

Scott Elementary School

POLICIES & PROCEDURES 2018-19

(Amended: 1/6/19)



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



Evansville-Vanderburgh School Corporation
951 Walnut Street
Evansville, Indiana

POLICIES & PROCEDURES 2018-19

WELCOME TO SCOTT SCHOOL Home of the Scott Tigers!

SCOTT SCHOOL MISSION

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.

VISION

Excellence in Student Achievement

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 observing the PBIS and STARS expectations. (PBIS-Positive Behavior Intervention Support, STARS-Self Control, Trustworthy, Accountable, Respectful, and Safe)
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 are to 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.

Policies and Procedures may be amended throughout the school year, and the up-to-date procedures will always be posted on the Scott website with amended date.

All students will receive a hard copy in their Back-to-School packet.



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.

Who should you contact?

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 during their plan time or after school. Teachers are not available 7:35-8:08 daily due to duty or Professional Learning meeting.

Mrs. Lobel: Our school counselor is here to help you with your child's academic and social/emotional needs. Mrs. Lobel 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.

Mr. Brad Gonyer: Principal Intern

SCOTT SCHOOL CONTACTS

Mrs. Kimber Scarlett, Principal.....	Kimber.scarlett@evsck12.com	
Mrs. Dana Lobel, Counselor	Dana.lobel@evsck12.com	
Mrs. Krista Jackson, Nurse	Krista.jackson@evsck12.com	812-867-2427 Option 2
Mrs. Rhonda Deskin, Principal's Secretary	Rhonda.deskin@evsck12.com	
Mrs. Linda Luker, Secretary/Treasurer	Linda.luker@evsck12.com	
Scott Office		812-867-2427
Office FAX.....		812-435-8865
Attendance Line		812-867-2427 Option 1
Cafeteria		812-867-2427 Option 3
Mrs. Lisa Brandle, Cafeteria Manager	Lisa.brandle@evsck12.com	812-867-4765 (direct line)
Mrs. Connie Helm, Ext. Daycare Coord.	Connie.helm@evsck12.com	812-435-8775
Mrs. Jenny Griesemer, Little Husky World	Jenny.griesemer@evsck12.com	812-435-0929

**FACEBOOK
links...**

**Scott School
Scott PTA**

Scott School Facebook - <http://goo.gl/XoIc4c>

Scott PTA Facebook - <http://goo.gl/5wtGq7>

To view EVSC Parent Access info (log in to RDS/request activation code, etc.), to view the Scott School Newsletter, to view Inclement Weather info...and so much more! ...

Go to: **www.evscschools.com/scott** and hover over *Parents*

SCOTT SCHOOL MONTHLY NEWSLETTER

The monthly newsletter can be found on the Scott School webpage at www.evscschools.com/scott: hover over Parents and choose School Newsletter. If you need a hard copy of the newsletter you can pick one up in the school office at your convenience. All monthly newsletters are also sent out through Messenger.

September Newsletter will be printed and distributed to each student; after that please go to:

www.evscschools.com/scott to view all Newsletters.

SCHOOL HOURS

Student Day: 8:15am - 3:10pm Students are not to arrive at school prior to 7:45am unless they go to daycare.

Office Hours: 7:30am - 4:00pm Daycare Student Hours: 6:30am - 7:45am and 3:10pm - 6:00pm

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

ATTENDANCE: Call 812-867-2427 by 9:00am and CHOOSE 1

If your child will not be at school for 8:15 attendance, please call the School Office at 812-867-2427 by 9:00 AM.

Choose 1 for attendance, and give the following information: **Student Name - Teacher - Reason for Absence** (ill, medical appointment, will be late to school, out of town, funeral, etc.) The office must have the reason for absence.

We need all Scott Tigers in their classrooms and in seats by 8:15 a.m. Tigers are tardy at 8:15 a.m.

Students reporting late to school must sign in at the office and receive an admit.

Please refrain from using the Attendance Line for early pick up or dismissal changes, as that line may not be checked regularly. To relay early pick up/dismissal info, please remain on the line for all other calls.

Medical Appointment Documentation: If your student has any type of medical or dental appointment during any part of the school day, we will need written documentation from the doctor's office. The documentation may be brought in with student, or faxed to the Scott Office at 812-435-8865 within two weeks of appointment.

DISMISSAL CHANGES

For the safety of all of our Scott Tigers, when making changes to your child's dismissal, a note is required for his/her teacher prior to, or on day of, a dismissal change.

In the case of an emergency, please contact the school 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. We appreciate your understanding and assistance in keeping all Scott Tigers safe.

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 REMEMBER TO 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.



SIGNING STUDENT OUT PRIOR to 3:10 DISMISSAL

Students will be called out of class for appointment when their legal parent/guardian* arrives in the office. At Scott School 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 for your child to report to the office for early release.

***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 3:10 dismissal by anyone other than legal parent/guardian; **we must have your permission before we release your child.** (Include FULL NAME of individual; we need more than just grandma, grandpa, etc.) Individual will need to show ID for student to be released.

STEPPARENT HOUSEHOLD (Student Release prior to 3:10 dismissal):

If you have a stepparent household, make sure legal parent/guardian has completed 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. If you need a form, please call the Scott Office.

Scott School does not keep a "pick-up list" for students.

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.

Scott ED Center does keep a pick-up list that is used during the after school hours in the daycare office; the ED Center pick-up list is not used in the Scott Office.

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

LUNCH & RECESS HOURS

Kindergarten:

L: 10:20-10:45
R: 10:45-11:05

Mrs. Hupmann
Mrs. R. Smith
Mrs. Winzinger

First Grade:

L: 10:20-10:45
R: 10:45-11:05

Mrs. Brothers
Mrs. Hartman
Mrs. Mills

Second Grade:

L: 11:05-11:28
R: 11:28-11:50

Mrs. Brunson
Mrs. Crab
Mrs. Orcutt
Mrs. Rust

Third Grade:

L: 11:50-12:13
R: 12:13-12:35

Mrs. Cramer
Mrs. Hall
Mrs. Martin
Mrs. Schaefer

Fourth Grade:

R: 11:50-12:13
L: 12:13-12:35

Mrs. Garland
Ms. Stone
Mrs. Van Leer

Fifth Grade

Rec: 11:05-11:28
Lunch: 11:28-11:50

Mrs. Burke
Ms. Decker
Miss Hurt
Mrs. Minnette

Sixth Grade

Lunch: 12:35-1:00
Rec: 1:00-1:20

Mr. Cole
Ms. Mooney
Miss Simpson
Miss K. Smith

Little Husky World

L: 11:00

Mrs. Griesemer

VISITORS TO SCOTT SCHOOL **FIRST TIME CHECK IN: PHOTO I.D. IS REQUIRED**

Visitors are ALWAYS WELCOME at Scott School! We love seeing you come and eat lunch with the students, volunteer in the classrooms, 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. Please 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 2 'Signing Student out Prior to 3:10 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 off Old State Road.

VOLUNTEER 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 click ***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

Reminder:

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

Thank You!

GRADING SCALE - School Wide

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

Related Arts classes
(Art, PE, Keyboard Music and Vocal Music)
will be each proportioned
as 1/4 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, no grades lower than a B

B Honors GPA 3.0 to 3.4, no grades lower than a C

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 when he/she returns 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

The start of the new year, or new semester, is the perfect time to 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.

<http://rdsteach.evsc.k12.in.us/rdsparentaccess/>

To contact Parent Access for technical support please go to www.evscschools.com or www.evscschools.com/scott. Click on Parent Access then RDS Parent Access Support page. Select an option from the drop down menu. You can also go to the web address above. 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.

Student 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. If it becomes necessary to contact parents/guardians, the time delay caused by a lack of current information can cause a sick child prolonged discomfort or needless anxiety in other situations.

Other updates, such as emergency contact information, can be made by the parent/guardian in Parent Access.

TRANSFER OR WITHDRAWAL

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.

BUS/DISTRICT SCHOOL - Find Yours

What SCHOOL DISTRICT do I live in?

Click on the following link and follow prompts:

http://www.edlinesites.net/pages/EVSC/EVSC_Offices/Office_of_Transportation/What_Bus_do_I_Ride_

For busing questions or issues you may call the bus parent line at 812-435-1BUS (1287).

EMERGENCY DELAY/DISMISSAL INFORMATION

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, so see when a decision has been made.

For the safety of our students:

**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.**

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 schools and K-6 schools will start at 10:15am. Middle schools, K-8's and high schools will start at 9:30am.
- Scott school office will be open at 9:30am.
- Extended Day Care will open at 6:30am even if there is a delayed opening. If school is canceled after a delayed opening, parents will be notified to pick up their children.
- Breakfast will be served to Extended Day Care students only.
- Little Husky World will continue to operate 7:00am-5:00pm.
- The before school instrumental music program for 5th grade students will operate two hours later than normal, as will bussing to the program.

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 Care will be canceled for that day.
- If early dismissal occurs after noon, the ED Center will be opened as soon as school is dismissed and will operate on a regular schedule. In the event of severe weather, parents are asked to pick up their students as soon as possible to help protect the safety of the ED Center staff, as well as the students and parents.
- Little Husky World will close one hour after announced release. Parents will be contacted by Little Husky World personnel and asked to pick their child up within an hour of early dismissal announcement.
- All after-school activities will be cancelled.

School 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.
- All activities, games, programs, performances, and other events will be cancelled.

Extended Day Care

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.**

Any parent that needs daycare on a delayed start needs to do the following:

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 an \$11.00 fee for the morning. This is \$3.00 more than the usual cost of morning daycare. This additional fee pays for the additional hours that the daycare is open during a delayed opening.

OUTDOOR RECESS - Winter Weather

At the discretion of the principal, 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.

HEALTH SERVICES - Scott School Nurse Policy and Procedures

Nurse hours: 8:00 a.m.-1:00 p.m.

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.

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.

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.

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.

Student Emergency Information forms:

Pre-filled forms are sent home the first week of school. Parents/Guardians are to correct/update the form and complete the backside which is the Student Health Information. It is critical for the safety of our students to have these forms on file should an emergency arise. Your assistance with this is greatly appreciated.

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.

EXTENDED DAYCARE PROGRAM

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 2018-19 school year beginning on April 2, 2018. Applications will be available online or at the Scott School daycare office. Since spots are limited, applications are marked with the date/time as they are received.

Daycare Student Hours: 6:30am - 7:45am and 3:10pm - 6:00pm

Daycare Office Hours: 6:30am - 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: crafts, organized games, outside physical exercise in a fun and playful way, educational opportunities from around the community, service projects, snack time, and more! For application, enrollment letter, brochure, rates/payment, etc. please go to: www.evscschools.com and click on Family Services, then Extended Day Centers.

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

Connie Helm, Scott Daycare Coordinator/812-435-8775

FOOD & NUTRITION

Scott Cafeteria Policy and Procedures / 812-867-2427 Option 3

Lunch Guests

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 or 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.

Breakfast/Lunch

A nutritious breakfast is available each day from 7:45am to 8:10am in the Scott School 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 at your convenience.

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.**

Free/Reduced

You can now apply for free and reduced lunch and textbooks online. To apply:

1. Go to www.evscschools.com: Family Services, Food & Nutrition, Free & Reduced Lunch
2. Click on the application link and then fill out and submit your application. It's that easy!

EzSchoolPay

EzSchoolPay is an easy, convenient and secure online option available to parents of any student attending an EVSC school. Use www.ezschoollpay.com to:

- 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:

- Go to www.ezschoollpay.com 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 812-435-8262.
- 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 Julie Fein at 812-435-8262. You may also call the Scott Cafeteria at 812-435-4765 with questions.

ROOM PARTIES

Please check with your child's teacher before sending any items in for 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.

BIRTHDAY POLICIES

Deliveries

We all love birthdays! So...all students are called to the office on their birthday to receive a bookmark and a birthday 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!

Birthday 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,
here is one way you can do that:

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.

LOST & FOUND

We typically have many items of clothing that our Scott Tigers misplace or lose. Lost items include jackets, sweatshirts, hats, gloves, lunch boxes, etc. that need to find their owners. We encourage parents to write names in these type of items! If your child loses anything please have them stop by the Lost & Found near the front hall. Parents are also welcome to look for lost items.

**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.
Donation to PTA Clothing Bank will be done once again after the last day of the school year.**

STUDENT 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. Thank you for attention to these matters.

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.

*See complete dress code in the current Parent Guide and Calendar/Orderly Learning Environment.

Arrival and Dismissal Procedures

Bus Arrival →

The Old State Rd. parking lot will be used exclusively for bus arrival and pick up. Buses will drop students off at the at the Old State Rd. #3 awning entrance and students will proceed directly to the walking club. Students will not go to their lockers prior to participating in walking club. Instead, they will go directly to their designated area for walking club and keep their belongings with them. At 8:05am students will line up by their homeroom and their homeroom teacher will escort them to class at 8:10am.

Parent Drop Off AM →

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. Parents are to stay in their car. Students who arrive prior to 7:45am should report directly to daycare. Students arriving at 7:45am and after will be directed to the walking club. Cars will then exit the lower parking lot and proceed through the subdivision to Old State Rd.

Parent Pick Up PM →

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 from the music room by the staff member. Student will proceed to their 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.

Parents who park their car in the lot and walk up to pick up their child will wait in a line outside on the blacktop by the north music room door (Exit 2). Parents will give the student name to a staff member, and staff member will call for the student. The student will greet their parent at Exit 2.

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.



← **AM Drop Off / PM Pick Up** (Enter through Kingsmont Sub. Div.)