

SCOTT COUNTY SCHOOL DISTRICT 2 POLICIES

The following Scott County School District 2 Policies are located in this document:

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Due Process
Emergency Evacuation
EPA (drinking water)
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The full set of corporation policies are located in the SCSD2 Bylaws section on the web.

NOTICE OF AHERA (To Whom It May Concern)

The Indiana Department of Environmental Management (IDEM), the Environmental Protection Agency (EPA) and the Inspection and Testing Services ATEC Associates, Inc.:

The Management Plan is on file at the Central Administration Office at 375 East McClain Avenue, Scottsburg, IN., during regular business hours. Copies are available upon request for a fee. This statement meets all responsibilities of the local education agency, AHERA Regulations: 763.84 (C). David Wells is the local agency (LEA) designated person for Scott County School District 2. All ACBM are under periodic surveillance once every six months. AHERA Regulations: 763.92 (B)

ELEMENTARY SCHOOL POLICY FOR ATTENDANCE DISTRICTS

The Board of School Trustees establishes areas of attendance for the school corporation. Children must attend the school of the area in which they reside, unless a waiver has been authorized by the Board.

Attendance district waivers will be considered and approved or denied by a committee comprised of the principals of the schools affected and the Superintendent. If denied, requesting party may appeal the committee's decision to the Superintendent for presentation to the Board of School Trustees. Requests for waivers should be filled out by May 1 of each year. Waivers for kindergarten students must be filed during kindergarten screening except in emergency.

BUS TRANSPORTATION

We have 36 bus routes in our transportation system besides numerous extra-curricular trips. The drivers transport approximately 2500 students. Students riding school buses are subject to all of the school rules and regulations. Proper conduct is an important factor for the safety of all children riding buses. The school bus driver shall be responsible for discipline on the bus, just as the teacher is in the classroom. Upon the recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in an appropriate manner on the bus. A notification to parents in the form of a school bus discipline report should be followed for any misbehavior that distracts the driver. Driving a school bus is a serious profession and we are concerned for the safety of everyone. For minor infractions the driver may deal with the students and their parents prior to issuing a disciplinary report.

BEFORE THE BUS ARRIVES:

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

BOARDING THE BUS:

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

LEAVING THE BUS:

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

IN CASE OF EMERGENCY AND WHEN THE DRIVER MUST LEAVE THE BUS:

- ~ Stay seated.
- ~ Do not touch emergency equipment.
- ~ Depend on the driver's training to take care of the situation.
- ~ A responsible older student will be acquainted with emergency procedures.

EMERGENCY SITUATIONS

In addition to daily transportation, students often travel to extra-curricular activities during the school day, evenings, and weekends. In the event of an accident involving students, Scott County School District 2 follows these procedures:

- ~ Parents of injured students are contacted first.
- ~ Parents of all students are contacted once accurate information can be relayed.
- ~ The radio station is not contacted in order to keep the situation manageable unless it is determined that it is in the students' best interest to contact the media.
- ~ Medical personnel always check each student at the scene when applicable, but we also transport any student to the hospital who feel they are injured, regardless of their medical evaluation.
- ~ All decisions are made in the interest of student safety and well-being.
- ~ Please remember that many of our buses transport over 60 students at one time. The medical evaluation, parent contact, and transportation of injured students do take time to complete. Please be assured that our school personnel understand the feelings that the news of a bus accident generates. We strive to treat all children as we would want our own children treated in an emergency situation.

CONDUCT ON THE BUS:

Follow the directions of the driver at all times. Disruptive behavior of any type is prohibited.

1. Walk to the assigned seat and remain there
2. Absolutely no standing while the bus is in motion.
3. Do not talk to the driver unless it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road).
4. Talk quietly so the driver can hear traffic sounds.
5. Keep arms, feet and schoolbooks out of the aisles.
6. Do not open or close windows without permission from the driver.
7. Keep hands and head inside the bus. Do not stick or throw anything out of the windows.

8. Loud, profane language and/or yelling is not permitted.
10. Smoking is not permitted.
11. Do not deface or litter the bus.
12. The possession of knives or any weapon-like objects on the bus is forbidden.
13. Tobacco products of any kind are prohibited at the bus stop and on the school bus.

NOTE: Violation of the above rules and regulations may result in suspension of transportation privileges by the principal. Under certain circumstances due to the severity of an infraction, steps may be skipped to address the seriousness of the incident. In addition, any school rule that is violated while riding the bus may also carry additional consequences such as detention, after-school detention, out-of-school suspension, and/or expulsion from school.

Minor offenses:

These would include but are not limited to the following:

- ~ Gum chewing, candy, pop or food on the bus.
- ~ Littering on or off of the bus.
- ~ Feet, arms, books etc. in the aisle.
- ~ Name-calling.
- ~ Talking loud or yelling on the bus or out the window.
- ~ Misuse of electronic devices
- ~ Opening windows without permission.
- ~ Switching seats without permission.
- ~ Being rude or discourteous to other students.
- Arriving late to bus stop repeatedly.

Procedure:

1. Student is given a verbal/written warning and has had conference with school administrator.
2. Student has a conference with administrator and is suspended from riding bus for one day.
3. Student has a conference with administrator and is suspended from riding bus for 3 days.
4. Student has conference with administrator and is suspended from riding bus for 5 days.
5. Student and parent will have conference with the Transportation Committee. The student is off the bus for the remainder of the trimester.

Action regarding accumulated minor offenses will be decided by the Transportation Committee.

Severe offenses: These would include but are not limited to the following:

- ~ Fighting
- ~ Profanity
- ~ Drugs, alcohol, tobacco-possession, sale, use, being under the influence of, transportation or distribution. This includes prescription and non-prescription medication that is represented to be another substance or which is in the possession of a student without the school's knowledge or permission.
- ~ Weapons of any kind. (Guns, knives, razors, razor blades, box cutters, etc.) Any item/object which may be used as a weapon or is used as a weapon.
- ~ Insubordination-refusing to follow the directions of the driver. Arguing, or talking back to the driver when given directions.
- ~ Vandalism-causing damage to the bus inside or outside or the property of others at the bus stop or on the bus.
- ~ Any safety violation.
- ~ Throwing objects on the bus, out of the bus window, or at the bus stop.
- ~ Threatening or intimidating behavior (bullying).

Procedure:

Depending on the infraction, any of the following could be employed:

- ~ Disciplinary report resulting in a 1-3 day bus suspension.
- ~ Disciplinary report resulting in a 3-5 day bus suspension.
- ~ Disciplinary report resulting in a 5-10 day suspension from the bus and possibly a recommendation for expulsion from the bus for the remainder of the trimester or the year, pending due process.

POLICY PROHIBITING DISCRIMINATION

It is the policy of the Board of School Trustees that no person shall, on the grounds of race, color, national origin, including limited English proficiency, creed, religion, sex, marital status, ancestry, status with regard to public assistance, age, or disability 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, whether full-time or part-time, under any education program or activity operated by the district. The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students to learn through the curriculum offered. The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. Inquiries regarding compliance with foregoing policy may be directed to Arleen Schulze, Compliance Officer for the School District, 375 E. McClain Ave. Scottsburg, IN 47170. Phone: (812) 752-8921.

DRUG FREE WORKPLACE

The Board of School Trustees believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting, which is not tainted by the illegal use, or evidence of illegal use, of any controlled substance. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol.

DUE PROCESS

As teachers and students are brought together so that learning may take place in our Scott County School District 2 classrooms, an environment, which permits an efficient and orderly operation of the school, must be provided. Most of all, this environment comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek to express their own just and legal privileges as members of the school and community.

The responsibility for development and maintenance of this self-discipline falls on a combined effort of students, teachers, parents, administrators, and to our community, which establishes the value system we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for the operations of the school. The Board of Education of Scott County School District 2 has this legal responsibility for the school in which you are enrolled. The Board, then, has to set policies and appoint administrative officers to carry out those policies. Authority for such Board responsibility comes from the School Powers Act and Indiana Code 20-33-8-8 as amended by the Indiana General Assembly, and in the Policy Manual of Scott County School District 2.

A breach in discipline may result in a reprimand, corporal punishment, probation, referral to specific personnel, parent conferences, suspension, or expulsion. The following summary is provided for you so you will be informed on what is not allowed in our schools and to inform you of your rights and responsibilities concerning possible discipline measures. Violations of the following rules may result in suspension or expulsion from school. These rules include:

- ~ *No drugs, alcohol, pills, or tobacco products*
- ~ *No guns, knives, explosives, or any type of weapon*
- ~ *No stealing or violence*
- ~ *No obscene language will be tolerated at any time*
- ~ *No bullying, threats, harassments, or intimidation of any type*

- ~ *No interference with normal school operations*
- ~ *No tampering with school or individual's property*
- ~ *No engaging in activities forbidden by state law*
- ~ *No repeated violation of any rule or regulation*

All the aforementioned applies to students that are on school grounds or bus stops before, during, or after school hours. This also includes school activities on or off school grounds such as school sponsored bus trips, athletic events, or field trips. Violation of these rules in connection with school personnel, on or off school grounds will be grounds for suspension or expulsion. Indiana Code, as amended by the General Assembly of Indiana, outlines the procedures to be followed when a student is disciplined by expulsion or suspension. Copies are available upon request.

EMERGENCY EVACUATION OF SCHOOLS

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters, and that such emergencies are best met by preparedness and planning. The Board recognizes a system of emergency preparedness, which shall ensure that:

- the health and safety of students and staff are safeguarded;
- minimum disruption to the educational process occurs;
- students have been taught self-reliance and are trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop procedures for handling of emergencies, which include a plan for the prompt and safe evacuation of the schools.

PUBLIC NOTIFICATION FOR LEAD IN THE DRINKING WATER Environmental Protection Agency (EPA)

The Safe Drinking Water Act passed by Congress since 1986 requires notification to all consumers about possible lead contamination in drinking water. The Scott County School District 2 will continue to carefully monitor its water quality. Steps being taken include scheduled testing of drinking water, replacing lead pipes and service connections, and making sure that lead does not become a problem in the drinking water.

The Environmental Protection Agency (EPA) sets drinking water standards and has determined that lead is a health concern at certain levels of exposure. Part of the purpose of this notice is to inform all consumers of the potential adverse health effects of lead. This is being done even though the drinking water may not be in violation of the current standard. EPA and others are concerned about lead in drinking water because too much can cause serious damage to the brain, kidneys, nervous system, and red blood cells. The greatest risk, even with short term exposure, is to children and pregnant women. If you have any questions about the drinking water at Scott County School District 2, or testing information, please call David Wells, Scott County School District 2, during regular business hours. (812)752-8921

SCOTT COUNTY SCHOOL DISTRICT 2 NOTIFICATION OF RIGHTS UNDER F.E.R.P.A

The Family Education Rights and Privacy Act (FERPA) afford parents, and students over 18 years of age, certain rights listed below with respect to the student's education records:

The right to inspect and review the student's education records within 45 days of the day the school received a request for access. Parents or eligible students should submit to the school principal a written request that states the records they wish to inspect. The school official will make arrangements and

notify the parent or eligible student of the time and place where the records can be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing, as well as additional information about the hearing, regarding the request for amendment.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is someone employed by the school, such as an administrator, supervisor, instructor, or support staff member (including health, medical, and law enforcement personnel); School Board member, a person or company that the school has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if they need to review a record to perform their duties. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

FERPA Notice for Directory Information

FERPA requires that the school district with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with the district's procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include: honor rolls, yearbook, bus tapes, sports, drama productions, and graduation programs. Directory information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1985 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the school district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. The school has designated the following information as directory: student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

IMMUNIZATION

Scott County School District 2 is responsible under Public Law, as amended, to require immunization of all children (K-12) planning to attend school in August. Parents are required to:

1. provide documentation of full immunization of the child.
2. provide documentation that immunization has started and that your child is

- scheduled for their completion.
3. provide a parental or medical objection against immunization.

State law requires the school to suspend the child if the parent(s) fails to comply with immunization procedures within 20 days of the date of enrollment of the child. The School board requires that all students be properly immunized against diphtheria, tetanus, pertussis (whooping cough), measles, rubella (German measles), mumps, polio, varicella (chickenpox) and hepatitis B. In addition, all 6-12 graders are required to have the MCV4 (meningitis) vaccine. From time to time other communicable diseases may be designated by the Indiana State Department of Health.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 1. Political affiliations or beliefs of the student or student’s Parent(s)
 2. Mental or psychological problems of the student or student’s family
 3. Sex behavior or attitudes
 4. Illegal, anti-social, self-incriminating, or demeaning behavior
 5. Critical appraisals of others with whom respondents have close family relationships
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious practices, affiliations, or beliefs of the student or Parent (s)
 8. Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of
 1. any other protected information survey, regardless of funding
 2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
 3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
 1. protected information surveys of students
 2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

The School District will/has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the

beginning of the school year if the District has identified the specific or approximate dates of the events. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned event(s) listed and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of specific activities and surveys covered under this requirement:

- ~ Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- ~ Administration of any protected information survey not funded in whole or in part by ED.
- ~ Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

SEXUAL HARASSMENT

It is the policy of Scott County School District 2 to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Scott County School District 2 to harass another employee or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for a student to harass another student or employee through conduct or communication of a sexual nature. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

SPECIAL SERVICES PROGRAMS

**Nellie Needler, Special Education Director, 145 South Third Street, Scottsburg, IN 47170
(812)752-8953**

Description

The Special Programs department offers individualized instruction to meet the unique needs of students identified as disabled in accordance with Article 7, the Indiana law that governs the operation of special education classes and related services.

Article 7 contains the guidelines for implementing special education programs in Indiana. It is the responsibility of the department to provide a free and appropriate education to students with disabilities between the ages of 3 and 21, conduct education evaluation procedures and interpret results, develop an individualized education plan (IEP), and educate students in the least restrictive environment.

The Scott County School District 2 Special Programs department provides educational services for students 3 through 18 years of age identified as disabled under Article 7. The schools may provide services to students 19 through 21 years of age if determined by the case conference committee that a child would benefit from a continued educational program. A copy of Article 7 and the Individuals with Disabilities Act is available for review by contacting the Special Programs office.

A disability may be mild or severe. A child may have an emotional, physical, or intellectual condition that interferes with learning. Because disabled children have a wide range of individual needs, various types of special programs and services are needed. These include:

- ~ Special assistance within the regular classroom
- ~ Part time instruction in a regular classroom and part time in a resource room
- ~ Full time instruction in a resource room
- ~ Instruction provided at home or in the hospital

Eligibility

To be eligible for special services, a student must be classified under one or more of the following disability areas:

- | | | |
|-------------------------|--------------------------|----------------------|
| *Autism | *Mental Disability | *Learning Disability |
| *Multiple Handicap | *Dual Sensor Impairment | *Orthopedic Handicap |
| *Emotional Handicap | *Other Health Impairment | *Hearing Impairment |
| *Traumatic Brain Injury | *Communication Disorder | *Visual Impairment |

Referral

A student may be referred for special services by parents, teachers, school personnel, or other agencies. Referrals may not be processed without the written consent of the child's legal parent or guardian. There is no charge for services provided by Scott County School District 2.

Section 504 and Americans with Disabilities Act

It is the policy of the Scott County School District 2 not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504, of the Rehabilitation Act of 1973.

Inquires regarding compliance with Title IX, Section 504, The Americans with Disabilities Act should be directed to the Superintendent of Scott County School District 2 at (812)752-8946.

SUPPLEMENTARY INSTRUCTION TITLE I

With funds received from the federal government's Elementary and Secondary Education Act, and Title I, Scott County School District 2 provides supplemental reading and math assistance to children in the primary grades. Children who experience difficulty in reading or need additional instructional help to perform at the appropriate level for their age receives this supplemental instruction. The Title I program emphasis is centered around the primary level.

Parent Advisory Councils at every elementary school are involved and assist district personnel in project planning and informing parents of the goals. Informed parents increase the chance of a child's success in the program.

Parent Advisory Councils of Title I wish to inform and involve parents of their child's activities. Parents are encouraged to contact their elementary principal to become active members of the Title I program.

STUDENT POLICY CONCERNING TOBACCO PRODUCT USAGE OR POSSESSION

Scott County School District 2 believes that a more healthful educational environment and a more healthy body and mind can be achieved through the prohibition and possession of all tobacco products. Therefore, all smoking, usage of tobacco or tobacco product substitutes, and possession of such substances on school property or school related events, is strictly prohibited.