

**ELEMENTARY**  
**PARENT/STUDENT HANDBOOK**

**2017 - 2018**



**New Castle Community School Corporation**  
**322 Elliott Avenue**  
**New Castle, IN 47362**  
**521-7201**  
<http://www.nccsc.k12.in.us>



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# **NEW CASTLE ELEMENTARY SCHOOLS**

## **Mission Statement**

It is the mission of the New Castle Elementary Schools to provide a climate which will enable every student to reach his full potential. In partnership with parents and community, the schools will provide opportunities for students to become lifelong learners and to achieve one's personal best.

## **BOARD OF SCHOOL TRUSTEES**

Mr. Travis Callaway

Mr. Jamey Marcum

Mrs. Nan Polk

Mrs. Elizabeth Whitmer

Mr. Kim Williamson

## **ADMINISTRATION**

Mr. Stephen Welsh

Interim Superintendent

Mr. William Pheffer

Assistant Superintendent for  
Secondary Programs and Facilities

Mrs. Sherri Bergum

Director of Curriculum & Instruction /  
Elementary Programs

## ELEMENTARY PRINCIPALS

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

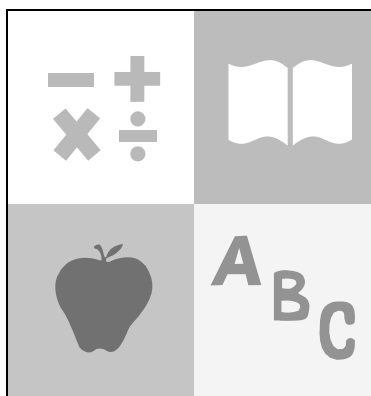
Mrs. Lora Wilson  
Parker Elementary School  
1819 Roosevelt Avenue  
521-7209

Mr. Nick Middleton  
Riley Elementary School  
1201 Riley Road  
521-7211

Mrs. Jean Ann McAllister  
Sunnyside Elementary School  
2601 South 14<sup>th</sup> Street  
521-7213

Mr. James Carson  
Westwood Elementary School  
1015 South Greensboro Pike  
521-7215

Mr. Tony Personett  
Wilbur Wright Elementary School  
1950 Washington Street  
521-7217



## **Principal's Message**

Dear Parents,

Welcome to Riley Elementary School! As the building principal, let me be the first to welcome you to our school. We take great pride in our students and school and work diligently to maintain a high standard of academic achievement for our students.

At Riley, we feel it is important for our school and families to work together as a team to provide the best quality education for our students. As parents, you must play a key role in the education of your child. Your words of encouragement, the interest you show in your child's work and your presence at school are vital. Your involvement will show your child that you value their education. Our PTO provides a wonderful opportunity to become involved in the activities within the school.

Please feel free to contact either your child's teacher or myself with any questions, comments, or concerns you may have. We are honored to have the privilege of educating your child and we welcome the opportunity to work with you. I appreciate your support as we all work together to educate our students.

Respectfully,

Mr. Nick Middleton  
Principal

## NEW CASTLE COMMUNITY SCHOOL CORPORATION

### 2017 - 2018 School Year Calendar

<b>2017</b>	August 1	Faculty/Staff - No Students
	August 2	First Day of School for Students
	September 4	Labor Day - No School
	October 9 - 13	Fall Break - No School
	November 22-23-24	Thanksgiving Vacation - No School
	December 15	End of 1 <sup>st</sup> Semester (last student day)
	Dec. 18 - Jan. 3	Christmas Vacation
<b>2018</b>	January 2	Teacher Work Day
	January 3	Classes Resume-Students Return-Begin 2 <sup>nd</sup> Semester
	January 15	Martin Luther King Jr. Day - Built In Snow Day #1 - No School
	February 19	Presidents Day – Built In Snow Day #2 - No School
	Mar. 26 - Apr. 6	Spring Vacation - No School
	May 25	Last Day for Students
	May 28	Memorial Day
	May 29	Faculty Records/Reports
	June 3	Graduation

<u>Grading Periods</u>			<u>Days</u>		
K - 12			<u>Faculty</u>	<u>Students</u>	
October 6 <sup>th</sup>	End of 1 <sup>st</sup> Quarter	47 Days	August	23	22
December 15 <sup>th</sup>	End of 2 <sup>nd</sup> Quarter	42 Days	September	20	20
March 9 <sup>th</sup>	End of 3 <sup>rd</sup> Quarter	46 Days	October	17	17
May 25 <sup>th</sup>	End of 4 <sup>th</sup> Quarter	45 Days	November	19	19
		<b><u>180 Days</u></b>	December	11	11
			January	21	20
			February	19	19
			March	17	17
			April	16	16
			May	20	19
				<b><u>183</u></b>	<b><u>180</u></b>
 <u>Snow Make-Up Days</u>					
#1	January 15 <sup>th</sup>				
#2	February 19 <sup>th</sup>				
#3	May 29 <sup>th</sup>				
#4	May 30 <sup>th</sup>				
#5	May 31 <sup>st</sup>				
#6	June 1 <sup>st</sup>				
#7	June 4 <sup>th</sup>				

Adopted: December 12, 2016



## **AFTER SCHOOL PROGRAMS**

Scouts or other approved groups are always welcome to use our school facilities. In order to make these arrangements, you should contact the school office. Leaders should provide their children with a schedule of meeting times and should not cancel meetings without making direct contact with the parents of the children.

## **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.

### **EXCESSIVE ABSENTEEISM/TARDINESS FOR THE YEAR IS:**

- K through 6<sup>th</sup> grades – 17 DAYS absent or 10 days of tardiness
- Attendance will be taken twice daily, once in the morning and once in the afternoon.

### **EXCUSED ABSENCES ACCEPTED BY THE NEW CASTLE SCHOOL CORPORATION:**

- incapacitating physical illness
- hospitalization
- death in the immediate family (parent/guardian, grandparent, brother, sister, aunt, uncle, husband, wife or child)
- court subpoena
- family emergency (subject to approval by building administrator or designee)
- medical or dental appointment (statement must be presented upon return to school - see below)
- major religious holidays
- school sponsored activities (see below)

## **MEDICAL/DENTAL APPOINTMENTS**

Parents are encouraged to schedule appointments for their children at times other than regular school hours, preferably after school or during vacation time. If it is necessary to schedule the appointment during school time, the absence will be excused if the student brings a statement from the medical provider to school upon his/her return.

## **MAKE-UP WORK**

Students who are absent will be required to make up work missed in each class. Upon return, one day for each day absent (up to three days) will be allowed to complete make-up work (except as hereinafter provided). Only in extreme cases of prolonged absence will more than three days be allowed for work to be made up. It is the student's sole responsibility to obtain all make-up work from the teacher. Work missed due to an unexcused absence or a suspension will be made up, if the building has a Saturday program, on a day and in a place designated by the building policy. If the building has no Saturday program, the work shall be made up as above provided.

## **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.

## **PERFECT ATTENDANCE**

Perfect attendance award – Given to those students who are in attendance every minute of every instructional day.

## **SCHOOL SPONSORED ACTIVITIES**

The student has the responsibility to do the required make-up work for the classes missed due to school sponsored activities. Absences such as serving as a page in the General Assembly or working at the polls during an election will not count against the student's attendance record (in order to work at the polls, a student must present a form to the Attendance Office signed by the candidate prior to the day of the election).

## **TYPES OF ABSENCES:**

Excused Telephone contact or written note must be made to school by parent/guardian if the absence is one of the reasons previously listed.

Family Vacations & Trips With An Educational Value (if the following steps are taken, the absence will be excused).

1. The school must be notified three (3) school days prior to the absence by the parent/guardian.
2. The student must pick up an approval form from the office by which to notify his/her teachers.
3. When the trip is approved, the absences should not cause the student to exceed the maximum as indicated below.

4. Homework and assignments must be turned in before leaving for vacation or trip. The proposed absence is not to exceed five (5) school days.
5. The student and teacher will discuss any tests that would be missed and when they can be made up.
6. If the absence is a family vacation, the student must be accompanied by his/her parent or guardian.

Unexcused The absence is not one listed above and/or no call is made to the school.

Truant Parent/guardian is unaware of the student's absence.

Suspension Legally separated from school for one to five days. Credit can be granted for make-up work if completed as hereinafter provided.

### **WHAT HAPPENS WHEN A STUDENT IS ABSENT/TARDY TOO MUCH:**

Attendance Due Process: The parents of any student who has reached the above absence/tardiness level or has failed to complete required make-up work will be informed that the Attendance Review Committee (A.R.C.) shall be convened to determine appropriate action. (A 504 screening will be part of the A.R.C. process).

Administration discretion will be used to implement the ARC at any time on a case by case basis per absences each nine weeks.

There is also administration discretion to make family referrals to DCS (Department of Child Services) for excessive tardies.

Attendance monitoring and implementation of the ARC will be based on days enrolled in New Castle Schools.

### The Attendance Review Committee (A.R.C.): How It Works

1. The A.R.C. shall consist of three members: (1) building administrator or his/her designee, (2) guidance counselor, where applicable, or in grades K-6, the student's classroom teacher and (3) a teacher appointed by the building administrator.
2. During the meeting, the student and his/her parent or guardian should provide to the A.R.C. any medical slips, documentation, etc. that would explain the excessive absences.
3. The student will be notified within 24 hours of the meeting of the decision of the A.R.C. The possibilities are:
  1. remain in school with no penalty
  2. remain in school with an attendance contract
  3. suspension/expulsion for that semester
  4. non-promotion to the next grade

### In the Event of Non-Promotion

- The building administrator will notify the superintendent of his/her intent not to promote the child to the next grade.
- The parent/guardian will be notified by certified mail of the non-promotion.
- The parent/guardian will have 10 calendar days from the decision of the A.R.C. to request a hearing before the superintendent or his designee.

- A hearing will be scheduled as soon as possible by the superintendent or his designee on a mutually agreed upon date.

If non-promotion is upheld; the parent/guardian can appeal in writing the superintendent's/designee's decision to the school board.

## **BICYCLES, ETC.**

Students may ride bicycles to school with parent permission. Bicycle riders should always observe safety rules when traveling to and from school. Students must walk their bicycles on school property when crossing streets with the crossing guard.

Bicycle racks are provided and are to be used immediately upon arrival at school. Bicycles are not to be in use on the playground or in the parking lot except for traveling to and from school. It is suggested that bikes be locked to help prevent theft.

**Children are not permitted to ride mopeds, skateboards, roller skates, roller blades or scooters to school.**



## BOOK RENTAL AND FEES

Books and support materials are purchased through a book rental and fee program provided by Indiana Statute. Textbooks are purchased on a six year cycle at a price guaranteed by State bid. Costs are different at each grade level and are monitored by the State Board of Accounts.



In addition to textbook rental, a fee structure is set up for each content and specialty area to assist in the purchase of supplies, materials, and equipment other than textbooks.

Parents who are eligible for book rental assistance are encouraged to apply at the time of registration. Fees are not eligible for assistance and must be paid by all patrons.

### BOOK RENTAL & FEES (PER YEAR) For the 2017- 2018 School Year

Grade	<i>Book Rental</i>	<b>Consumable Materials</b>	<b>Fees</b>	<b>TOTAL</b>
Kindergarten	\$87.00	\$12.00	\$20.00	\$119.00
Grade 1	\$88.00	\$12.00	\$20.00	\$120.00
Grade 2	\$86.00	\$12.00	\$20.00	\$118.00
Grade 3	\$109.00	\$0.00	\$20.00	\$129.00
Grade 4	\$111.00	\$0.00	\$20.00	\$131.00
Grade 5	\$127.00	\$0.00	\$20.00	\$147.00
Grade 6	\$126.00	\$0.00	\$20.00	\$146.00

\* If you qualify for Free/Reduced Lunch you are only responsible for the \$20 Fee listed above.

Any child enrolling during the first nine weeks will pay full book rental price. Students enrolling after the first grading period will have their book rental pro-rated for the remaining weeks.

In the event your child withdraws from New Castle Community School Corporation, book rental refunds will be given as follows:

- First Nine Weeks – 75% of the total amount
- Second Nine Weeks – 50% of the total amount
- Third Nine Weeks – 25% of the total amount
- Fourth Nine Weeks or later – No refund

I understand that I am financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, Cafeteria fees, library books, extra-curricular activities, fund raisings and tuition. I shall also be responsible for reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

## 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 assist parents and teachers in promoting these behaviors in their student. 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. The following represents our Code of Student Conduct which we believe is necessary to secure a stable learning environment:

### A. ESTABLISHMENT OF POLICIES, RULES AND REGULATIONS

The following rules are intended, in general terms, to describe some of the rights and responsibilities of students in the New Castle Community School Corporation and to set forth appropriate regulations governing school behavior. The Board of School Trustees and the Superintendent of Schools may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board and the Superintendent.

### B. AREAS OF PROHIBITED STUDENT CONDUCT

Any conduct which causes or which 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 the health, safety, or well-being, or the rights of other students is prohibited.

The preceding standard is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized herein. Additional information regarding student behavior and discipline may be found in School Board Policies #5600, #5610, and #5610.01. The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including suspension or possible expulsion:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- a. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening of or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
  5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
  7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance

with Indiana law, including, but not limited to:

- a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students (see New Castle Community School Corporation attendance policy);
  - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - f. gambling on school premises or at school events;
  - g. smoking on school premises;
  - h. dressing or grooming in a manner which presents a clear and present danger to a student's health and safety, or in a manner which causes an interference with school work or which creates a classroom or school disruption;
  - i. operation of cars or other licensed vehicles in an unsafe manner in school parking lots and streets adjacent to schools.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or handheld portable telephone in a situation not related to school purposes or educational function.

The grounds for suspension or expulsion listed above apply when a student is:

- a. on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. off school grounds at a school activity, function or event, or;
- c. traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **AFTER SCHOOL DETENTION**

Student is to remain after school with adult supervision until 3:30 p.m. Parent is to provide transportation.

### **BEHAVIORAL IMPROVEMENT PLAN**

Student is to meet with the teacher and parent to develop an improvement plan. This plan includes the expected change in behavior, limit-setting consequences, and positive consequences for improved behavior.



## **THE BULLYING RULE**

Students are not permitted to bully any person in this school. This means you cannot "harass, ridicule, humiliate, intimidate or harm any other student."

You cannot bully on the way to school, while at school, after school or at any school related event.

Any student who believes they are being bullied should tell their teacher or the principal immediately.

## **IN SCHOOL SUSPENSION**

Student is assigned to another classroom. Student will do assignments and receive full credit for all make-up work completed.

## **LOSS OF SCHOOL PRIVILEGES**

Student is suspended from convocations, field trips, and other special activities during the regular school day; after school activities; lunchroom privileges; and, recess for up to two weeks.

## **LUNCH DETENTION**

Student is to have lunch in a separate area away from classmates.

## **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

## **EXPULSION**

Student is separated from school for a period of time longer than a suspension and up to one full calendar year.

### **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are given notice of their right to request an expulsion meeting and their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student and parent or guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent or guardian.

The student and parent or guardian have the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student and parent or guardian appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent or guardian. The board will then take any action deemed appropriate.

## OTHER COURSES OF ACTION

Any school employee or any other person authorized to be in charge of a school function or event is authorized to take such action in connection with student behavior as is reasonable or necessary. Such action includes, but is not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extra-curricular activity.

LEGAL REFERENCE: 20 U.S.C. 8001  
20 U.S.C. 8002  
20-33-8-1

The following is offered as a guide to acceptable pupil behavior:

1. All students shall be responsible for their experiences, including responsiveness to lessons and completion of assignments.
2. Respect for adults, fellow students, school regulations, and property and personal belongings shall be observed. Students cannot harass, threaten, or harm any staff member or vandalize their property on or off school grounds or during and after school hours.
3. All students are expected to be cooperative, polite, and demonstrate fair play while in school and attending school related functions.
4. Self-control and good citizenship are expected from all students.
5. Proper and appropriate language shall be used at all times.
6. Appropriate grooming and personal appearance are the responsibility of the student. Nothing should be worn that is disruptive to school purposes or that draws undue attention to the student. If attire is questionable, parents may be contacted and students may be asked to change.
7. All students are expected to be prepared for class and to arrive on time.
8. Good table manners and appropriate lunch room behavior are expected of all students.
9. Absolute obedience for fire drills and other emergencies is required of all students.
10. All students are expected to keep the school building and grounds clean and neat and to dispose of waste papers and trash in the proper receptacles.
11. All students are expected to observe acceptable audience behavior while participating in large group activities.
12. All students are to follow routine lines of communication. Students' concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity. If a teacher or aide is not available, report concerns to the office.
13. Chewing gum is prohibited.
14. Lavatories shall be used with care and respect.
15. Possession or use of drugs will result in arrest.

## **OUT OF SCHOOL SUSPENSION**

Student is sent home with parent or guardian from one to five days. Student is required to make up work (tests, projects, special assignments, etc.). One day will be allowed for make-up for each day of suspension. In some cases, students will be assigned to the Out-Of School Suspension Program. This is a suspension program coordinated by the Henry County Juvenile Courts.

## **PARENT CONFERENCE**

Parent or guardian is required to come to school to discuss problem behavior and solution with child, teacher, or administrator.

## **PARENT CONTACT**

Contact is made to parent by phone or letter to relate problem behavior and solution.

## **PARENT REINSTATEMENT CONFERENCE**

Parent is required to come to school after an out-of-school suspension to discuss problem behavior and solution with child, teacher, and administrator.

## **TIMEOUT**

Student is removed from classroom and placed in quiet area. Work is provided for the child, unless circumstances do not make this possible.

## **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.

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

Persistent misbehavior, major offenses, and illegal offenses generally follow the treatment pattern below unless the health or safety of other students or staff are at risk. In this case, the student is suspended immediately.

## **Criminal Gangs and Criminal Gang Activity in Schools**

The Board of School Trustees of the New Castle Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity mean a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

A school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and Intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE:     IC 20-26-18  
                              IC 20-33-9-10.5  
                              IC 35-45-9-1

## CURRICULUM



Curriculum is the written plan for the lessons and activities planned for students' daily routines.

Effective curriculum planning and development is on-going and involves teachers, parents, and administrators. A specific set of guidelines for curriculum review is provided by the State Department of Education through their proficiency guides and time guidelines.

The Indiana Academic Standards are used as the foundation for the New Castle Community School Corporation curriculum. Provisions are made for teachers, parents, building level administrators, as well as central office staff to implement change. Each six years, in accordance with textbook evaluation guidelines suggested by the State of Indiana, one curriculum area is reviewed and new curriculum is written. After new curriculum guidelines are written and skill objectives selected, a textbook evaluation committee is convened to review, select and recommend textbooks and/or other teaching resources to support the desired program.

Students are tested periodically with standardized achievement tests, as well as textbook quizzes and teacher-made tests to determine how well they are learning.

## **DRESS CODE**



There is a strong relationship between good dress habits and proper behavior. The school assumes the right to set guidelines for dress to protect the learning environment of all students. T-shirts or any clothing suggesting drugs, alcohol, vulgar language, graphic violence, or extremes in anti-social behavior are not allowed. Shirts exposing the abdominal area are not allowed. Shorts are acceptable as long as they are not excessively short, tight, or inappropriate. Bicycle and spandex shorts are not permissible. If clothing is deemed inappropriate by the teacher and principal, the parent will be contacted to bring suitable clothing to school.

If the parent cannot be reached, appropriate clothing may be provided temporarily by the school.

Jewelry shall not be worn on the face or nose. Facial piercing is not acceptable. This includes tongue piercing.

All shoes must have a heel or a back strap around the heel, NO FLIP FLOPS.

## **ELEMENTARY ENROLLMENT POLICY**

Enrollment in the elementary schools, grades K through 6, brings a unique set of circumstances each school year. The Assistant Superintendent, assisted by the Elementary Principals, shall consider a fair and equitable distribution of students for discussion and recommendation to the Superintendent of Schools.

Students will observe the following guidelines:

1. Each student must enroll and attend school in the attendance area of residence.
2. Students bussed from their attendance area in years past at the request of the school system may continue in that special placement if parents are willing to transport the students and the enrollment is conducive to receiving additional students.
3. Students granted special placement by parent request and approved by the Assistant Superintendent may continue if parents are willing to transport the students and the enrollment is conducive to receiving additional students.
4. Special education placements will be determined by case conference.
5. Classes that are uniquely large will be considered on a case-by-case basis for aide support.
6. Generally, the support will begin with the school day and end after the teacher has had the appropriate time for lunch.
7. An appropriate training in-service will be designed and implemented for aides.

## 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. **Please note the enrollment policy above. This policy governs where your child must attend school**

## 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.

## 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 web site 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) afford 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 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:

#### 2017 – 2018 School Year IN State Department of Health School Immunization Requirements

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<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 – 3<sup>rd</sup> grade</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A)
<b>Grades 4 to 5</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A*
<b>Grades 6 to 11</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 12</b>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Hep A* 2 Varicella 1 Tdap 2 MCV4**

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**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: \_\_\_\_\_

## **HOMEWORK**

Homework is an integral part of the educational program. It provides an opportunity for children to strengthen basic skills, reinforce study habits, stimulate independent thinking, and develop initiative, responsibility, and self-direction. Homework projects are related to classroom work and are designed to help students learn how to study. Assignments include review, development, independent study and self-direction.



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Parents are encouraged to take an active interest by providing a suitable place for study, making resource materials available and checking to make sure assignments are completed. Our “rule of thumb” is to assign no more than ten minutes times the grade level of homework each evening. For example, 10 minutes of homework times the 6<sup>th</sup> grade level would equal 60 minutes of homework for a 6<sup>th</sup> grade child. If your child does not have homework on a regular basis in the intermediate grades, the teacher should be contacted.

## **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 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! 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

## 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: William B. Pheffer, Assistant Superintendent for the New Castle Community School Corporation, 521-7201.

## PHSICAL EDUCATION RELEASE



If your child is unable to participate in P.E. due to an injury or illness, please provide a doctor's note to that effect. The note should include the nature of the illness or injury and should also indicate when the child is to return to normal activity. If the return date is uncertain at the time the doctor writes the excuse, a release from the doctor will be necessary before participation in Physical Education is allowed.



## PROTECTION OF PUBLIC AND PERSONAL PROPERTY

The elementary school is public property, and as such, it is in everyone's best interest to maintain it in excellent condition. Please help us take care of our building and grounds.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for by the student.

Care of personal property is the responsibility of the child. The problem of lost, stolen or damaged personal property is always present and although we do what we can to prevent this, it does occur. It would be wise for parents to instruct children not to bring valuable personal items to school.

## 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 parent 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.

## **REPORTING PUPIL PERFORMANCE**

### **REPORT CARDS**

Report cards will be issued to parents on the Wednesday following the close of each nine week grading period. Report cards will contain both academic and behavioral information. Attendance will be reported on the card.



### **PROMOTION/RETENTION**

Because the public schools of this corporation are dedicated to the best total and continuous development of each pupil enrolled, the staff is expected to place pupils individually or in groups at the level best suited to them academically, socially and emotionally.

Pupils will normally progress from task to task and level to level on the basis of individual diagnoses and prescription. Exceptions may be made when, in the judgment of the certificated staff, such exceptions are in the best educational interest of the pupils involved. Exceptions will always be made after prior notification and explanation to each pupil's parents, but the final decision will rest with the school principal.

### **SCHOOL FOOD SERVICE**

The School Food and Nutrition Department provides breakfast, lunch, and special services to each elementary school.

Breakfast is available to all students for \$1.40. If a student qualifies for free lunches, he or she will also be eligible for free breakfast service. Students qualifying for lunches at a reduced price will pay 40¢ for breakfast. Adult breakfasts are \$1.95. Serving schedules vary and are announced at each school.

A school lunch is available to all students. Meal prices are listed below. Parents/Guardians are encouraged to send checks or cash (in a sealed envelope – include students full name and grade) for payment of student meals. At mealtime, the student scans their ID card and the purchase is then deducted from that individual student account.

## LUNCHROOM BEHAVIOR

1. Follow the directions of teachers and cafeteria personnel at all times.
2. Use good manners and dining room etiquette.
3. Talk quietly with only those children at your table.
4. Keep hands, feet, and objects to yourself.
5. Clean up after yourself.
6. Do not trade food.
7. Be excused before leaving the table.
8. Walk and move in the lunchroom lines without disturbing others.
9. Avoid loud talking, unnecessary noise, and rowdy behavior.

Students who do not follow rules may be assigned seats or asked to sit alone. If problems persist, parents will be asked to make other arrangements for lunch. Eating in the lunchroom is a privilege that must be treated with respect.



## School Food & Nutrition Services

**NUTRITION:** All meals are based on the nutrition requirements for youth as determined by the Department of School and Community Nutrition of the United States Department of Agriculture. Copies of the requirements may be obtained from the Indiana Department of Education.

**MEAL CHOICES:** Each Elementary student will have at least two meals to choose from daily. Each secondary student will have up to five meals to choose from daily.

**Meals from Home:** Students are allowed to bring nutritional meals from home. Any food from an outside source (no food from restaurants – includes visiting adult meals) is not permitted on school property.

**A la Carte Choices:** Elementary students must purchase a complete meal or bring a complete meal from home before being allowed to purchase any a la carte items. The a la carte choices will be the most nutritional choices in that category. These items are offered in addition to the student's meal choice. Parents may request (in writing) that their students a la carte choices be limited or not allowed. These written requests are to be given to the cafeteria manager. A la Carte Choices are offered in accordance with USDA guidelines and New Castle Community School Corporation's Wellness Policy.

**MEAL CHARGES:**

It is the Policy of New Castle Community School Corporation Food Service Department for any student with a negative balance of \$10 to receive an alternative meal for breakfast and lunch. Breakfast may consist of cereal, graham crackers and milk. Lunch may consist of a peanut butter or cheese sandwich, fruit or vegetable and milk.

**Meal Assistance:** Families needing assistance to pay for their meals may fill out an application for Free or Reduced meal benefits. Applications will be sent home on the first day of school. If an application is needed during the school year, you may pick them up at any school office. **ANY CHARGES INCURRED PRIOR TO BEING APPROVED FOR FREE OR REDUCED MEAL BENEFITS WILL BE THE RESPONSIBILTY OF THE PARENT OR GUARDIAN.** Excessive negative meal account balances are subject to being sent to collections.

**Special Meals:** Any student required to receive a special diet or has a food allergy, documents by a physician’s order, may contact the Food Service Director and the special diet meal will be provided at the school. Please include any sample menus provide by your child’s dietician.

**INSUFFICIENT FUNDS CHECKS** If the Food & Nutrition Department receives an insufficient funds check, the amount will be deducted from the child’s account and a notification letter with statement will be mailed to the home. Upon receipt of a second insufficient funds check, the child’s account will be flagged and no further personal checks will be accepted. Payment for insufficient funds checks can be made at your child’s school or at the Food & Nutrition Office, 801 Parkview Drive, Suite One, New Castle IN 47362.

The Department of Food and Nutrition Services offers additional services upon request. For further information, you may contact the Food Service Office located at 801 Parkview Drive, Suite One, Telephone 765-521-7240 Fax 765-521-7239.

**SCHOOL LUNCH PRICES**

1 Day .....	\$2.70
5 Day Reduced .....	\$2.00
Adult Meal .....	\$3.50

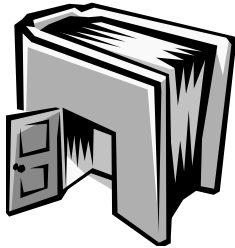
Parents are welcome to eat with their child at any time. Your child must include you on the lunch count when he or she arrives at school.

## SCHOOL HOURS

7:30 a.m.	Office Opens
7:45 a.m.	Students Arrive
8:05 a.m.	Tardy
2:30 p.m.	Dismissal
3:30 p.m.	Teachers Dismissed
4:00 p.m.	Office Closes



## SCHOOL LIBRARY



Students will be permitted to borrow books from the school library. Proper care and handling of these books is required. There is a charge for lost books. Many parents donate books to our library for special occasions such as birthdays, in honor of individuals in the family, etc.

## SECLUSIONS AND RESTRAINTS

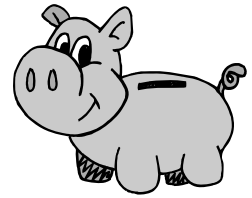
The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to present the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures.

## 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.



## SEXUAL HARASSMENT

It is the policy of the School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the Corporation to harass another employee or student through unwelcome conduct or communication of a sexual nature as defined in “Definitions.” It shall also be a violation of this policy for students to harass other students or employees through unwelcome conduct or communication of a sexual nature as defined in “Definitions.” The use of the term “employee” also includes nonemployees and volunteers who work subject to the control of school authorities.

### Definitions

#### A. Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by any employee to another employee when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
2. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. denial of an employment or educational opportunity of others may occur because another employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student.

#### B. Unwelcome Conduct of a Sexual Nature

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

1. Verbal or physical conduct of a sexual nature constitutes sexual harassment

when the allegedly harassed employee or student has indicated, by his/her conduct or verbal objections, that it is unwelcome.

2. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### C. Employee

An employee shall also include volunteers and/or nonemployees over which the Corporation has some degree of control of their behavior while on school property

#### Examples of Sexual Harassment

Sexual harassment, as set forth in "Definitions" may include but is not limited to the following:

- A. verbal harassment or abuse
- B. repeated remarks to a person with sexual or demeaning implications
- C. unwelcome touching
- D. pressure for sexual activity
- E. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

#### Specific Prohibitions

##### A. Administrators and Supervisors

2. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
3. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

##### B. Nonadministrative and Nonsupervisory Employees

It is sexual harassment for a nonadministrative and nonsupervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

## Complaint Procedures

- A. Any person who alleges sexual harassment by any employee or student in the Corporation may use the complaint procedure explained below in Section C or may complain directly to his/her immediate supervisor, building principal, or the Title IX complaint designee of the Corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments
- B. The right of confidentiality, both of the complainant and/or the accused, will be respected consistent with the Corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report which then will be signed by the complainant).
2. Reports must name the person(s) charged with sexual harassment and state the facts.
3. Reports must be presented to the principal/director where the alleged conduct took place. The principal/director shall inform the Superintendent of all filed reports.
4. The principal/director who receives a report shall thoroughly investigate the alleged sexual harassment.
5. The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and make a recommendation to the Board of School Trustees of any action s/he deems appropriate.
6. The Board may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

## Sanctions for Misconduct

A substantiated charge against an employee in the Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

A substantiated charge against a student in the Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the student rules and regulations and Indiana law.



## False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the student rules and regulations and Indiana law.

## Notification of this Policy

Notice of the policy will be circulated to all schools and departments of the School Corporation and incorporated in employee and student handbooks or folders and posted.

LEGAL REFERENCE	42 U.S.C. 2000d et seq.
	42 U.S.C. 2000e et seq.
	29 U.S.C. 621 et seq.
	29 U.S.C. Section 794
	29 C.F.R. 1604.11
	42 U.S.C. Section 12101 et seq.
	20 U.S.C. 1681 et seq.

## **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,

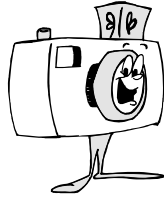
Therefore, to enhance the health and safety of all students, staff, **and visitors** and to promote air cleanliness, all school **corporation facilities and grounds** shall be designated as "Smoke Free".

## **SPECIAL ACTIVITIES**



### **FALL FESTIVAL/SPRING FLING**

Every year, each elementary school holds a festival. Through the efforts of many, this has become a successful event each year. The money earned is spent on students. We ask and encourage you to become a participant in the annual Fall Festival or Spring Fling.



## **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 often times treats do not arrive intact. We encourage store-bought and/or store prepared treats.



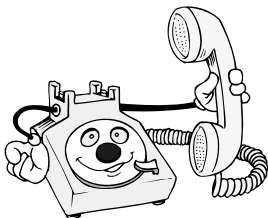
## **STATEMENT REGARDING NON-DISCRIMINATION**

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**

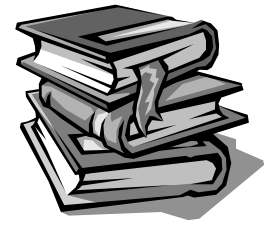


### **USE OF THE TELEPHONE**

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 principal.

## **TEXTBOOKS AND SCHOOL PROPERTY**

Textbooks issued are the property of the school. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged. All lost or damaged textbooks must be paid for. The monies collected will be deposited in the proper fund by the school secretary. We encourage our students to take care of our school and everything in it. Any student who damages school property is responsible for payment.



## **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, pre-school 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:

ISTEP+ - 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 school are a major concern. Adults driving their student 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 busses. Do not block drive through lanes. Parents, teachers, students, and drivers must cooperate to achieve safe transportation of our children.

## TRANSPORTATION

New Castle Community Schools provides transportation for students living outside the walking boundaries of the school in their attendance area. Riding the school bus is a privilege, not a right. Misconduct while riding a bus may result in disciplinary action and possible loss of this riding privilege. Parents and other adults are not allowed to ride the bus. If you have any questions as to whether or not you qualify for bus service, please phone 521-7235 and ask for the Transportation Secretary.



The following bus rules are provided for your information. Please read and discuss them with your child. Students violating the basic bus policies will be reported. Disciplinary action will be taken. Repeated violations will result in the loss of bus riding privileges. If your child needs to ride a bus other than his or her assigned bus, a parent request must be sent to the school office for approval. **No child will be released to any person other than the parent unless approved through the office.** This approval requires a note from the parent.

Transporting children safely and efficiently is the goal of the school bus driver and the staff of your child's school. Most problems arise because one child is not considerate of another. Appropriate conduct on the school bus is:

1. Student movement is prohibited while bus is in motion.
2. Loud or profane language or indecent conduct is prohibited at all times.
3. Pupils are not allowed to tease or agitate each other.
4. Windows and doors are opened with bus driver's permission only.
5. Students shall not approach nor leave the bus until the bus has completely stopped.
6. When a child violates a safety rule or misbehaves on the bus, the parent will be contacted by telephone, letter, or personal conference to discuss the problem.
7. Continued misbehavior may lead to suspension from the bus for one day by the driver, three to five days by the principal, or permanent suspension from the bus by the principal.

## **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 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.