

# Tiny Trojans

Pre K

PARENT HANDBOOK

2022-2023



New Castle Community School Corporation

322 Elliott Avenue

New Castle, IN 47362

521-7201

<http://www.nccsc.k12.in.us>

We are Tiny Trojans!



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## **Welcome to Tiny Trojans Pre K!**

We hope that your involvement and investment in our schools proves to be an enriching experience for both you and your child(ren). It is our mission to provide high quality early childhood education in a safe, nurturing, creative and friendly environment. We focus on learning through child-directed play experiences and curriculum time. We believe a balance of play and preschool curriculum enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. Teachers facilitate learning by exposing children to a variety of experiences. Our long-term goal is to be instrumental in your child's life as they learn self-awareness and develop confidence with their own independence. Together, working with parents as a team, we will always keep the children's best interest as our highest priority.

## **Mission**

Tiny Trojans Pre K program mission, in partnership with parents and community, is to provide an appropriate educational program and nurtured, learning environment which will effectively meet the educational needs of its students as they begin their educational journey.

### **BOARD OF SCHOOL TRUSTEES**

Mr. Cory Bennett  
Mrs. Jennifer Blackford  
Mr. Travis Callaway  
Mrs. Jaci Hadsell  
Mrs. Nan Polk

### **ADMINISTRATION**

Dr. Matthew Shoemaker	Superintendent
Mr. Adam McDaniel	Assistant Superintendent For Secondary Programs & Facilities
Mrs. Sherri Bergum	Director of Curriculum & Instruction/Elementary Programs

## **Pre K ELEMENTARY PRINCIPALS**

Mr. Chris York  
Eastwood Elementary School  
806 South 22<sup>nd</sup> Street  
521-7205

Dr. Lora Wilson  
Parker Elementary School  
1819 Roosevelt Avenue  
521-7209

Mrs. Aimee Howard  
Riley Elementary School  
1201 Riley Road  
521-7211

Mrs. Kelley Cox  
Westwood Elementary School  
1015 South Greensboro Pike  
521-7215

Mrs. Jean Ann McAllister  
Wilbur Wright Elementary School  
1950 Washington Street  
521-7217

NEW CASTLE COMMUNITY SCHOOL CORPORATION

**Pre K** School Year Calendar

**2022 -2023**

<b>2022</b>	August 1	Faculty/Staff - No Students
	August 2	Faculty/Staff - No Students
	<b>August 10</b>	<b>First Day of School for Pre K Students</b>
	September 5	Labor Day - No School
	September 28	eLearning Day
	October 10 - 14	Fall Break - No School
	November 8	eLearning Day
	November 21 – 25	Thanksgiving Vacation - No School
	December 21	End of 1 <sup>st</sup> Semester (last student day)
	Dec. 22-Jan. 4	Christmas Vacation
<b>2023</b>	January 4	Faculty/Staff - No Students
	January 5	Classes Resume-Students Return
	January 16	Martin Luther King Jr. Day - No School
	February 20	Presidents Day – No School
	March 15	eLearning Day
	Mar. 27-Apr. 7	Spring Vacation - No School
	May 26	Last Day for Students
	May 26	Faculty Records/Reports
	May 29	Memorial Day - No School
	June	Graduation

## ANIMALS IN THE SCHOOL

Occasionally children wish to bring animals to school to share with their classmates. It is our belief that this can be a good learning experience for the children. However, certain guidelines need to be followed when bringing animals:

1. No animals should be brought to school without the prior consent of the teacher.
2. Insects, frogs, salamanders, etc. are to be transported in unbreakable containers.
3. All mammals are to be transported in wire cages.
4. Full grown cats and dogs are not permitted.
5. Poisonous or potentially dangerous animals or insects are not allowed.



## ATTENDANCE

Having good school attendance is a high priority in the New Castle Community Schools. All students and parents are encouraged to study this policy and become familiar with its contents. It reflects the importance the school corporation places on attendance and on students having responsible attitudes about being on time and in school every day.

## NOTIFICATION OF SCHOOL IN CASE OF ABSENCE

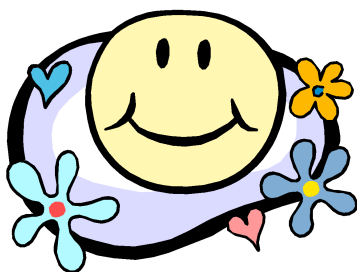
If an absence occurs for any reason (except emergencies) a parent/guardian must contact the school by phone or note before 4:00 p.m. on the day following each day of absence or the absence will be recorded as unexcused.

## CHILD ABUSE REPORTING

We are required by law to report immediately any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, neglect, or exploitation. Our staff receives training to recognize and prevent abuse.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster, unexplained marks or bruises and child hygiene issues.

## CODE OF BEHAVIOR



In order to provide every student with the excellent educational climate they deserve, our behavioral expectations are driven by truth, trust, active listening, no put downs, and personal best. Doing one's personal best means caring, effort, teamwork, common sense, problem-solving, motivation, responsibility, initiative, confidence, and perseverance.

We feel that these are important life skills that will help promote a positive teaching and learning environment. Primary development of these skills will take place in the home and classroom.

The entire staff is dedicated to assisting parents and teachers in promoting these behaviors in their students. Communication between the home and the school is the key for each student's success.

School authorities have been delegated the Public Law responsibility for providing the appropriate learning climate.

Our staff will promote a relationship-based approach to discipline. Teachers will support children in resolving conflict and getting their needs met through appropriate behaviors. Teachers are here to help the children learn how to communicate and treat each other. Teachers will communicate with children with respect.

Our preschool students will be taught to follow these Safety Commitments:

1. I will use watching eyes.
2. I will use listening ears.
3. I will use kind hands.
4. I will use walking feet.
5. I will use a quiet voice and kind words.

## **UNACCEPTABLE AREAS OF STUDENT CONDUCT**

Any conduct which causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose or that interferes or creates a reasonable likelihood that it will interfere with health, safety, or well-being, or the rights of other students is prohibited.

## **BEHAVIOR MANAGEMENT**

Each child is unique and each discipline is handled individually depending on the child and circumstances. The following techniques may be used by teachers as tools to enhance a child's knowledge of acceptable behavior: provide alternate choices, assist in problem solving, ignore small disputes, redirect/or provide "cooling-off periods."

## **PARENT CONFERENCE**

Minor misbehavior is handled by the classroom teacher. If it continues, the principal becomes involved.



Parents or guardians may be required to come to school to discuss problem behavior and solution with the child, teacher, or administrator and contact is made to parents by phone or letter to relate problem behavior and solution.

## **CURRICULUM Learn Every Day in Pre K**

Tiny Trojans Pre K follows Indiana's Early Learning Foundations, which are accessible online at

<https://www.in.gov/doe/students/indiana-academic-standards/indiana-early-learning-foundations/>

Literacy, math, science, social studies, and creative arts in each unit

Experiences that encourage exploration and discovery

Activities designed for multisensory learning

Research-based, developmentally appropriate methods

Nurturing environments that support all learners

Our core curriculum , **Learn Every Day in Pre K** , was designed to be used in a way that respects individual differences, honors every child's culture, and recognizes that family members are equal partners in a child's education. It is our goal that all children will experience joy and delight as they grow and develop in a nurturing environment. All of these components will enable your students to learn every day! Within our curriculum are six basic literacy-building skills that are supported by reading readiness research and include the following:

- Listening skills
- Oral language development
- Letter knowledge and recognition
- Print awareness
- Phonological awareness
- Comprehension



## ENROLLMENT REQUIREMENTS

During enrollment, you will be asked to verify legal custody of your child, possess a birth certificate, provide medical information and immunization records, the student's Social Security number, and documentation of the child's legal name if different from birth certificate, an exact address, and an emergency telephone number.

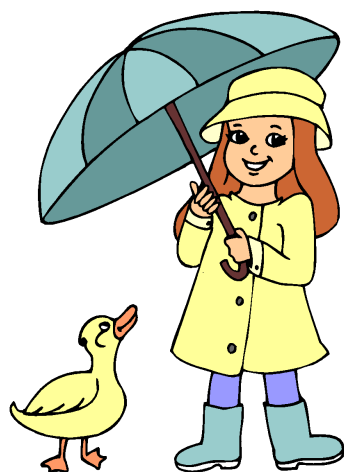
You will also be asked to provide emergency telephone numbers where you can be reached during the school day.

## EMERGENCY PREPAREDNESS

As required by state law, each building has developed its own unique emergency plan relevant to that building. Questions regarding emergency preparedness should be addressed to the building principal.

In the case of an emergency, we will attempt to contact all parents immediately. It is imperative that we always know how to reach you and all contact information is up to date. If we are unable to contact a child's parents, the emergency contacts in your child's records will be called. In the event of an evacuation from the building, the teachers take the Sign in/out sheets with them and do a head count as they exit the building and again once they reach the emergency meeting destination.

## BAD WEATHER AND OTHER EMERGENCIES



When school must be closed because of snow, ice, or other emergencies, listen to the local radio, TV stations and/or visit the New Castle Community School Corporation website at <http://www.nccsc.k12.in.us/>. All school closings will be reported and announced. New Castle Community School Corporation now has **SchoolReach Communication Service**

SchoolReach is an automated messaging service that allows schools to contact thousands of parents within minutes. New Castle Schools have implemented SchoolReach to improve our ongoing communication with you.

### **Receiving Messages:**

You may receive two different types of voice messages from the school: Routine notification calls which do not directly affect the safety of students, staff or parents. These messages may include details/reminders about upcoming events, delays in school transportation and/or weather cancellations/delays.

Emergency notification calls are used during critical incidents where a child, staff member, or parent's safety is in immediate jeopardy. These messages will include important information concerning lockdowns, evacuations and/or relocations. **If you hang up and do not listen to the complete message, SchoolReach will not acknowledge that you received the message and will continue to call you.**

#### **How to Retrieve a Missed Message:**

If you ever feel you have missed a SchoolReach voice message or just want to check to be sure, you can dial our Message Retrieval Line. From whichever phone(s) you want to check for messages to, dial toll-free 855-955-8500 and follow the prompts to hear any/all messages sent through SchoolReach over the last 30 days.

**Please do not call the school!** Working parents should make all necessary arrangements for proper care of their child in case of an early dismissal of school due to an emergency. Please make sure your child and the school understands what these special plans are and where he or she is to go. Please make sure we have emergency phone numbers in your child's records.

Please contact the school if you suspect your phone is not being called by the system or if you ever have a change of number.

### **EMERGENCY DRILLS**

Fire drills, tornado drills, and manmade drills are conducted periodically. Detailed escape plans are posted and taught in each classroom. Children must move in a safe, quiet, and orderly manner. Drills may occur at any time to insure the reality and seriousness of being prepared.

### **MISCELLANEOUS EMERGENCIES**

All other emergencies, such as accidents, sudden illness, or interruptions are acted upon by the staff member in charge, who reports to the principal as quickly as possible.

### **TEMPORARY CLOSINGS**

Once students arrive at school, every effort will be made to complete the school day. Short and long term problems will be managed by bussing students to the New Castle Fieldhouse. Only parents or authorized individuals will be allowed to pick up a student.

## **FERPA**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access:

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading:

Parents or eligible students may ask the New Castle Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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 interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

## **FIELD TRIPS**

It is the philosophy of the teaching staff that field trips can be an exciting and effective means of learning for our children. Field trips are an extension of the classroom, educational in nature, and curriculum related. Therefore, children should take part in these learning experiences. Teachers may collect money for approved trips and a signed parent permission slip must be on file before any child may go on a trip.

We all expect children to follow school bus rules and to represent the school and the city of New Castle in a very positive manner. It is imperative that all children follow the directions of their teachers and supervisors.

Any adult going on a school field trip **MUST** have completed an Indiana State Police Criminal History Information Sheet. This criminal background check must be submitted and approved at least one week prior to the trip, before adults may accompany a class on field trips.

## **HARMFUL TOYS**

Frequently children bring potentially dangerous toys and other items to school. Certain items are forbidden and will be confiscated. These include toy guns, knives, matches, cigarette lighters, klackers, and sharp pointed objects. Naturally, parents may reclaim any confiscated object.

## **HEALTH & SAFETY**

### **ILLNESS OR ACCIDENT**

In the event of any serious illness or accident, you will be contacted immediately. Therefore, we need an up-to-date home telephone number, work telephone number, and emergency telephone number on file. The school must also have pertinent medical information on file, e.g. allergies, asthma problems, seizures, etc. It is the responsibility of the parent or guardian to make sure all information is current and accurate.

### **IMMUNIZATIONS**

All immunization (shot) records are due upon enrollment. According to State Law, we cannot enroll your child without these records. The following is a list of required immunizations:

## IN State Department of Health School Immunization Requirements

<b>3 to 5 years old</b>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
<b>K – 5th grade</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A)
<b>Grade 6th – 7th</b>	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Hep A*	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
<b>Grades 8th – 11th</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
<b>Grade 12</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Hep A* 2 Varicella 1 Tdap 2 MCV4**

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 4th grade the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose..

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 6th grade. Parental report of disease history is acceptable for grades 8-12.

**MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

**HEP A** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. K – 3 is required.

\*For grades 4 – 12, two doses of Hep A are recommended.

Guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

## MEDICATION

1. The prescribing physician must provide a written order stating the medication name, the amount of medication, the hours for administration, and the period of time medication is to continue.
2. The medication prescribed must be in the original container bearing the original pharmacy label and the child's name.
3. All medication must be brought to the school office by the parent or guardian.
4. A signed permission form is required from the parent or guardian authorizing school personnel to give all medications, including over the counter.
5. If a student must take a non-prescription drug, the drug must be in its original container with a note from the parent indicating the dosage and must be stored in the office area.
6. Please send only the quantity needed for the school to dispense.
7. All medications shall be returned to the legal custodian when no longer used or needed. No medications will be released to students.

## NURSE'S OFFICE



Students seen in the nurse's office will be asked to describe their symptoms to the nurse, aide, or secretary. Their temperatures will be taken and if no fever, vomiting, or other apparent symptoms exist, they will be sent back to the classroom. Students with a fever or other symptoms will be sent home after the school has made contact with the parents. We only have a school nurse part of the day and she has many responsibilities. It will help us a great deal if you will give us current information on where you can be found if your child becomes ill or is injured. We have seen situations where we wait at the hospital with students for hours before parents are found. **Leave several emergency numbers if possible!**

**SAMPLE PARENT PERMISSION FORM FOR SCHOOL TO DISPENSE MEDICATION**

**NEW CASTLE COMMUNITY SCHOOL  
CORPORATION**

**PARENT PERMISSION FORM FOR MEDICATION ADMINISTRATION**

I hereby give my permission to New Castle Community School Corporation and designated employee(s) to administer the following medication in good faith:

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

**CHECK THE MEDICATION THAT APPLIES. IDENTIFY THE MEDICATION**

\_\_\_\_\_ 1. Prescription medication in compliance with the written order of a Practitioner and with the written permission of the student's parent or guardian. All prescription medication is to be brought to school in the original bottle or container. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 2. Non-prescription medication with the written permission of the student's parent or guardian. State name, dosage, and time to give.  
\_\_\_\_\_  
\_\_\_\_\_

1. No medication will be given if sent to school without proper forms signed, specific directions, and identification. DO NOT send medicine in anything but the original container with proper identification.
2. HIGH SCHOOL: Throat lozenges can be brought in and carried by the student. Inhalers may be carried by the student with a note from the physician.
3. MIDDLE SCHOOL: Inhalers may be carried with a medical note.
4. ELEMENTARY SCHOOLS: All medications and throat lozenges must be brought to school by an adult. Inhalers may be carried by the student with a note from the physician.

The undersigned acknowledges that Indiana Code 34-4-16.5-3-5 grants a qualified immunity to school personnel administering medication to a pupil and liability for civil damages is limited to gross negligence or willful and wanton misconduct on the part of the school's personnel.

SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

SIGNATURE OF EMANCIPATED STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_ PHYSICIAN'S NAME: \_\_\_\_\_

SCHOOL BUILDING NAME: \_\_\_\_\_



## **INCLEMENT WEATHER**



Children will not be asked to go outside in weather deemed too bad by the Principal or teacher. Usually, if the temperature is extreme or it is raining, children will not be going outside. However, since children need exercise and outside fresh air, as often as possible we will take children to the playground. Please be sure that children are dressed appropriately to play outside unless weather conditions are unusually harsh.

If children are ill, they should remain at home. If they are recuperating from an illness, they may stay in from recess for up to two days with a parent note. If they are to stay inside for longer than two consecutive days, they will need a doctor's

statement.

## **INFORMATION & NEWSLETTERS!**

We want to keep you well-informed of school activities. There will be several notices and newsletters sent home periodically. Please read all the information carefully. In order to cut costs, many times we will send notices home with the oldest child in the family. Stress the importance to your child of bringing all notices home.

## **INSURANCE**

Schools do not provide health insurance for students. Medical insurance is the responsibility of parents or guardians.

## **LOST AND FOUND**

A lost and found box will be kept in the school office. Students should turn in any items found to the office so they can be returned to the owner. If the lost article is not claimed after a reasonable amount of time, it will be given to a charitable organization or someone who has a need for it

## **MESSAGES FOR STUDENTS**

Messages for students will be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone, since office telephones are constantly in use for school business.

## PARENT VOLUNTEERS

Parents are teachers too! **Tiny Trojans Pre K** recognizes that you are your child's first teacher. Therefore, we believe in a partnership approach to educating the whole child. We welcome your involvement in supporting your child's learning within our program. You are the first and most important teacher in your child's life. That is why the elementary schools continually solicit your support and involvement. Research shows that parental involvement is high on the list of factors contributing to a student's success in school. Our goal is to work together with you to provide the best educational program possible to your child.

All adult volunteers must complete an Indiana State Police Criminal History Information sheet. This criminal background check must be submitted and approved before anyone is allowed to volunteer in any building.

Any adult going on a school field trip **MUST** have completed an Indiana State Police Criminal History Information Sheet. This criminal background check must be submitted and approved at least one week prior to the trip, before adults may accompany a class on field trips.

## PARENTAL INVOLVEMENT

The New Castle Community School Corporation values our partnership with parents. We understand that parents are a vital part of the school system and an important partner in the educational process. New Castle Schools will:

- Provide the parent of participating students with
  - Timely information
  - Description and explanation of curriculum to be used
  - The forms of academic assessment used to measure student progress
  - Offer a flexible schedule of meeting (e.g. mornings and evenings)
  - Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs such as parental involvement policy
  - Proficiency levels that students are expected to meet
  - Opportunities for decision-making related to the education of their children
  - Provide materials and training on how parents can improve their child's achievement
  - Educate school staff on how to build ties between home and school
  - Coordinating and integrating, as appropriate, parent involvement with Head Start, Even Start, Parents as Teachers Program, and public pre-school programs
  - Ensuring, to the extent possible, that information sent home is in a language that parents can understand
  - Developing appropriate roles for community-based organizations and businesses

encouraging partnerships with elementary, middle, and high schools

- Respond to any parent suggestions as soon as practicably possible
- Provide other reasonable support for parental involvement at parents' request

## **PARENT RESPONSIBILITIES**

Children must be signed in and out

Children must not bring toys from home (except for show & tell purposes...)

Communicate any concerns immediately to staff

Pick up and read the information in your child's folder and/or posted outside the classroom

Bring an extra supply of clothing for your child. (Extra clothes clearly marked with child's name)

Pick up your child's papers/projects daily.

Children should be prepared to play outside and dressed appropriately.

Parents may send a "store bought" treat to share with the class on birthdays. (Tell teacher ahead of time)

## **NEW CASTLE COMMUNITY SCHOOL CORPORATION PEST CONTROL POLICY**

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Pesticides protect children from pests that may be found in the school and its surrounding grounds and under some circumstances the use of pesticide may be necessary. Pest control practices may involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential pesticide exposure to children.

***Except in an emergency, pesticides will be applied by a certified pesticide applicator or persons operating under his/her direct supervision when students and staff members are not present, such as during non-instructional time or school vacation periods***

If you would like to be given advance notification when less than 48 hours will occur between a pesticide treatment and when school classes resume, you must register your request with the school principal. Please submit your request in writing.

This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Questions regarding this Pest Control Policy should be directed to: Assistant Superintendent for the New Castle Community School Corporation, 521-7201.

## Paths To Quality Certification Program

Paths to QUALITY is Indiana's Child Care Quality Rating and Improvement System . Research overwhelmingly demonstrates that high quality early childhood programs prepare children for future success in school, work, and life. In the first five years of life, children's brains undergo exponential brain development. The brain develops in reaction to the environment, and experiences in a child care program can contribute to that brain development. Quality rating and improvement systems measure performance in early childhood programs to ensure quality care for children.

Each of the four levels of Paths to QUALITY addresses higher standards of care in early learning.

1. Level One: Health and safety needs of children are met
  - a. Meets basic health and safety requirements
  - b. Staff are trained in First Aid, CPR, Child Development, Nutrition, and Health and Safety
  - c. Classrooms are monitored annually to ensure compliance with licensing regulations
2. Level Two: Environment supports children's learning
  - a. Provide a consistent daily schedule
  - b. Plan activities for children
  - c. Provide relevant program information for families
3. Level Three: Planned curriculum guides child development and school readiness
  - a. Implement a planned curriculum to guide learning
  - b. Provides professional development for staff to increase quality of care and learning
  - c. Incorporate family and staff input into their program
4. Level Four: National accreditation (the highest indicator of quality) is achieved
  - a. Program seeks and achieves accreditation by a nationally recognized body of accreditation, such as NAEYC (The National Association for the Education of Young Children)
  - b. The ten standards of accreditation with NAEYC include: Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Staff Competencies, Preparation, and Support, Families, Community Relationships, Physical Environment, and Leadership and Management

All of our Tiny Trojans Pre K classes will proceed through this certification process.

*Parker Pre K, our original pilot classroom, already is a PTQ Level 3 Pre K.*

To learn more about Paths to QUALITY, please visit: [FSSA: Paths to QUALITY: Home](#)

## RELEASE OF CHILDREN DURING THE SCHOOL DAY

Requests to release children from school present a serious problem to school administrators and teachers. Such requests are made for many and varied reasons and careful discrimination in each individual case becomes more and more justified. The general attitude of the school is that the school is responsible for the child, and responsible to his /her parents, and that the brief hours in school are of such importance to the growth and development of the child that they should be guarded from interruption.



The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them.

1. Children are released from school only to their parents or to persons authorized by their parents. Instruct your child to **NEVER** accept a ride from a stranger.
2. Children may be released to police officers and welfare workers only after proper clearance by the building principal.
3. In case of family dissension (divorce, step-parents, grandparents of separated parents, etc.) the request often comes to prohibit one party of the conflict from taking the child from school. Such requests are honored only if legal status is established.
4. Children are released for days of religious observance upon the request of their parents. A note signed by the parent prior to the day of observance is requested.
5. Teachers are not to admit unauthorized visitors to the classroom without approval and notification from the office.
6. In case of emergency, a child is sent home only with the parent or with another authorized and reliable adult in the event the parent is not available.
7. Requests for released time for dental and medical appointments are honored. Appointments after school and on non-school days are desirable. Circumstances may make that impossible. "What is best for the child" is the determining factor.
8. In the absence of the principal, the head teacher is responsible for making decisions. The head teacher notifies the principal (as soon as possible) of any decision made.
9. School authorities weigh each individual case, because the school is obligated to protect the health and safety of all its students.

10. Students leaving the building early or arriving late must have their parents or guardian sign them in or out at the office. If a student is to leave early, a note should be sent to the teacher indicating such. Students leaving early are to be picked up in the office. Please do not pick up students directly from the classroom.

## **SCHOOL FOOD SERVICE for Pre K**

**Pre K students in the morning sessions will receive breakfast Free of charge** when they arrive and possibly a snack during the class time.

- Breakfast is provided in all cafeterias daily including days when schools are on a 2 hour delay due to weather conditions. Serving schedules vary and each elementary will announce their schedule. The cost of breakfast is determined by the school a student attends and by his/her meal status. Please refer to the schedule of costs below.

**Pre K students in the afternoon sessions will receive a snack during class.**



### **Special Dietary Concerns**

If your child has a food allergy, food intolerance or other special dietary need please contact the Food Service Office at 765-521-7240. A recognized medical authority must identify a student's special dietary needs in a signed statement before any changes can be made. The school nutrition program then decides the changes that can be provided on a case by case basis.

## **Pre K SCHOOL HOURS**

AM sessions are 8:30 -11:00 AM

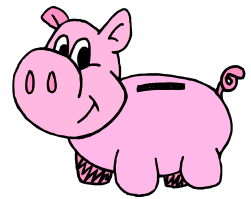
PM sessions are 12:00 PM - 2:30 PM

In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Please make contact with the elementary office to give pick up information. Authorized adults must be listed on the enrollment form to pick up and they must bring a picture ID.

*The elementary office is open from 7:30AM - 4:00PM.*

## **SENDING MONEY TO SCHOOL**

Money should not be brought to school unless it is for a specific reason such as lunches, field trips, fundraisers, and special activities. Checks are usually accepted and prevent the loss of cash. Anytime you send a check, please put the name of the student on the check. Parents and students are responsible for cash sent to school.



## **SEPARATION ANXIETY**

It is natural for some children to experience separation anxiety at the beginning of the year. Encouraging your preschooler and sharing your confidence in them will work wonders in building their self-esteem. If you give them a quick and confident hug and tell them you will see them when school is over, they are less likely to be concerned. When the children discover they can go to school on their own, they are on their way to building a strong sense of self.

## **SMOKE FREE BUILDINGS**

The School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and visitors.

The **use of** tobacco products in a school **corporation facility or on school corporation grounds** denies students, staff, and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching,

Therefore, to enhance the health and safety of all students, staff, **and visitors** and to promote air cleanliness, all school **corporation facilities and grounds** shall be designated as "Smoke Free".

**SPECIAL ACTIVITIES-** Watch school and class newsletters for many special school events throughout the year for your student and family to enjoy.

## **SCHOOL PICTURES**

Individual school pictures are taken at school annually. They are used for the yearbook, and parents have the opportunity to purchase a package of their own choosing.



## **SPECIAL OCCASIONS**

Treats for special occasions such as holidays, birthdays, etc. may be brought to school only after the date and time have been cleared by the classroom teacher. Please do not send treats with students, as oftentimes treats do not arrive intact. We encourage store-bought and/or store prepared treats.

## **STATEMENT REGARDING NON-DISCRIMINATION**

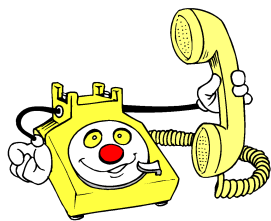
New Castle Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Sections 504 (Rehabilitation Act of 1973). No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

New Castle Community School Corporation  
Central Education Center  
322 Elliott Avenue  
New Castle, IN 47362  
(765) 521-7201



## **TELEPHONE**



principal.

### **USE OF THE TELEPHONE**

Children are permitted to use the phone if their health and safety are involved; arrangements for after-school activities should be made before coming to school. Permission to use the phone for emergency situations is given by the classroom teacher or

## **Title I**

### **WHAT IS TITLE I?**

Title I is supplemental federal funding for low achieving children, especially in high poverty schools. This program provides extra academic support and learning opportunities for children who lag behind in meeting challenging state standards. Title I helps New Castle Schools by supplementing and improving the regular education programs offered at Title I schools. The goal is to help students meet the State standards.

### **HOW DOES A SCHOOL BECOME A TITLE I SCHOOL?**

The number of students that qualify for free and/or reduced lunch is used to determine the district-wide poverty and school poverty levels. Title I can serve schools at or above the district-wide poverty average. Schools with 75% or greater poverty must be served.

### **TYPES OF TITLE I SCHOOL**

**Target Assistance Schools (TAS):** Target Assistance Schools serve identified children who are at risk of not meeting the state's high academic standards. Riley Elementary and Sunnyside Elementary are Targeted Assistance Schools.

**School Wide Programs (SWP):** School Wide Programs upgrade the entire educational program within a school to meet the needs of the lowest achieving children. They target the resources on children who are at risk of not meeting the state's high standards. In New Castle, Eastwood Elementary, Parker Elementary, and Wilbur Wright Elementary are School Wide Title I Programs.

### **WHO IS SERVED BY TITLE I?**

In both types of Title I programs, children who demonstrate the greatest need must be considered first. Services are based on academic needs of individual children, not on the poverty of a child or his/her family. Title I serves migrant children, limited English proficient children, children who are homeless, children with disabilities and any child who is in academic need.

## **NOW I KNOW WHO IS SERVED, WHAT SERVICES DO THEY GET?**

The types of services depend on the school. The types of services are limited only by the imagination and by solid research based programs and practices. Services must support children's ability to master the standards in English/Language Arts and Mathematics. For example, Title I can provide tutoring, special teachers in reading and/or math, preschool programs, extended day/year programs, learning laboratories, professional development for teachers and parents, and home-school liaisons, and a variety of other services.

## **WHAT ABOUT THE MONEY?**

Census data is used to determine the amount of Title I money the district receives. A "per pupil rate" is calculated, then Title I schools receive their money based on the number of children on free/reduced lunch times the "per pupil rate." The "per pupil rate" varies from district to district, and from school to school. The highest poverty schools must receive equal or greater funding than schools with lower rates of poverty.

## **ACCOUNTABILITY**

Title I requires states to develop standards and assessments that will challenge students served by Title I to perform to high levels. Research suggests that high standards, when coupled with valid and reliable assessments and aligned support, creates a powerful influence over what children are taught and how much they can learn.

## **PARENT RIGHT-TO-KNOW**

Parental involvement is an important component of Title I. Parents are needed for planning, policy, participation, partnering, and program evaluation.

New Castle Schools intend to follow the parental policy guidelines in accordance with ESSA (Every Student Succeeds Act):

### Policy Guidelines

- Convene an annual meeting
- Explain the requirements and the rights of the parents to be involved
- Offer a flexible schedule of meeting (e.g. mornings and evenings)
- Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs such as parental involvement policy and school wide policy
- Include a School-Parent Compact which is a written agreement of what schools and parents are each supposed to do to help students achieve
- Parents in all Title I buildings may request information regarding the professional qualifications of the student's classroom teachers including:
  - If the teacher has met state qualification and licensing criteria for the grade level and subject area taught;
  - If the teacher is teaching under emergency or temporary status in

which state qualifications or licensing criteria are waved;

- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

New Castle Schools provide notices to parents if their children are in schools that are in school improvement.

New Castle Schools provides the following notification to parents of students in Title I schools:

- Information on the level of achievement of the student in each of the State's academic assessments:

ILEARN - Grades 3 – 8

IREAD-3 – Grade 3

Any comments indicating parents' dissatisfaction with the school's Title I program will be collected and submitted along with the Title I Application for Grant to the Division of Compensatory Education.

## **TRAFFIC AND PARKING**

Traffic conditions at and around the school are a major concern. Adults driving their students to and from school should allow ample time, travel slowly, watch for pedestrian traffic, and comply with posted traffic flow and parking signs.



Access to handicapped parking areas is restricted to those with handicap parking privileges. Failure to adhere to this rule as well as failure to obey posted traffic and parking signs may result in fines.

Please allow students the right-of-way at all times. Do not park in areas reserved for buses. Do not block drive through lanes. Parents, teachers, students, and drivers must cooperate to achieve safe transportation of our children.

## **Tuition and Tuition Support**

### **VISITORS**

We encourage parents to visit school. We do, however, ask that all visitors be considerate of the educational process by requesting a visit in advance. This will assure you of avoiding conflicts in schedules. The only doors that will be accessible during the school day will be at the main entrance and will be monitored by a video system. To gain entrance to the building during the day, visitors will need to use the

main entrance and the call box. During these times if you are bringing your child to school you will need to buzz in and report directly to the office. Please understand that this will help provide our students and staff a further sense of security and ensure we provide a safe/nurturing environment for learning. We also invite you to join us for lunch. Please notify the school in advance so that we can add you to our lunch count. If you wish to have a conference with your child's teacher, please contact the teacher at school to make arrangements. Again, please check in at the office upon your arrival, sign in, and receive a visitor's badge.

## **WITHDRAWAL FROM SCHOOL**

If you are moving or withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation is always appreciated.

## **WORKING PARENTS**

Please discuss with your child alternative plans as to where the child can go in the event of an emergency school closing or a snow day, so the child knows what to do in case of an emergency. The school is sometimes not able to contact individual families. Your child needs to know where he or she is to go.