information

Academics	pg. 8
Grading Scale	
Homework Policy	
RDS Parent Access	
Attendance	pg. 9
Dismissal Changes	
Reporting a Full or Partial Day Absence	
Signing Student out Prior to 3:25 Dismissal	
Early pick up by anyone other than legal parent/guardian	
Stepparent Household	
Tardy/Late Arrivals	
Quick Tips for Parents	pg. 10
Food and Nutrition	pg. 11
Breakfast/Lunch	
EzSchoolPay	
Free/Reduced	
Lunch Guests	
Payment	
Health Services	pg. 12
Chronic Illness	
Illness	
Kindergarten and Sixth Grade Immunizations	
Medical	
Medication	
Student Emergency Information	

Table of Contents

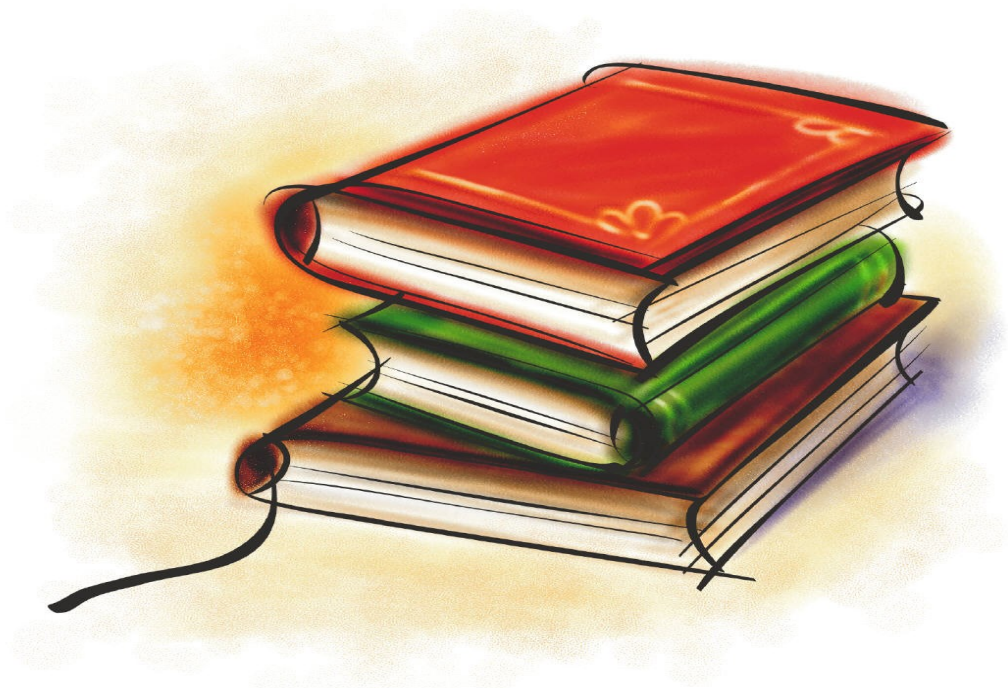
Procedural Information *continued*

Inclement Weather pg. 13

Two-Hour Delay
Early Dismissal
School Cancellation
Extended Day Center: Not Currently Enrolled

Miscellaneous Information

Arrival and Dismissal..... pg. 14
Birthday Deliveries, Birthday Treats, Birthday Invitations pg. 15
Classroom Parties..... pg. 15
Dress Code pg. 15
Drink Bottles..... pg. 16
Emergency Contacts (No Pick-up List) pg. 16
Extended Daycare..... pg. 16
Lost and Found pg. 16
Lunch and Recess Hours pg. 17
Outdoor Recess — Wind Chill Factor pg. 17
School Hours..... pg. 17
Student and Parent Information: Keeping it Current..... pg. 17
Transfer or Withdraw..... pg. 17
Visitors pg. 18
Volunteering pg. 18



School Overview

EVSC *Better Together* Shared Vision, Mission & Values

VISION

Empowering our students to thrive in life.

MISSION

Preparing every student to excel in our global society through world-class learning experiences.

CORE VALUES

High Expectations
Equity & Empathy
Accountability
Respect & Relationships
Trust

Scott School Mission Statement

Scott School is committed to inspiring and empowering students through innovative instruction with a focus on becoming the top performing K-6 public school in the state.

Behavior Expectations

To insure a positive experience, each student has a responsibility to do their part in making our school the best it can be. Please read and discuss the Scott Policies & Procedures Handbook and all EVSC rules with your child(ren).

Students at Scott learn in an atmosphere of mutual respect and cooperation. To reduce conflict and confusion and to ensure the greatest protection of individual rights, certain policies and procedures are necessary. We have high academic as well as behavior expectations, therefore the following rules apply to all students:

1. Students are responsible for following the rules adopted by the EVSC Board of School Trustees.
2. Students are responsible for following the rules established for behavior in the school building, on school grounds, and in classrooms.
3. Students are to obey the rules established for assemblies, field trips, drills, etc.
4. Students are to follow the requests of all personnel (principal, counselor, teachers, assistants, secretaries, nurse, custodians, bus drivers, etc.).
5. Students are to walk to classes and activities in an orderly, quiet manner following the Group Plan.
6. Students are to use all school property in a safe and respectful manner. (This includes books, lockers, equipment, desks, chairs, etc.).
7. Students are expected to be respectful to one another and to all staff members.
8. Students go outside for recess periods if weather permits, and if the wind chill is 32° or higher.

Policies and procedures are put in place for the safety of all Scott Tigers. We appreciate your understanding and assistance in helping to keep Scott School safe. For the current and complete EVSC rules, please see your Parent Guide & Calendar that every student receives at the beginning of each school year.

With students, parents, and staff working together, we will provide the best education for the children of this community.

**All students will receive a hard copy in their Back-to-School packet,
but please be aware that this handbook may be amended throughout the school year,
with the current amended date on title page.
Scott Policies and Procedures handbook will be posted on the Scott website.**

School Contacts



WHO SHOULD YOU CONTACT

The Scott School staff believes that collaborative relationships between our students' parents, our staff and our school community insures our children's success. We are available to answer your questions, address your concerns and assist you with helping your child be successful.

Your Child's Teacher: Scott teachers work with your child on a daily basis and want to be partners with you in helping your child to be successful. Please do not hesitate to contact teachers by email, phone or by sending a note to school with your child. Teachers are available to meet with parents before school or during the teacher's plan time.

Mrs. J. Garland: Our school counselor is here to help you with your child's academic and social/emotional needs. Mrs. Garland can also provide you with information and community resources that may benefit your child.

Mrs. Jackson: Our school nurse is here to assist you with your child's medical needs.

Mrs. Scarlett, Principal: Scott's School Principal is available to meet with you should you have questions, concerns or comments regarding Scott's instructional program, your child's success or other information pertaining to Scott School.

CONTACT INFORMATION

Scott Office (Hours: 7:30-4:00)..... 812-867-2427

Attendance Line..... 812-867-2427

.....Option 1: Report a Full or Partial Day Absence

.....Option 2: Speak to someone regarding attendance concern

Mrs. Kimber Scarlett, Principal kimber.scarlett@evsck12.com Ext. 38001 or Option 8

Mrs. Jennifer Garland, Counselor Jennifer.garland@evsck12.com Ext. 38010 or Option 4

Mrs. Krista Jackson, Nurse krista.jackson@evsck12.com Ext. 38019 or Option 3

Mrs. Rhonda Deskin, Secretary rhonda.deskin@evsck12.com Ext. 38005

Mrs. Krista Meyer, Teacher Clerical krista.meyer@evsck12k.com Ext. 38000

Office FAX 812-435-8865

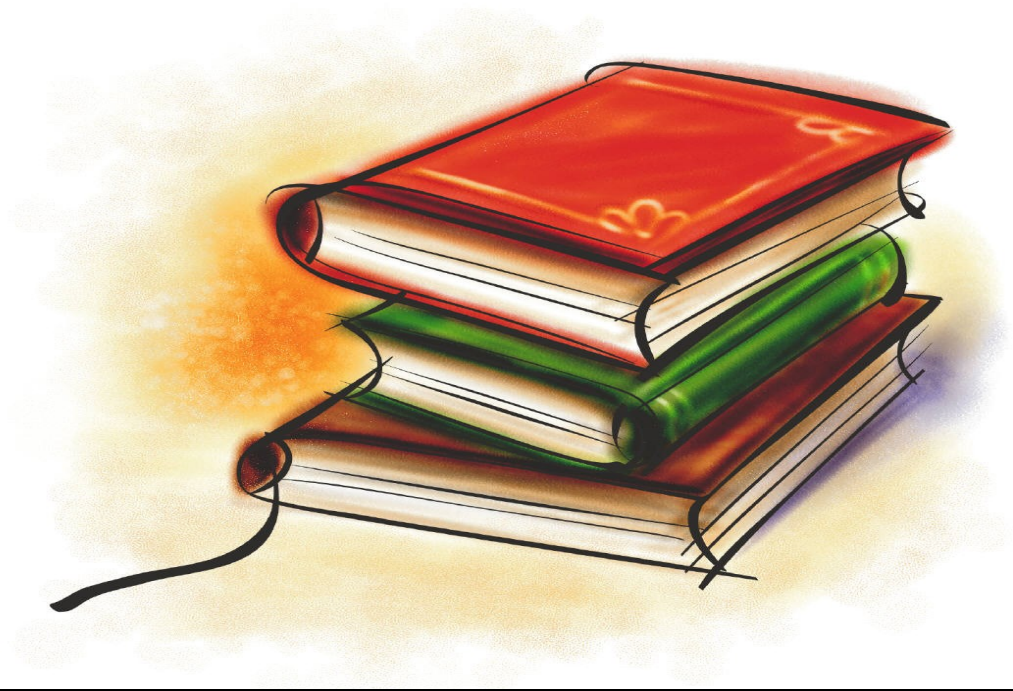
Mrs. Lisa Brandle, Cafeteria Manager lisa.brandle@evsck12.com Option 6 or Ext. 38021

Mrs. Kelly Coy, Ext. Daycare Coord. kelly.coy@evsck12.com Option 7 or Ext. 38028

Mrs. Miranda Reed, Little Husky World miranda.reed@evsck12.com Ext. 38030

www.evscschools.com/scott

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Scott Elementary School
Scott Elementary School PTA**



Procedural Information

Academics

GRADING SCALE — School Wide

94 - 100 = A
84 - 93 = B
74 - 83 = C
64 - 73 = D
Below 63 = F

Grades 4th, 5th & 6th: Related Arts classes (Art, PE, and Music) will be each proportioned as 1/3 of a grade.

Honor Roll

The criteria for 6th grade students' honor roll will be as follows:

Distinguished All A's - GPA 4.0
A Honors..... GPA 3.5 to 3.9
B Honors..... GPA 3.0 to 3.4

Student must achieve honor roll status two out of first three grading periods to be recognized for honor roll at the End of Year Recognition Assembly.

HOMEWORK POLICY

**Students
that are absent
will receive
homework
when they
return to school.**

If your student is absent from school, he/she will receive homework from days missed upon return to school. We feel that if a child is sick and can not attend school, he/she should do their homework when they feel better and can return to school.

Every family receives the EVSC Parent Guide & Calendar. We ask that you please plan your family vacations with this school calendar in mind. **If your student misses school due to family vacations/personal days, he/she will receive homework from days missed upon return to school.**

For each day absent, your student will get that number of days to make up homework following their return to school.

-

RDS PARENT ACCESS

Sign up for EVSC Parent Access! It's easy...you can use your smart phone to check your child's grades, track attendance, monitor tardies, view test scores, see homework assignments and email teachers. You can also update emergency contact information anytime, day or night.

For technical support*: once in Parent Access, choose RDS Parent Access Support page. Select an option from the drop down menu. Please complete the form based on the option chosen and submit. Submitted form will automatically be emailed to the appropriate EVSC personnel. Requester will also receive a confirmation email. Please allow up to 48 hours for response.

*Technical Support includes: request activation codes to set up account, reactivate disabled account, update contact information, reset password, add another child to PA account, etc.

Click [HERE](#) to log in to Parent Access.

Attendance

DISMISSAL CHANGES

For the safety of our Scott Tigers, a **note is required** for his/her teacher prior to, or on day of, a dismissal change. In the case of an **emergency**, call the office at 812-867-2427 **prior to 1:00** for a dismissal change.

We cannot take a change in dismissal from any one other than parent/guardian.

Please refrain from relaying dismissal changes/info through email or text during the school day. If the staff member is absent, the message will not be read as substitutes have no access to employee emails.

Please make all plans and write all notes **before** your child leaves for school. It is an interruption of class time when we have to inform a child of a change.

REPORTING a FULL or PARTIAL DAY ABSENCE

- If your child will not be at school for 8:30 attendance: please report the absence **by 8:45 AM.**
- Click [HERE](#) for instructions on how to report a Full or Partial Day Absence.
- Include the **Reason for absence:** ill, medical appointment, will be late to school, out of town, funeral, etc.)
- **Medical Appointment Documentation:** If your student will be seen by a doctor during any part of the school day, we will need written documentation from the doctor's office. Documentation needs to be **received within one week** of the appointment. Documentation may be brought in with student, or the easiest way is to ask your doctor's office to faxed excuse to Scott School at 812-435-8865



SIGNING STUDENT OUT PRIOR to 3:25 DISMISSAL

Students will be called out of class for appointment when their legal parent/guardian* arrives in the office. We value our time with our students and do not want our students missing out on instructional time. Thank you for planning ahead to provide ample time in picking your child up early.

***EARLY PICK UP by anyone other than legal parent/guardian:**

Please send a note to your child's homeroom teacher if your child will be picked up prior to 3:25 dismissal by anyone other than legal parent/guardian; **we must have your permission before we release your child.** (Include FULL NAME of individual.) Individual will need to show ID for student to be released.

REMINDER: Scott School does NOT keep a pick up list: see page 16



STEPPARENT HOUSEHOLD (Student Release prior to 3:25 dismissal):

If you have a stepparent household, the legal parent/guardian must complete the Release of Student Information in the Back to School packet. This form must be completed in order for stepparent to pick student up at any time during the school day without a daily note. If this form is not on file, and a note is not provided by parent/guardian, the office will call parent/guardian for approval to release student to stepparent.

LATE TO SCHOOL / LATE TO CLASS

(see Schools Hours, page 17)

- Students cannot be dropped off at school prior to 7:45 am unless they go to daycare.
- We need all Scott Tigers in their classrooms and in seats by 8:30 a.m.
- **Tigers are considered tardy/late to school or late to class at 8:30 a.m.**
- Students reporting late to school must check in at the office and receive an admit.
- Regardless of the time students are dropped off in the morning to start their school day, students that enter their classroom at 8:30 will be marked in their attendance record as **late to class.**

ATTENDANCE

QUICK-TIPS FOR PARENTS



What are the benefits of being on time and in school every day?

- School is easier for students who are there every day—and on time.
- Being at school regularly and on time helps students build and maintain satisfactory friendships.
- Regular attendance builds a good foundation of knowledge so the next school year can be a success.
- Being ready and present for class establishes a life time of good habits—getting and keeping a job by being on time and being there every day.
- Being at school regularly and on time ensures that the student will know what is going on in the classroom, avoiding the embarrassment of disrupting the class.
- Arriving on time every day allows the child to be ready when everyone else is ready. Otherwise, the child feels embarrassed and uncomfortable about not fitting in with the classroom routine.
- Being at school every day and on time meets the state's attendance requirements and avoids violating state attendance law (I.C. 20-33-2-6) resulting in consequences that impact the whole family negatively.
- Good attendance and promptness are necessary to earn high school credits toward graduation and to maintain the good citizenship rating necessary to participate in extra-curricular school activities, such as prom.

A house without a good foundation is not a very good house; a student without a good foundation of knowledge is not getting a good education. There is no learning going on when a teacher is teaching to an empty chair.

What happens when a student is not attending regularly?

- When a child does not attend school regularly, the law is being broken because the Indiana Code states that every child in Indiana must attend school a certain number of minutes each day.
- A pre-court attendance conference is held after a student misses ten (10) days without medical or legal documentation or if the student is frequently late or missing too much—even through the parent calls in "illness." At the conference the parent, student, and school officials work together to establish a plan to help the student and family solve the problems that are causing the poor attendance and/or tardiness.
- If the student continues to miss after the attendance conference without documentation from the school nurse or a physician, the excessive absence or truancy case is referred to either Child Protective Services or Juvenile Court—or both.
- Parents of students with excessively poor attendance may be prosecuted for educational neglect with consequences that have a negative impact on the family, including fines, an assignment of community service, jail time, and/or adjusted (possibly reduced) payments from the Social Security Administration.

80% of success is showing up.

--Woody Allen

The first secret of success is showing up.

--Harvard Business Revi

Revised 7/2015

Food and Nutrition

BREAKFAST/LUNCH

A nutritious breakfast is available each day from 7:45am to 8:20am in the Scott Cafeteria. The breakfast menu can be found on the EVSC web site, along with breakfast and lunch prices. The lunch menu can be found on the Scott School webpage at www.evscschools.com/scott under the Menu tab. The lunch menu will also be displayed in classrooms, and it is also printed daily in the Evansville Courier & Press. If you need a hard copy you can pick one up in the school office.

EZ SCHOOL PAY

EzSchoolPay is an easy, convenient and secure online option available to parents of any student attending an EVSC school. With EzSchoolPay you can:

- Check your child's school meal account balance - NO CHARGE FOR THIS SERVICE
- Check to see what your child is eating daily (regular meal/al a carte items, etc.)-NO CHARGE FOR THIS SERVICE
- Sign up for lunch account low balance email reminders - NO CHARGE FOR THIS SERVICE
- Deposit money in your child's school account using Visa or MasterCard - \$2.50 CHARGE PER TRANSACTION ADDED TO YOUR CREDIT CARD

Using this site is easy. Please follow the steps outlined below to register for EzSchoolPay::

- Click [HERE](#) and follow the prompts for "Parent Register Now" to fill out the necessary information. You will need your child's 7-digit student ID # and the school zip code to set up an account. If you do not have this information, please call your school cafeteria manager or the EVSC Food & Nutrition office at 812-435-8258.
- You will receive a confirmation email. Follow the directions in the email, and you will be logged in and ready to manage your child's school meal payments.

If you have any questions or experience any problems setting up this account, please contact Melissa Laurence at 812-435-8258. You may also call the Scott Cafeteria at 812-867-2427 Ext. 38021 if you have any questions.

FREE/REDUCED

Click [HERE](#) for Free/Reduced (sign in to Parent Access): Click on the red 'Registration Required' box under your student's name. Complete the annual registration, and at the end you will see the free/reduced application. Complete the form and submit. Click [HERE](#) for more information on Free/Reduced.

LUNCH GUESTS (AT THIS TIME LUNCH GUESTS are on HOLD due to space)

Parents are always welcome to join us at Scott School for lunch! We enjoy seeing grandparents, aunts, uncles and other family members join us for lunch also. Please make note of the following:

Please check in at office - sign in on computer to obtain a badge to wear during your visit. Every visitor must sign in. Please return to office to sign out.

We also want to remind visitors that it is okay to bring lunch from an outside restaurant or from your home to share with your children. We cannot, however, allow visitors to bring lunch or any other food/drink item for anyone but their own child. With so many food allergies among some of our students, our priority is to keep all students safe. If your child does have a food allergy, please have your child's doctor fill out a doctor's prescription or note with the foods to omit and the substitutions we are to make should be included. Please refer to the school nurse if your child has serious allergies and/or requires possible medications.

Our cafeteria also sells bottled water and juice. In order for your child to use the money in their account for extras, we require a parent note to keep on file. Students may not buy extra juice, water, or snacks if they have an I.O.U. on their meal account.

We appreciate your cooperation with these matters. Safety is our first and foremost concern for all of our children.

PAYMENT

Please **make checks payable to Scott Cafeteria; we can only accept checks written in blue or black ink.** Please include your **phone number and your child's name on the check.**

Health Services

Scott School Nurse hours: 7:35 a.m. - 3:20 p.m.

CHRONIC ILLNESS

If you have a child with (chronic) asthma that requires an inhaler, allergies that require epi-pens, and/or other disorders that may need immediate attention, please contact the school nurse so that we can develop an action plan. We will also inform the teacher of your child's medical needs.

ILLNESS

Fever, Vomiting and Diarrhea Rule: Children that are sent to the nurse's office are evaluated on an individual basis by the nurse. It is the district policy to send children home who have a temperature of 100.0 degrees or higher. If your child is ill with fever of 100.0 or higher, he/she must remain out of school until fever free for 24 hours and until normal temperature returns without the assistance of fever reducers. The 24 hour policy also stands for vomiting and diarrhea.

KINDERGARTEN and SIXTH GRADE IMMUNIZATIONS

Physical forms and Immunizations must be turned in to the school nurse within 30 days from the first day of school each new school year for every kindergarten and 6th grade student.

MEDICAL

Most injuries that occur at school require minimal assistance administered in the nurse's office. In the event of more serious accidents, we will first attempt to reach the parent/guardian at home or work. If we are unable to reach you, we will call the emergency numbers you provide for your child. It is important to keep your child's information current.

MEDICATION

All medications to be administered at school must be in a clearly labeled pharmacy bottle. All medications must be kept in the nurse's office and dispensed from there. A parent's permission note with instructions must also accompany the medication.

It is the student's responsibility to report to the nurse's office to take their medication.

Please do not send 'over-the-counter' medications such as cough drops, cough syrup, Tylenol, etc. with your child without written permission. Please contact the school nurse regarding medication to be administered during school hours. We cannot administer medication of any kind without a doctor's note and parents written authorization.

It is, of course, strongly recommended that whenever possible students take medications before and after school, rather than during the school day.

STUDENT EMERGENCY INFORMATION

It is critical for the safety of our students, should an emergency arise, to have updated student emergency information. Your assistance with this is greatly appreciated.

Inclement Weather

The EVSC uses a notification system called Communicate to connect with students' families. With this system, families will be notified if there is a change in the day's schedule due to inclement weather or other unforeseen situations. As often as possible, the EVSC will strive to make the decision to alter the school day as quickly as possible. Families are urged to make alternate plans BEFORE severe weather is predicted, so there is a plan in place. In addition to a call, email or text from Communicate, individuals may also check the EVSC or school websites, watch television news broadcasts, listen to local radio stations, or check the Evansville Vanderburgh School Corporation Facebook page or Twitter Account, to see when a decision has been made.

TWO-HOUR DELAY

Everything will run two hours later than normal.

- Buses will pick up students at the normal location two hours later than students are normally picked up (ex. Usual pick up is 7:10am, now pick up will be 9:10am)
- Schools will begin two hours later than normal times. (Elementary and K-6 schools will start at 10:30am)
- Scott School office will be open at 9:30am
- Extended Day Centers will open at 6:30am as normal. There will be an extra charge of \$3 if school does not begin on time. If school is cancelled after a delayed opening, parents should pick up their children as soon as possible.
- Fee-based early childhood programs (ex: Little Husky World at Scott) will continue to operate 7:00am-5:00pm.

EARLY DISMISSAL

- Families will be notified via email, text or phone call if there is an event occurring that requires early dismissal.
- If early dismissal occurs before noon, Extended Day Center will be canceled for that day.
- If early dismissal occurs after noon, the Extended Day Center will be open until 6:00pm. There will be an extra charge of \$3.00 for extra hours of day care. In the case of a weather emergency, parents are encouraged to pick up their children as soon as possible.
- Little Husky World will close one hour after announced release. LHW advises parents at drop off to be prepared for possible early dismissal. Parents are responsible to pick student up or make arrangement to get student picked up.
- All after-school activities will be cancelled.

PLEASE MAKE SURE THAT YOUR CHILD'S HOMEROOM TEACHER HAS THE LATEST INFORMATION AS TO WHAT YOU WANT YOUR CHILD TO DO IN CASE OF EARLY DISMISSAL.

CANCELLATION

- No classes will be in session.
- Extended Day Care is closed. If cancellation is declared after the center has already opened, parents will be notified to pick up their children as soon as possible.
- All activities, games, programs, performances, and other events will be cancelled.

EXTENDED DAY CENTER: Not Currently Enrolled

We know that delayed openings present challenges for some of our working parents. Parents who do not currently have their children signed up for the Ed Center Program can enroll their child in the Ed Center Program on the mornings that we have a delayed start, **determined by space availability**.

1. You will need to walk your child into the daycare office and sign them in, and also complete an application that morning. This applies only to those children who are not already signed up for the Ed Center Program. You cannot just drop your students off at the door.
2. You will be required to pay a fee for the morning, which is \$8.00, plus an extra \$3.00, for a total of \$11.00. The additional \$3.00 fee pays for the additional hours that the daycare is open during a delayed opening.

Arrival and Dismissal Procedures

Bus Arrival →

The Old State Rd. parking lot will be used exclusively for bus arrival and pick up. Buses will unload students at 8:15am at the Old State Road Door #10 awning entrance. Students will proceed to their lockers prior to going to their homeroom. For students eating breakfast, they will go directly to the cafeteria and eat.

Parent Drop Off AM →

We encourage you to drop off students starting at 8:10am. Staff will be on duty from 8:10-8:25am to assist you with drop off. Parents who are dropping their children off in the morning are to enter the adjacent subdivision on Kingsmont, proceed to Scott's lower parking lot and drive through the parking lot to the front entrance at Door #1. Parents are to stay in their car. After drop off, you will then exit the lower parking lot and proceed through the subdivision to Old State Rd.

Students arriving between 7:45 to 8:10am will be directed to a holding area.

Scott Extended Care opens at 6:30am daily if needed, and drop off is Door 10.

Parent Pick Up PM (3:25 Dismissal) →

Parents who are picking their children up after school are to enter the adjacent subdivision on Kingsmont, proceed to Scott's lower parking lot and drive through the lot to the front entrance. Parents are to stay in their car. As car is along the curb, student will be dismissed individually by the staff member. Student will proceed to their car and load on the passenger side of the car. Cars will then exit the lower parking lot and proceed through the subdivision to Old State Rd.

Please do not park at the curb and leave your vehicle as this could pose a safety concern and also impede the flow of dismissal.

We ask that you send a note to your child's homeroom teacher with your child's dismissal information. If you need to make adjustments to dismissal, we ask that you notify us **no later than 1:30 p.m.** by calling the front office at 812-867-2427.

Please do not email staff dismissal changes. Teachers are not always able to access their email prior to dismissal.

These procedures help us keep all of our children safe. Thank you.

Parents are asked to place their child's full name and grade on an 11x8.5 sheet of paper and place it on the passenger visor or front passenger window. This will help us to identify your child's pick up vehicle and expedite the dismissal process.



8/12/22

Miscellaneous Information *continued*

BIRTHDAY DELIVERIES, TREATS & INVITATIONS

We all love birthdays! All students are called to the office on their birthday to receive a bookmark and a pencil. Weekend birthdays are called during the week and summer birthdays are all called the last week of school. Those of us in the office are so excited when the birthday students come see us!

Deliveries & Birthday Class Treats

Balloons, flowers, goodie bags, etc. delivered to the school are discouraged. Items that are delivered to the school will be kept in the office; the student will be called down to see their delivery. These type of items are discouraged from going home on the bus; parents will need to pick the delivered item up at the school office.

It is the policy of Scott School, for health and safety concerns of all children, that parents are **not** allowed to bring food or treat bags to school for their child's birthday. Children with special dietary considerations will be taken into account when the teacher is planning a lesson or having a classroom party.

If you know a Scott Tiger and would like to make a lasting impression for their special day, you can:

Purchase a book for the Scott library! ** In that book we will place a label with the following:

**(Name of book) / Contributed to Scott Elementary Media Center
In Recognition of / (Name of Student) / (Birthdate of Student)
HAPPY BIRTHDAY TODAY AND ALWAYS!**

**Please contact the school media specialist for appropriate book choices.

Birthday Invitations

Birthday invitations may only be passed out at school if:

- Invite is going to all boys in a classroom
- Invite is going to all girls in a classroom
- Invite is going to all students in a classroom

CLASSROOM PARTIES

Please check with your child's teacher before sending any items in for classroom parties. We have many children with allergies and for the safety of all children, we need to be careful about what food items are brought into the classrooms. Thank you for your help with this very important safety issue.

DRESS CODE

In order to foster the best possible teaching/learning environment for our students, modes of grooming or styles of attire which distract from this purpose are discouraged. Head coverings should not be worn during the school day. This would include, but not limited to, unnatural hair color/spray in color (blue, fuchsia, green, etc.) and colored hair pieces.

We do understand that children grow over the summer, but **short-shorts and any clothing with holes are not allowed**. Appropriate length for shorts would be mid-thigh. Straps on tops should be two fingers wide.

Just a reminder when choosing clothing and shoes for the new school year that we keep safety as our guide. We encourage that students wear tennis shoes instead of flip flops in an effort to keep students safe when running and playing on the playground. Thank you for your attention to these matters.

Miscellaneous Information continued

DRINK BOTTLES

Plastic drink bottles may be used at school for clear liquids only.

EMERGENCY CONTACTS

Scott School does not keep a 'pick-up' list.

The emergency contact information you provide the school is not a pick-up list for your student. If the Scott Office (principal, assistant principal, counselor, nurse, secretaries) or teacher cannot reach parent/guardian, emergency contacts are called to help assist us with contacting parent/guardian. The ED Center pick-up list is not used in the Scott Office.

EXTENDED DAY CENTER

The Ed Center Program is available for children who need care before and/or after school. Children may attend before school from 6:30am until school starts and from the end of the school day until 6:00pm. Daycare begins on the first day of school. Applications will be accepted for the 2022-23 school year beginning on June 13, 2022. Applications will only be available online at www.evscschools.com. Since spots are limited, applications are marked with the date/time as they are received.

Day Center Student Hours: 6.30am until the start of school and school dismissal until 6:00pm

Day Center Office Hours: 6:30 am- 9:15am and 1:00pm - 6:00pm

We do our best at Extended Daycare to make sure your child has a fun, educational, and enriching experience every day after school. Some of the activities include: arts and crafts, organized games, outside physical exercise in a fun and playful way, educational opportunities from the community, service projects, snack time, and more!

For application, enrollment letter, brochure, rates/payment, etc. please click [HERE](#).

We look forward to spending a great year getting to know your children!

Kelly Coy, Scott Extended Day Center Coordinator, 812-867-2427 Ext. 38028

LOST and FOUND

We typically have many items of clothing that our Scott Tigers misplace or lose. Lost items include jackets, sweat-shirts, hats, gloves, lunch boxes, etc. We encourage parents to write names in these type of items! If your child loses anything have them stop by the Lost & Found. Parents are also welcome to check the Lost & Found.

All Lost & Found clothing items that are not claimed prior to Winter Recess will be donated to the PTA Clothing Bank at the end of the first semester, and also again after the last day of the school year.

Miscellaneous Information continued

LUNCH and RECESS HOURS

Kindergarten:

L: 10:15-10:45
R: 10:45-11:15

Mrs. Brayfield
Mrs. Huffman
Mrs. Scott

First Grade:

L: 10:45-11:15
R: 11:15-11:45

Mrs. Brothers
Mrs. Hartman
Mrs. Mills

Second Grade:

L: 10:45-11:15
R: 11:15-11:45

Mrs. Hall
Mrs. Orcutt
Mrs. Peterson

Third Grade:

L: 11:15-11:45
R: 12:45-1:15

Miss May
Miss Meyer
Mrs. Padgett

Fourth Grade:

L: 11:45-12:15
R: 12:15-12:45

Mrs. A. Garland
Mrs. Giesler
Ms. Stone

Fifth Grade

L: 12:15-12:45
R: 12:45-1:15

Mrs. Daily
Ms. Decker
Mrs. Godsey

Sixth Grade

L: 12:45-1:15
R: 1:15-1:45

Mr. Cole
Mrs. Lockhart
Ms. Mooney

Little Husky World

L: 11:00
Nap: 1:00

Mrs. Reed

OUTDOOR RECESS: WIND CHILL FACTOR

At the discretion of homeroom teachers, students are to go outside for recess periods to a wind chill factor of 32° or higher. Children should have appropriate outerwear during the cooler and winter months.

SCHOOL HOURS

Student Day: 8:30am - 3:25pm

Students cannot be dropped off prior to 7:45 unless they are going to Extended Daycare (Door 10).

7:45-8:10am Door 1 drop off: Students will be directed to the gym for walking club, unless they are going to breakfast. There will be a staff member stationed inside Door 1 during these hours.

8:10am Door 1 drop off: Staff will be outside Door 1 to assist with student drop off. Students will report directly to their homeroom.

8:15am: Buses will unload at Door 10.

8:30am: Students in their seats and ready to learn! Student is tardy if not in his/her seat at 8:30am.

Door 10 is Extended Daycare drop off. Extended Daycare opens up at 6:30am.

Extended Day Center Student Hours: 6.30am until start of school and school dismissal until 6:00p

STUDENT and PARENT INFORMATION: KEEPING IT CURRENT

It is essential that the school have your current address and phone number. If this information changes at any time, please notify the office.

TRANSFER or WITHDRAW

We ask that parents/guardians please notify the office at least two days in advance if a student is moving out of the district or transferring to another school within the district.

Miscellaneous Information *continued*

VISITORS (At this time, lunch guests are on hold due to space.)

We love seeing you volunteer in the classrooms, in the Media Center, with PTA and being involved in your child's education. The following procedures are for the safety of all children at Scott School:

Please check in at the office, sign in on computer to obtain a badge to wear during your visit, return to the office to sign out. All visitors, whether staying in the office area or going into the building, must check in at the office.

Classroom Visits

Classroom visits by parents are welcomed. To create the least interruption of the teaching process, requests for classroom visits should be arranged through the teacher.

Student Pick-Up Prior to Dismissal: See page 9 'Signing Student out Prior to 3:25 Dismissal'

Strollers? Crutches? Wheelchairs?

If you need assistance entering the building, please call the office at 812-867-2427 and we will be more than happy to assist you. We will be glad to have someone meet you at the north entrance, Door #11, off Old State Road.

FIRST TIME CHECK IN: PHOTO I.D. IS REQUIRED

VOLUNTEERING in the EVSC

Please follow these directions if you wish to volunteer within the EVSC:

1. Go to **www.evscschools.com/scott** 2. Click on ***Volunteer in Our Schools*** 3. Complete application and ***Submit***

Questions or difficulty submitting form, please call Kathy Osburn at 812-435-8378 or kathy.osburn@evsck12.com

Please call the school office at 812-867-2427 to check on approval approximately 5 days after online submission. **We must check to verify that you are approved before you can volunteer.** It is suggested to submit your application in July for the upcoming school year. **The approved application is good for TWO years—you must re-apply every two years.**

Volunteering includes, but not limited to: field trips, Chicken Supper, reading to students, tutoring students, helping in classrooms, speaking to class, re-shelving library books, Book Fair, pop/bag/sell popcorn, etc.

Thank you so much for volunteering in our school! Our staff is so grateful for you and your devotion to our students. We have included a list of school-wide expectations that will benefit you when working in our building. These expectations are consistent with those of the Scott School staff. Please:

- Sign in at the office each day you volunteer
- Follow the school's dress code, wearing appropriate attire
- Check in with teacher to receive materials and instructions
- Refrain from using electronic devices while working directly with students
- Avoid bringing snacks
- Interact with staff and students in a respectful manner
- Encourage students to be at a voice level 0 in the hallways

Thank You!

Reminder:

As a courtesy, please give advanced notice to the teacher if you are unable to volunteer on designated day.