

ELEMENTARY
PARENT/STUDENT HANDBOOK
2008 - 2009



New Castle Community School Corporation
322 Elliott Avenue
New Castle, IN 47362
521-7201
<http://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

Dr. Mark Davisson

Mr. Michael Fleming

Mr. Dick Leitch

Mr. Robert Shone

Mr. Stephen Walls

ADMINISTRATION

Dr. John Newby

Superintendent

Mr. William Pheffer

*Assistant Superintendent for
Secondary Programs and Facilities*

Dr. Maria Sells

*Assistant Superintendent for
Elementary Programs and Human Resources*

ELEMENTARY PRINCIPALS

*Mr. Christopher Tillett
Eastwood Elementary School
806 South 22nd Street
521-7205*

*Dr. Deborah Hartzler
Greenstreet Elementary School
329 South 5th Street
521-7207*

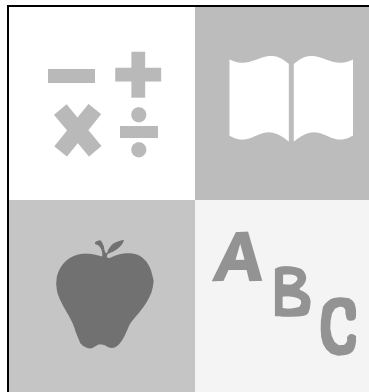
*Mr. Robert Malloy
Parker Elementary School
1819 Roosevelt Avenue
521-7209*

*Mr. Richard Bouslog
Riley Elementary School
1201 Riley Road
521-7211*

*Mrs. Linda Kinnett
Sunnyside Elementary School
2601 South 14th Street
521-7213*

*Mr. Elgan Carter
Westwood Elementary School
1015 South Greensboro Pike
521-7215*

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



PARENTAL INVOLVEMENT

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

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



PARENT ~ TEACHER CONFERENCES



Conferences are scheduled at the end of the first grading period and at the end of the third grading period. An additional kindergarten conference will be held at the end of the second nine weeks. Report cards will be given to parents at the conferences. Anytime a problem arises, parents are encouraged to confer with the child's teacher. Conferences may be scheduled before or after school by contacting the teacher at school.

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.

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. We would like to welcome you personally to our building and request that you let us know of your arrival by contacting the office. This allows us to enjoy your visit and maintain a safe and secure building. 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.

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.

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.

**COMMUNICATIONS
NEW CASTLE COMMUNITY SCHOOL CORPORATION**

2008- 09 SCHOOL CALENDAR

2008	August 15 August 18 September 1 October 23 - 24 November 27 - 28 December 19 December 22	Faculty/Staff - No Students First Day of School for Students Labor Day - No School Fall Break - No School Thanksgiving Vacation - No School End of First Semester Christmas Vacation Begins
2009	January 5 January 6 January 19 March 30 - April 3 April 10 May 25 May 28 May 29	Faculty Records/Reports –No Students Classes Resume Built-In Snow Day #1 – No School Spring Vacation - No School Built-In Snow Day #2 – No School Memorial Day - No School Last Day for Students Faculty Records/Reports or Built-In Snow Day #3 - No Students

GRADING PERIODS

**DAYS
FACULTY/STUDENTS**

Elementary (K-6):

October 15	End of 1 st Quarter	42 Days
December 19	End of 2 nd Quarter	43 Days
March 13	End of 3 rd Quarter	48 Days
May 28	End of 4 th Quarter	<u>47 Days</u>
		180 Days

August	11	10
September	21	21
October	21	21
November	18	18
December	15	15
January	19	18
February	20	20
March	20	20
April	18	18
May	<u>20</u>	<u>19</u>

Secondary (7-12):

September 26	End of 1 st Six Weeks	29 Days
November 7	End of 2 nd Six Weeks	28 Days
December 19	End of 3 rd Six Weeks	28 Days
February 13	End of 4 th Six Weeks	28 Days
April 9	End of 5 th Six Weeks	34 Days
May 28	End of 6 th Six Weeks	<u>33 Days</u>
		180 Days

Total	183	180
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SCHOOL HOURS

7:30 a.m.	Office Opens
7:45 a.m.	Students Arrive
8:05 a.m.	Tardy
10:30 a.m.	Morning Kindergarten Ends
12:00 noon	Afternoon Kindergarten Begins
2:30 p.m.	Dismissal
3:30 p.m.	Teachers Dismissed
4:00 p.m.	Office Closes

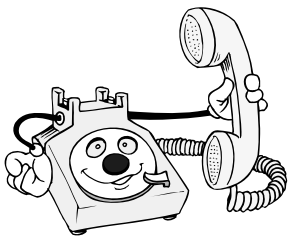


INFORMATION & NEWSLETTERS!

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.

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.



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.

PROTECTION OF PUBLIC AND PERSONAL PROPERTY

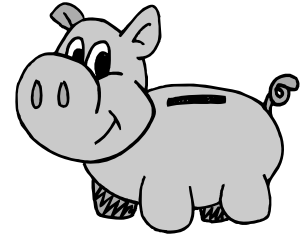
The elementary school is public property, and as such, it is in everyone's best interest to maintain it in excellent condition. Please help us take care of our building and grounds.

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.

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.



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.

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. Special group announcements can be made periodically if that is also necessary.

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.

SCHOOL ATTENDANCE AREAS

The attendance areas will be identified alphabetically. In so far as possible, the identification will commence at the junction of the south and west boundaries and continue counter clockwise. The center of the road, railroad, or assumed line is considered the boundary where two attendance areas meet unless otherwise stated.

Eastwood Elementary School

Beginning at I Avenue and 21st Street, east on I to Grand Avenue, northwest on Grand to 28th, north on 28th to N&W Railroad, southeast on N&W Railroad to a line that coincides with I Avenue, east to a line that merges with 31st Street, north on 31st to Spring, west on Spring to Nickel Plate Railroad, south on the Nickel Plate Railroad to 18th Street, south on 18th Street to Grand Avenue, southeast on Grand to 19th Street, south on 19th to G Avenue, east on G to 21st Street, south on 21st to I Avenue. The Eastwood attendance area also includes 17th and 18th streets from Indiana Avenue to Plum Street.

Greenstreet Elementary School

Beginning at Road 3 and Cherry Street, east on Cherry to Hawthorn Road, south on Hawthorn Road to Southern Avenue, east on Southern to Bundy Avenue, northeast on Bundy to Main Street, north on Main Street to Walnut Street, east on Walnut to 15th Street, south on 15th to Grand Avenue, southeast on Grand to the Nickel Plate Railroad, north on the Nickel Plate Railroad to a point that would coincide with Spring Street, west on Spring to 9th Street, north on 9th to New York Avenue, northeast on the Penn Central Railroad to its junction with the Nickel Plate Railroad, northwest on the Nickel Plate Railroad to 200N, west on 200N to 75W, south on 75W (both sides) to 100N, west on 100N to 100W (both sides), south on 100W to 50N (both sides), east on 50N (both sides) to Road 3, south on Road 3 to Cherry.

Parker Elementary School

Beginning at Road 3 and Trojan Lane, east on Trojan Lane to the Nickel Plate Railroad, north on the Nickel Plate Railroad to O Avenue, east on O to 18th Street, north on 18th to I Avenue, east on I to 21st Street, north on 21st to G Avenue, west on G to 19th Street, north on 19th to Grand Avenue, northwest on Grand to 18th Street, north on 18th to the Nickel Plate Railroad, northwest on the Nickel Plate Railroad to its junction with the N&W Railroad, south on N&W to Grand Avenue, northwest on Grand to 15th Street, north on 15th to Walnut, west on Walnut to Main Street, south on Main to Bundy Avenue, southwest on Bundy to Southern Avenue, west on Southern to Hawthorn Road, north on Hawthorn Road to Cherry Street, west on Cherry to Road 3, south on Road 3 to Trojan Lane. Also, students living on Hunter and Cottage and the area bounded by Beacon, Cherokee, South 28th Street and the north side of Grand Avenue between South 28th and Beacon will be bussed to Parker, as well as all students inside the area bounded by Brown Road on the north, 600E on the east, 200S on the south, and 31st on the west. Students in an area bounded by 18th on the east, N&W north, N&W west and Grand on the south shall be bussed.

Riley Elementary School

Beginning at 125W and 400S, east on 400S to 600E, north on 600E to 200S, west on 200S to the old Nickel Plate Railroad bed, north on the old Nickel Plate Railroad bed to S Avenue, west on S Avenue to Main Street, north on Main Street to Parkside Drive, west on Parkside Drive to Road 3, south on Road 3 to Old Spiceland Road, southwest on Old Spiceland Road to 200S, east on 200S to Road 3, south on Road 3 to 400S, west on 400S to 125W. Also students living in Stonegate Village shall attend Riley Elementary School.

Sunnyside Elementary School

Beginning at the old Nickel Plate Railroad bed and 200S, east on 200S to a point that coincides with 31st Street, north on a line that coincides with 31st Street to Q Avenue, west on Q Avenue to a point just west of Hunter Avenue, north on a line from that point to I Avenue, west on I Avenue to 18th Street, south on 18th Street to O Avenue, west on O Avenue to the old Nickel Plate Railroad bed, south on the old Nickel Plate Railroad bed to Q Avenue, west on Q to Main Street, south on Main to S Avenue, east on S Avenue to the old Nickel Plate Railroad bed, south to 200S.

Westwood Elementary School

Beginning at a point where 300W and 400S converge, east on a line that coincides with 400S to 125W, north on 125W to Old Spiceland Road, northeast on Old Spiceland Road to Sleepy Hollow Lane, east and north on Sleepy Hollow Lane to Red River Road, north and west on Red River Road to Old Spiceland Road, northeast on Old Spiceland Road to 200S. Commencing again at Road 3 and Old Spiceland Road, north on Road 3 to 50N as boundary only. West on 50N to 100W as boundary only, north on 100W to 100N as boundary only. East on 100N to 75W as boundary only, north on 75W to 200N. As boundary only means outer perimeter of Westwood district. Students on both sides of "as boundary roads" attend Greenstreet. West on 200N to 300W and south on a line that coincides with 300W.

Wilbur Wright Elementary School

Beginning at 9th and Spring Streets, east on Spring to Hillsboro Road, south on Hillsboro Road to Road 38, southeast on Road 38 to 300E, north on 300E, both sides, to Brown Road, east on Brown Road, both sides, to 600E, north on 600E to 200N, west on 200N to the old Nickel Plate Railroad, southeast on the old Nickel Plate Railroad to the Penn Central Railroad, southwest on the Penn Central Railroad to New York Avenue and 9th Street, south on 9th to Spring. Wilbur Wright receives those students on the north side of Spring Street only.

Additional Information

The Transportation Department office has a detailed map which identifies roads and streets within each school attendance area. If you require further assistance or have questions regarding which school your child(ren) should attend, please call 521-7235.



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 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, 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.**

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 everyday.

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.

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.

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.

EXCESSIVE ABSENTEEISM/TARDINESS PER SEMESTER IS:

- K through 6th grades - 10 days absent or 5 unexcused days or 10 days of tardiness

Attendance will be taken twice daily.

- Students present any time between 8:00 a.m. and 11:15 a.m. will be counted as ½ day present a.m.
- Students present anytime after 11:15 a.m. will be counted as ½ day present p.m.

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).

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.

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.

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 \$1.15. 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 30¢ for breakfast. Adult breakfasts are \$1.55. 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 labeled sealed envelope) for payment of student meals. At mealtime, the student scans their ID card and the purchase is then deducted from that individual student account. Prices for extra beverages are also listed below.

SCHOOL LUNCH PRICES

5 Day Meal Price.....	\$10.75
4 Day Meal Price.....	\$8.60
3 Day Meal Price.....	\$6.45
1 Day Ticket.....	\$2.15
5 Day Reduced	\$2.00
Adult Meal.....	\$2.95

EXTRA BEVERAGES

Milk	35¢
Orange Juice.....	35¢

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

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 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:

If necessity arises, elementary students will be allowed to charge up to \$25.00. However, if their account goes over the \$25.00 limit, the student will need to bring a lunch from home until the account is paid. If the student does not bring a meal from home, the Food Service Department will provide an alternate meal and they will be charged for the meal. The Food & Nutrition Services Director reserves the right to contact the Department of Family & Children Services for families with excessive charges which fail to provide a meal for their student.

Students in Middle & High School are not allowed to charge meals.

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 RESPONSIBILITY OF THE PARENT OR GUARDIAN.**

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.

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.



LETTER TO PARENTS FOR FREE AND REDUCED-PRICE MEALS AND OTHER BENEFITS

Dear Parent/Guardian:

Children need healthy meals to learn. New Castle Community Schools, Food & Nutrition Dept. offers healthy meals every school day. The breakfast regular price is \$1.15; lunch is \$2.15. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch.

- 1. Who can get free or reduced price meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, if your household income is within the limits on the Federal Income Chart, your children can get free or reduced price meals.
- 2. Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Use one application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: your child's school or to the Food Service Office.
- 3. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you got carefully and follow the instructions. Call the school if you have questions.
- 4. I get WIC. Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
- 5. Can migrant, homeless, or runaway children get free meals?** Please call the school to see if your children qualify, if you have not been informed that they will get free meals.
- 6. May I apply if someone in my household is not a U. S. citizen?** Yes. You or your children do not have to be a U.S. citizen to qualify for free or reduced price meals.
- 7. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
- 8. Will the information I give be checked?** Yes, we may ask you to provide written proof.
- 9. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
- 10. We are in the military; do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.
- 11. If I don't qualify now, may I apply again later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps or TANF. If you lose your job, your children may be able to get free or reduced price meals during the time you are unemployed.
- 12. What if I disagree with the school's decision about my application?** You should talk to the school officials. You also may ask for a hearing by calling or writing to Jane Kellam-Tollett, 322 Elliott Ave., New Castle, IN 47362, 765-521-7201.

We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Beckey Vitatoe, Food Service Director, 801 Parkview Drive, Suite One, New Castle, IN 47362.

If you have other questions or need help, call 765-521-7240, Food & Nutrition Service Office.

Si necesita ayuda, por favor llame al teléfono:

Si vous voudriez d'aide, contactez nous au numero:

Sincerely,

Beckey Vitatoe, Director
Department of School Food and Nutrition Programs

INSTRUCTIONS for APPLYING

Households getting TANF or Food Stamps:

1. In Part 1, list each enrolled child and include the TANF or Food Stamp Case Number for each child. **EBT and Hoosier Healthwise numbers DO NOT qualify you for benefits.**
2. In Part 2, check the appropriate box, if any.
3. Skip Parts 3 and 4 - unless some children do not get Food Stamps or TANF.
4. Part 5. An adult must sign the application. A Social Security number is not required.
5. Part 6 and Part 7 are optional for meals benefits.

Migrant, Homeless, or Runaway: Check the appropriate box and contact the school's homeless liaison or migrant coordinator.

Foster Child: Use a separate application for each foster child.

1. Skip Parts 1, 2, and 4.
2. INCOME: Write only the child's personal use income or '0' if the child has no income.
3. Part 5. An adult must sign the application. A Social Security number is not required.
4. Part 6 and Part 7 are optional for meals benefits.

All Other Household Types: Including WIC households

1. In Part 1, list each enrolled child.
2. In Part 2, check the appropriate box, if any. Skip Part 3.
3. In Part 4, list everyone related or not living in your household. Include yourself, spouse, all children, grandparents, other relatives, and unrelated people. Use another sheet of paper if you need to.
4. Write the amount of gross income each person received before taxes or anything else is taken out, how often, and where it came from, such as earnings, welfare, pensions, and other income. See list. Report net income for self-owned business, farm, or rental income. If you are in the Military Housing Privatization Initiative, do not include this housing allowance. If you have no income, put a checkmark (Y) in the box.
5. Part 5. An adult must sign the application and list his/her Social Security number, or put a checkmark (Y) in the box if you have no social security number.
6. Part 6 and Part 7 are optional for meals benefits.

INCOME TO REPORT:

Earnings from Work

Wages/salaries/tips
Strike benefits
Unemployment compensation
Workman's compensation
Net income from self-owned business or farm

Welfare/Child Support/Alimony

Public assistance payments
Welfare payments
Alimony payments
Child support payments

Pensions/Retirement/Social Security

Pensions
Retirement income
Social Security
Veteran payments
Supplemental Social Security Income

Other Income

Earnings from second job
Disability benefits
Interest/Dividends
Cash withdrawn from savings
Income from Estates/Trusts/Investments
Regular contributions from persons not living in the household
Royalties/Annuities/Rental Income
Any other monies that may be available to pay for the child's meals

Your children may qualify for free or reduced-price meals if your household income falls within the limits on this chart.	FEDERAL INCOME CHART FOR SCHOOL YEAR 2008-2009			
	Household Size	Yearly	Monthly	Weekly
	1	\$19,240	\$1,604	\$ 370
	2	25,900	2,159	499
	3	32,560	2,714	627
	4	39,220	3,269	755
	5	45,880	3,824	883
	6	52,540	4,379	1,011
	7	59,200	4,934	1,139
	8	65,860	5,489	1,267
	For each additional person:	+6,660	+555	+129

OTHER BENEFITS: Put a checkmark (Y) where you want the information released. By signing this section you will allow the school to release information that shows you have applied for free or reduced-price benefits under the National School Lunch Program. The information will only be used for the programs you have marked on the application.

Textbook Assistance – In 1999 the passage of House Enrolled Act 1001, includes assistance for children approved for free or reduced-price meals. You **must** answer this question and sign, in order to receive textbook assistance. You are not required to answer this question to receive meal benefits.

Twenty-first Century Scholars – Enrollment in the Twenty-first Century Scholars program is open to eligible 7th and 8th graders. For students who successfully complete the program, the Twenty-first Century Scholarship will pay regular tuition at a public college in Indiana or partial tuition at an independent college or proprietary institution in Indiana.

Hoosier Healthwise – Your child(ren) may qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise. If you **DO WANT** this information released for the purpose of Hoosier Healthwise, please sign. For more information about Hoosier Healthwise health insurance, call 1-800-889-9949.

PLEASE NOTE: If you are also applying for Textbook Assistance, there are specific things that you must complete in addition to the required items for meal benefits.

- 1) Living with parent/caretaker relative,
(The definition of a caretaker relative is a relative, either by blood or by law, who lives with the child and exercises parental responsibility [care and control] in the absence of the child's parent. Examples include, but are not limited to: Grandparents, Aunts, Uncles, Cousins, Step-Parents, and Adult Siblings.),
- 2) grade, and
- 3) check if you are applying for textbook assistance and sign under Other Benefits.

Your application must contain 2 signatures for meals and textbooks.

APPLICATION FOR FREE OR REDUCED PRICE MEALS AND OTHER BENEFITS

Effective July 1, 2005 - One Application per **Household**

Part 1. Children in school. To apply for free or reduced price meals and other benefits for your child(ren), carefully complete, sign, and return this application to the school. If you need help with this application, please call the school.

NAME OF CHILD (First Name, MI, Last Name)	LIVING WITH PARENT or CARETAKER RELATIVE	BIRTHDATE	SCHOOL	GRADE	TANF or Food Stamp Case # (If you receive both benefits, list the TANF Case #)
	YES - NO				
	YES - NO				
	YES - NO				
	YES - NO				

If ALL above children are Food stamp or TANF recipients – now skip to Part 5.

Part 2. If the child you are applying for is migrant, homeless, or a runaway, check the appropriate box and call [your school's homeless liaison, migrant coordinator] at [phone #].
 Migrant Homeless Runaway

NAME OF CHILD (First Name, Middle Initial, Last Name)	LIVING WITH PARENT or CARETAKER RELATIVE	BIRTHDATE	SCHOOL	GRADE	TANF or Food Stamp Case # (If you receive both benefits, list the TANF Case #) OR Monthly Personal Use Income (if zero, indicate as such)
	YES - NO				

ALL OTHER HOUSEHOLD TYPES

Part 4. LIST <u>ALL</u> HOUSEHOLD MEMBERS	GROSS (before deductions) HOUSEHOLD INCOME FROM ALL SOURCES Examples: \$100 / month or \$100 / twice a month or \$100 / biweekly or \$100 / weekly				
NAME	Earnings from Work Before Deductions	Welfare Payments, Child Support, Alimony	Pensions, Retirement, Social Security	All Other Income Received	Check if NO income
1.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
2.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
3.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
4.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
5.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
6.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
7.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
8.	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
(Example) Jane Smith	\$200 / week	\$150 / week	\$100 / month		<input type="checkbox"/>

Part 5. SIGNATURE: I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

X _____ X _____ - _____ - _____ No Social Security Number _____
 SIGNATURE OF ADULT HOUSEHOLD MEMBER Social Security Number Security Number Home Telephone # / Work Telephone #

 Printed Name of Adult Household Member Date Signed Home Address/Apt # Zip Code

Part 6. OTHER BENEFITS – This section does not need to be completed to receive free or reduced price meal benefits.

Do you want to receive textbook assistance? <input type="checkbox"/> YES* <input type="checkbox"/> NO If, YES, SIGN TO THE RIGHT)	Check here if you want to receive this information. <input type="checkbox"/> Twenty-first Century Scholars (7 th & 8 th grade only) SIGN TO THE RIGHT)	I certify that I am the parent/guardian of the child(ren) for whom application is being made. My signature below authorizes the release of information on this application to the programs I have checked. I give up my right of confidentiality for these purposes only. X _____ SIGNATURE OF PARENT/GUARDIAN DATE	SCHOOL USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable
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*THIS APPLICATION INFORMATION WILL BE SHARED WITH FAMILY AND SOCIAL SERVICES ADMINISTRATION OFFICE PURSUANT TO I.C. 20-33-5-2 and I.C. 12-14-28-2, SOLELY FOR PURPOSES OF COMPLYING WITH 45 C.F.R. PARTS 260 AND 265.

SEE PAGE 2 IF YOU WANT THIS INFORMATION RELEASED FOR THE PURPOSE OF HOOSIER HEALTHWISE.

Program Year 2009

This application information may be shared with the Family and Social Services Administration for the purpose of identifying children who may

qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise. If you want the application information shared for this purpose, please sign below. I certify I am the parent/guardian of the child(ren) for whom application is being made. I authorize the release of information for this purpose.

X _____
Signature of Parent/Guardian Date

For information about Hoosier Healthwise health insurance, call 1-800-889-9949.

Part 7. RACE AND ETHNICITY:

Optional - You are not required to answer this question. No child will be discriminated against because of race, color, sex, national origin, age, or disability.

Mark one or more racial identities:

- Asian
- Black or African American
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- White

Mark one ethnic identity:

- Hispanic or Latino
- Not Hispanic or Latino

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list Food Stamp or TANF case number for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410* or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

FOR SCHOOL USE ONLY – DO NOT WRITE BELOW THIS LINE

ANNUAL INCOME CONVERSION:

WEEKLY INCOME X 52 BI WEEKLY X 26 TWICE A MONTH X 24 MONTHLY INCOME X 12

ELIGIBILITY DETERMINATION

Income Eligibility: Total Household Size: _____ Total Income: \$ _____ per: Week Month Annual
 OR Categorical Eligibility: Food Stamp TANF Migrant Homeless Runaway
 Eligibility Determination: Approved Free Approved Reduced price Denied
 Reason for Denial: Income Too High Incomplete Application Other(Reason) _____
 Temporary: Free Reduced Time Period: _____ (expires after _____ days)
 Signature of Determining Official: _____ Date: _____
 Date Withdrawn: _____

VERIFICATION

Confirmation Review Official: _____				
Date Verification Notice Sent: _____	Approval Based On: <input type="checkbox"/> Food Stamp/ TANF Case Number <input type="checkbox"/> Household Size and Income <input type="checkbox"/> Other _____	Verification Results: <input type="checkbox"/> No Change <input type="checkbox"/> Free to Reduced <input type="checkbox"/> Free to Paid <input type="checkbox"/> Reduced to Free <input type="checkbox"/> Reduced to Paid	Reason for Change: <input type="checkbox"/> Income: _____ <input type="checkbox"/> Household Size: _____ <input type="checkbox"/> Change in Food Stamp/TANF <input type="checkbox"/> Did not respond <input type="checkbox"/> Other: _____	Date Notice of Change Sent: _____ Date Change Made: _____
Date Response Due from Households: _____	Date Second Notice Sent (or N/A): _____	Date Hearing Requested: _____	Verifying Official's Signature: _____	
Hearing Decision: _____		Date: _____		

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.

EMERGENCY DRILLS

Fire drills, tornado drills, and earthquake 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.



BAD WEATHER AND OTHER EMERGENCIES

When school must be closed because of snow, ice, or other emergencies, listen to the local radio and TV stations. All school closings will be reported and announced. You may also get school closing information by calling 529-3910. **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.

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.

TWO-HOUR DELAYS FOR KINDERGARTEN STUDENTS WHO ATTEND HALF-DAY PROGRAMS

If the start of school is delayed by two hours, Kindergarten students who attend morning half-day programs will report from 10:00 a.m. until Noon. Afternoon half-day programs will run from 12:45 p.m. until dismissal.

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.

HOMEWORK

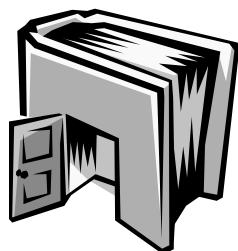
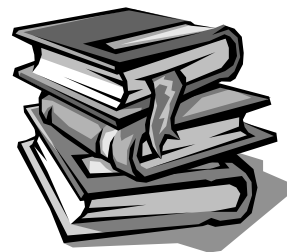
Homework is an integral part of the educational program. It provides an opportunity for children to strengthen basic skills, reinforce study habits, stimulate independent thinking, and develop initiative, responsibility, and self-direction. Homework projects are related to classroom work and are designed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



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 6th grade level would equal 60 minutes of homework for a 6th grade child. If your child does not have homework on a regular basis in the intermediate grades, the teacher should be contacted.

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.



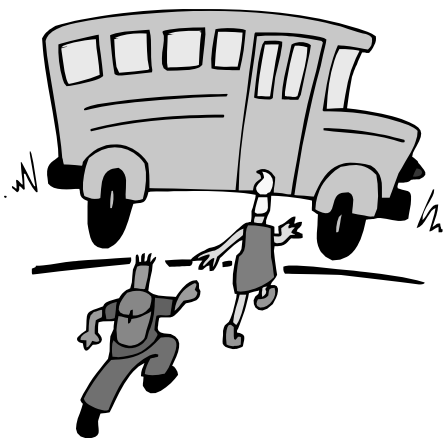
SCHOOL LIBRARY

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.

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.



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 2008 - 09 School Year

Grade	Book Rental	Consumable Materials	Fees	TOTAL
Kindergarten	\$25.00	\$26.00	\$61.00	\$112.00
Grade 1	\$50.00	\$63.00	\$28.00	\$141.00
Grade 2	\$62.00	\$37.00	\$28.00	\$127.00
Grade 3	\$67.00	\$235.00	\$27.00	\$129.00
Grade 4	\$82.00	\$13.00	\$28.00	\$123.00
Grade 5	\$89.00	\$13.00	\$29.00	\$131.00
Grade 6	\$104.00	\$13.00	\$28.00	\$145.00

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

HEALTH & SAFETY



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!**

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:

Minimum Immunization requirements for students enrolled at Kindergarten and Grade One and under 7 Years of Age.

- 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP) or pediatric diphtheria-tetanus vaccine (DT), or **4 doses are acceptable if the 4th dose was administered after the 4th birthday;**
- 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV) in any combination, or **3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday;**
- 2 doses of measles (rubeola) vaccine on or after the first birthday;
- 1 dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 dose of mumps vaccine on or after the first birthday, and
- 3 doses of hepatitis B vaccine for all Kindergarten and Grade 1 (including newly enrolled students, but NOT pre-kindergarten)
- 1 dose Varicella (Chickenpox) vaccine on or after the first birthday or a record of disease (parent report sufficient)

Minimum Immunization requirements for students enrolled at Grade Two or 7 Years of Age or Older.

- 3 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or Tetanus-diphtheria (Td);
- 3 doses of polio vaccine
- 2 doses of measles (rubeola) vaccine on or after the first birthday;
- 1 dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 dose of mumps vaccine on or after the first birthday, and
- 3 doses of hepatitis B vaccine for all students enrolled in the second grade (who were in the first grade in Indiana last year).

Minimum Immunization requirements for students enrolled at Grades 3 – 5.

- 3 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or Tetanus-diphtheria (Td);
- 3 doses of polio vaccine
- 1 doses of measles (rubeola) vaccine on or after the first birthday;
- 1 dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 dose of mumps vaccine on or after the first birthday

Minimum Immunization requirements for students enrolled in Grades 6 – 12 and for students in Ungraded Classrooms who are 11 Years of Age or Older on August 1st of the Current School Year.

- 3 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or Tetanus-diphtheria (Td);
- 3 doses of polio vaccine
- 2 doses of measles (rubeola) vaccine on or after the first birthday;
- 1 dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 dose of mumps vaccine on or after the first birthday

Sixth Grade Female Students

Important information about Human Papillomavirus (HPV) Infection and Vaccine

- In June, 2006 the U.S. Food and Drug Administration (FDA) licensed a vaccine that can prevent HPV infection. It is to be used in girls and young women 9 to 26 years old. It is the first vaccine that can prevent cervical cancer.
- The new vaccine is a series of three shots over six months. The vaccine is not made from live virus nor does it contain thimerosal or mercury.

- Information about HPV infection and vaccine can also be obtained from a family doctor or health care provider, the health department, or the Indiana State Department of Health website: www.in.gov/isdh/program/immunization/immunization.htm.
- This information is provided by the Indiana State Department of Health as required by Public Law 80 (Senate Enrolled Act 327) of 2007.

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. Medication must be brought to the school office by the parent or guardian.
4. A note must be on file from the parent or guardian authorizing the school personnel to give the medicine.
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.

SAMPLE PARENT PERMISSION FORM FOR SCHOOL TO DISPENSE MEDICATION

**NEW CASTLE COMMUNITY SCHOOL CORPORATION
ADMINISTERING MEDICATION TO STUDENTS
PARENT PERMISSION FORM**

I hereby give my permission to the New Castle Community School Corporation and a New Castle School Employee, as designated by the school administrator, to administer the following medication in good faith:

CHECK THE DESCRIPTION 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 should have a doctor's statement attached to this form. State name of medication, dosage, and time.

(E.g. Ritalin 10mg./Take one pill at noon daily)

- _____ 2. Non-prescription medication with the written permission of the student's parent or guardian. State name of medication, dosage, time.

(E.g. Tylenol/Take two tablets every 4 hours for headache)

- _____ 3. A legend drug (as defined in IC 16-6-8-2(k) and including injectable insulin) in compliance with the written order of a practitioner.

OR any combination of the above descriptions during regular school hours as the need arises.

STUDENT'S NAME _____

GRADE _____

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.

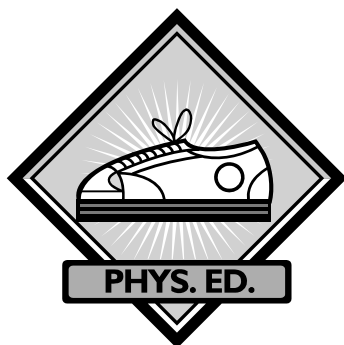
SIGNATURE OF PARENT/GUARDIAN _____

SIGNATURE OF STUDENT (18 years or older) _____

DATE _____ DOCTOR'S NAME _____

SCHOOL BUILDING NAME _____

PHYSICAL 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.

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.

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.



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.

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



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.

INSURANCE

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

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".

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.

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.

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.



REPORTING PUPIL PERFORMANCE

REPORT CARDS

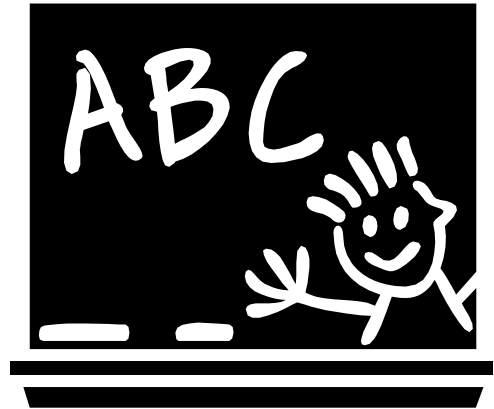
Report cards will be issued to parents on the Wednesday following the close of each nine week grading period. Report cards will contain both academic and behavioral information. Attendance will be reported on the card.

PARENT CONFERENCES

Parent conferences are held in the fall and spring to discuss the performance and behavior of each student. Parents are urged to participate in this process.

In addition to conferences and report cards, students participate in standardized testing required by the Indiana State Department of Education.

Many formal and informal measures are used by classroom teachers to prepare students for success regarding State requirements.



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.

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.

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 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.

C. OTHER COURSES OF ACTION

Any school employee or any other person authorized to be in charge of a school function or event are 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.

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.

PARENT CONTACT

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

PARENT CONFERENCE

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

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.

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.

TIMEOUT

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

LUNCH DETENTION

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

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.

AFTER SCHOOL DETENTION

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

IN SCHOOL SUSPENSION

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

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.

EXPULSION

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

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.

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.

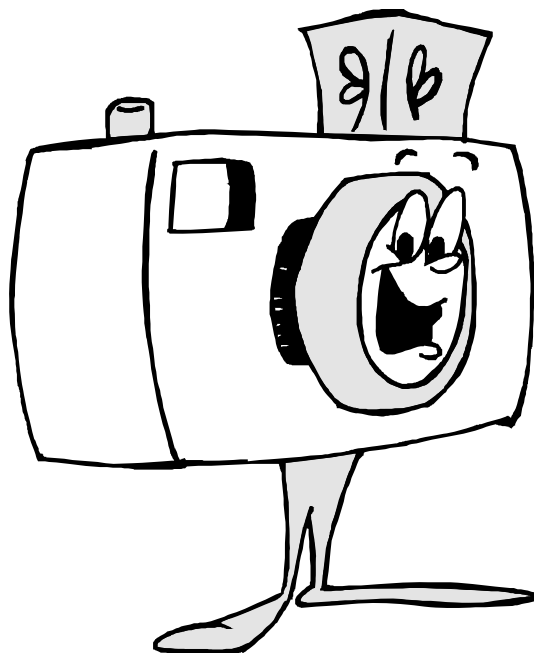
SPECIAL OCCASIONS

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.



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.



NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

Parents or eligible students may ask the New Castle Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write 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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

5. The right to refuse to allow the Corporation to disclose “directory information”:

It is the policy of the Corporation to make available, upon request, certain information known as “directory information.” The School Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents or eligible students may refuse to allow the Corporation to disclose any or all such “directory information” upon written notification to the Corporation within fourteen (14) days after receipt of this public notice.

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

- 1. 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.
- 2. 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.

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, in any employment opportunity. 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:

Dr. Maria Sells
Assistant Superintendent for
Elementary Programs and Human Resources
322 Elliott Avenue
New Castle, IN 47362
(765) 521-7201

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.

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.

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 farthest from 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 get free and/or reduced lunch is used to determine the district-wide poverty and 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 serve identified children who are at risk of not meeting the state's high economic standards. In New Castle, Greenstreet Elementary is a Targeted Assistance School.

School Wide Programs: SWP upgraded 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 Programs.

WHO IS SERVED BY TITLE I?

In both types of Title I programs, children farthest away from meeting the State standards 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 served 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 get 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, the list could go on and on and on!

WHAT ABOUT THE MONEY?

In fiscal year 2000 \$7.9 billion was distributed to 50 states, Washington, D.C., Puerto Rico, Bureau of Indian Affairs, and the outlying territories. The money travels from the US Government to the state of Indiana then to New Castle Community Schools and finally to individual schools in New Castle. Census data are 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 "pre 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, can exert 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. They are needed for planning, policy, participation, partnering, and program evaluation.

New Castle Schools intend to follow the parental policy guidelines in accordance with the *No Child Left Behind Act of 2001 as listed below:*

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. The notices offer Public School Choice and/or Supplemental Education Services (SES) as appropriate.

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

- Timely notice that their child has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified; and
- Information on the level of achievement of the student in each of the State's academic assessments.

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.

