

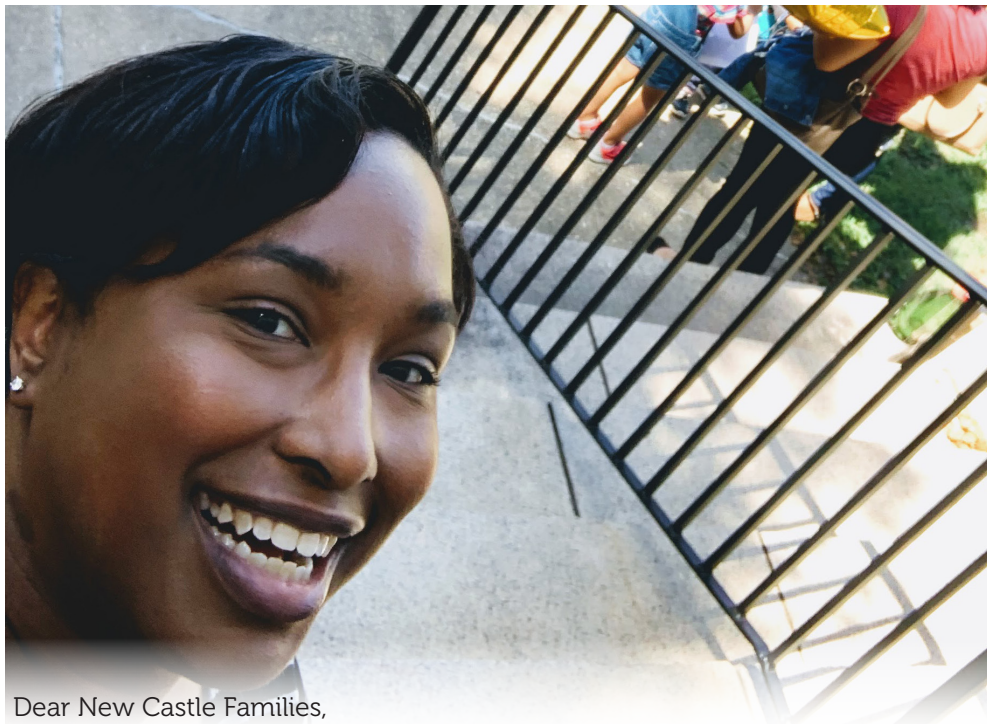


NEW CASTLE
ELEMENTARY

PARENT AND STUDENT HANDBOOK

2019-2020





Dear New Castle Families,

Welcome to New Castle Elementary School! We look forward to building a collaborative partnership between our school staff and our New Castle students and families. Our staff is committed to providing a safe environment for your child to receive a quality education. It is our mission to improve the academic achievement of all students and we believe that by working together, our students can develop the skills necessary to become responsible citizens.

In order to assist our families with understanding the programs and procedures at New Castle, we are providing each student with our Parent-Student Handbook at the beginning of the year. We encourage you to familiarize yourself with our school information in order to help us provide the safest and most positive school environment.

We are looking forward to a wonderful school year for all of our Scholars! Please help us by encouraging your child to do their absolute best each and every day. Should you ever have a question or need assistance, please feel free to contact the school or your child's teacher.

Sincerely,

TeRay Ross
Principal

OUR VISION

The Power of



The “Power of We” is an intentional movement that values the strengths of the collaboration of all district stakeholders. The goal is to create a collaborative environment that will empower stakeholders to work together for the common good of our students and district.



EARLY CHILDHOOD

By investing in Pre-k programming, our students will be more prepared for success at the kindergarten level and beyond.

LEADERSHIP AND LEARNING

By creating a culture of leadership, Colonial will strive to lead the way in cutting edge practices while continuing to listen & learn from parents, community and colleagues.

INNOVATION

Through collaboration, research and professional development, we will create innovative educational and professional experiences for our students and staff.

ACCESS AND OPPORTUNITY

By providing access to services such as health clinics and our summer feeding programs, opportunities arise for residents of our school district that will ultimately enhance the Colonial educational experience.

CONTACT US

Main Office Phone Number

School Secretary- Carmen Corsi (302) 323-2880

School FAX Number..... (302) 323-2897

School Nurse – Amy Davidson..... (302) 323-2880 Ext. 1231

School Counselor – Tonya Aviola

Sarah Yacucci..... (302) 323-2880 Ext. 1021

Family Support Therapist – Courtney Waters- Stroman (302) 323-2880 Ext. 1031

(302) 323-2886

Special Education Coordinator – Melissa Eger . (302) 323-2880 Ext. 2195

Cafeteria Manager- Brenda Latchford..... (302) 323-2891

School Website <http://www.colonialschooldistrict.org/newcastle/>

School Address 903 Delaware Ave.

New Castle, DE 19720

Colonial School District Main Office (302) 323-2700

Colonial School District Transportation (302-323-2851)

Colonial School District Website..... www.colonialschooldistrict.org

Colonial School District Address.....318 E. Basin Rd

New Castle, DE 19720

SCHOOL HOURS

8am – 4pm School Office Hours

8:15am Doors Open For Students

8:35am..... School Day Begins

(Students Are Considered Late After This Time)

3:15..... School Day Ends – Dismissal Begins

****Students will not be permitted to enter the building before 8:15.****

Please refer to your cell phone time as a way to ensure that all parties involved are consistent when interpreting times.

The Bear-Glasgow YMCA offers a before and after school program at New Castle. Parents can contact the YMCA at (302) 836-9622 for more information or to enroll.

PARENT – SCHOOL COMMUNICATION

We believe that an important component to a student's success is maintaining a positive line of communication between the school and families. We encourage families to participate in all school events, such as conferences, assemblies, concerts, and Open House, which we believe you will find both informative and rewarding!

Visiting School

If you plan on visiting the school during the school day, you **must** ring the buzzer and have your photo identification readily available. Every visitor must be buzzed in separately; therefore, do not let anyone who is not with you enter the building behind you. During your first visit, your photo ID will be run through our Raptor Security System. During subsequent visits, you will simply need to show your ID and a visitor's pass will be printed. **Under no circumstances should visitors report directly to a classroom.** This is for the safety of our students and to minimize interruptions. Classroom visits and conferences should be scheduled ahead of time with the teacher so that adequate preparation can be made in order for the experience to be meaningful.

School Communication

There are a number of ways to communicate with the school. All staff have phones in their classroom. However, only voicemails can be left during the school day. We understand that schedules do not always make it possible to speak on the telephone; therefore, each staff member has an email address that will be checked frequently throughout the day. A weekly newsletter will also be shared via email, as well as posted on the school's website and Facebook account.

Individual Parent-Teacher Conferences

Conferences may be scheduled as needed with your child's teacher. If you are concerned about your child's performance, arrange a conference with your child's teacher by calling the school secretary at 323-2880 and requesting the teacher's voicemail. You may also reach out to the teacher directly via email. Please feel free to prepare a list of talking points for the conference to ensure that all of your questions/concerns are addressed. All conferences with teachers must be scheduled in advance.

We will not be able to accommodate on-the-spot conferences.

ITEMS NOT PERMITTED IN SCHOOL

Toys, electronic devices, spinners, and other items (for example, trading cards, etc.) that distract students from learning are not allowed in school. If items such as these are seen at school, they will be taken and an adult will have to come pick them up. If an inappropriate item is brought to school and is then lost or stolen, the school will not be involved in helping to resolve the issue. If a student has a cell phone for safety reasons, it should be powered off and in a book bag at all times. Students must follow bus driver expectations concerning cell phone use on school buses and no photos or videos may be taken.

School Closings / Late Openings

Any cancellation or late opening of school due to weather or emergency will be announced using the School Messenger automatic calling program. This telephone message system is automated and will contact you as soon as the decision regarding closing or delay has been made. It is vital that you keep your telephone contact information current with us so that you receive all important announcements.

In addition, the following are alternative methods for obtaining school closing or delay information:

- Toll Free School Closing Hotline (free) 1-877-831-7215
- Colonial School District Website www.colonialschooldistrict.org
- Local Radio Stations WSTW 93.7 FM
- WJBR 99.5 FM
- WDEL 1150 AM
- WILM 1450 AM

Please do not call the school to ask if school is open or closed. The phone lines need to remain open to receive communication from the District Office. If inclement weather or an emergency occurs during the school day, and schools are dismissed early, the School Messenger Automated calling system will be utilized to inform families. Should there be a need to contact you in an emergency, it is vital that the school office is informed with the most updated address and phone number(s).

STUDENT ATTENDANCE

Consistent school attendance is critical to student success. All students are expected to attend school each day school is in session. Absences from school are unexcused unless the school is notified following an absence. In addition, per State of Delaware regulations, only the following are excused reasons for an absence:

- Illness of the student
- Medical diagnosis or treatment
- Death in the immediate family; funeral of other relatives or close friends, not to exceed one day locally or three days out of state
- Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
- Legal business requiring the student's presence
- Suspension or expulsion from school
- Observance of religious holidays

It is the responsibility of the parent/guardian to notify the school of an absence. For any absence, please turn into the Main Office or have your child give to the teacher written notification and/or documentation highlighting the reason for absence **within 2 days** upon your child's return to school. Please do not expect an absence to be considered excused if you do not adhere to this expectation. Students absent more than three days without a valid excuse listed above are considered truant. **Parents/guardians of those students may be subject to legal penalties under the Delaware Code. Choice status can be revoked if a student is considered truant.**

Please make sure you child's first and last name, the date, and homeroom are written on the note. These excuses will be kept on file in the school for the current school year. **A physician's validation may be required at any time.**

Students absent more than three days without valid excuses are truant. Parents/guardians of such students may be subject to legal penalties under the Delaware code. **Senate Bill 304 has mandated certain action be taken following the 10th, 15th, and 30th day of unexcused absence as outlined below:**

Following the 10th day of **unexcused** absence, a visit may be made to the student's home.

Following the 15th day of **unexcused** absence, the parent/guardian will be notified by certified mail to contact the principal and schedule a conference within ten days.

Following the 20th day of **unexcused** absence, the school may refer the case for prosecution.

Understand that absences, whether excused or unexcused, have a significant impact on your child's ability to comprehend and understand material that is being taught in the classroom.

Please ensure that your child is on time to school each day.

ARRIVAL & DISMISSAL PROCEDURES

Staff members are not available before or after official school hours each day (8:15 AM – 3:15 PM) for student supervision. Families are responsible for supervising their child when arriving earlier than or later than the regular school day.

Arrival Procedures

Doors open daily at 8:15am and all children should arrive at school no later than 8:35am. Staff members will be there to guide you towards the appropriate entrance when dropping your students off each morning. Once the door has closed, students will be considered late. **If the door is closed, a parent/guardian must report, with the student, to the main office to sign the student in and obtain a late pass before the student heads to breakfast or class.**



Car riders will be dropped off in the back of the school closest to the cafeteria.

Dismissal Routines

Students Riding Buses

- Will be called to report to their buses, board their bus, and dismiss immediately.

Students Being Picked Up

- Car riders will be dismissed through the auditorium. Families will ride around the back of the building to join the dismissal car rider line.
- Parents SHOULD NOT leave their vehicle to pick up their child.

Early Dismissals

Please limit the number of early dismissals for your child, as missed time will impact their performance in the classroom. Early dismissals must occur before 3 p.m. This is necessary to ensure a smooth dismissal for the remainder of the school. If it is necessary for a student to be dismissed early from school, a note must be sent in with the child stating the time, date, and reason for dismissal. Parents or authorized designee (listed in the note) picking up the child must report to the Main Office to pick up the student. Do not report to the classroom directly! You will be requested to present identification to verify information before signing out the child. After 3pm, all students will be dismissed at the regular time of 3:15. No student will be allowed to leave the building early without written permission from a parent or guardian.

Changes in Dismissal

All students will be dismissed regularly UNLESS there is a written note from the parent/guardian. If the student “tells” us that someone is picking them up, but has no written note, the student will be dismissed according to their regular dismissal procedure. Please alert us if there is a change to the dismissal process for your child by way of written communication!



TRANSPORTATION

Colonial School District Transportation Office 302-323-2851

Bus Riding

Your child's safety is our main concern as he/she goes to and from school. Whether your child rides the bus daily or only when going on a field trip, the rules remain the same and are enforced by the teachers, bus drivers, the transportation department and district administration. Children will only be permitted to ride their assigned bus. We cannot allow changing of buses or bus stops for any reason. This will help provide you and your child with a smooth and safe transition home.

All children are expected to:

- Remain in their seat - keep the aisle clear
- Keep items to self or in their book-bag
- Keep hands, feet, and objects away from others – no fighting
- Talk quietly - no yelling or using profanity
- Respect bus – no eating, drinking or damaging property
- Ride safely by not tampering with emergency windows or doors, and bringing no dangerous items on the bus

Continued disregard for the bus safety rules may result in your child losing transportation privileges for the remainder of the year.

STUDENT RESPONSIBILITIES

Part of growing up is developing and demonstrating responsibility. At New Castle, we strive to help students develop this trait and believe that it is essential in a child's development. In order to help students develop this trait and to preserve classroom time for instruction, the students are responsible for bringing to school all necessary items: such as homework, lunches, and weather appropriate clothing necessary to meet his/her needs for the day.

The school discourages interruption of classes for reasons other than emergencies. Items brought by parents, after the start of the day, are to be left at the school office for delivery by school staff. Additionally, students must be responsible for taking home all necessary supplies and materials at the end of the school day. For security reasons, students may not return to school after dismissal to retrieve forgotten items.

Proper Dress

Children need to be comfortable in order to learn. As you select clothing for school, make sure it is appropriate for sitting, working and playing. Because of safety, we do not allow open-toed or strapless shoes (for example: sandals, flip-flops, clogs, and high heels). Sneakers or shoes with non-skid soles are preferred. Heelys (shoes with wheels) are not permitted at school. Clothing with inappropriate language or symbols is not permitted in school. In addition, tops with spaghetti straps, short shorts, bare midriffs, and sleeveless shirts are not permitted.

If the child's finger tips touch their skin when hanging at their sides, the shorts/skirt is too short to wear to school. In the event that dress outlined above is worn to school, a parent will be asked to bring a change of clothes to school.

SCHOOL NURSE

Amy Davidson
(302) 323-2880 Ext. 1231

The Colonial School District has a full time registered nurse in every school. All health issues are based upon the State of Delaware and Colonial School District Policies and Procedures.

Before a child can be registered in the Colonial School District, parents must present proof of immunization. Physicals are required for kindergarteners and students new to DE from another state. **Students can be excluded from school by law if immunization and physicals are not scheduled in a timely fashion.** Contact the school nurse with your medical appointment dates.

Emergency Cards: In order for us to contact you, we must have accurate phone numbers, updated as needed. Please make sure the main office, school nurse, and your child's teachers are aware of your home phone number, cell phone number (if applicable), work telephone number, emergency telephone numbers, and email address (if applicable) throughout the school year. An up to date emergency card must be on file with the school nurse.

If any information changes during the school year, it is the responsibility of the parent/guardian to contact the school and update us of any changes.

Illness: If your child is ill, please do not send him/her to school. Staying home will quicken his/her recovery as well as assure that others do not become ill. A child should remain home until he/she is free from fever, vomiting, and/or diarrhea for 24 hours.

Do not send your child to school if he/she has:

- Fever (oral temperature of 100 degrees or more)
- Vomiting or Diarrhea
- Contagious Disease (strep throat, chicken pox, pink eye, ringworm, etc.)
- Head Lice
- Untreated Contagious Skin Conditions

If your child has an injury, (sprain, fracture, sutures, etc.) the student must report to the school nurse. The student may be restricted from physical education class depending on the injury. A physician's note will be required for the student to return to physical education class.

Medications: Medications cannot be given without a written parental note and the original prescription bottle with the instruction label that states the time and the dosage of medications that are given. If you are sending medication to school with your child, please contact the school nurse ahead of time.

NUTRITION SERVICES

Cafeteria Manager, Brenda Latchford (302) 323-2891

New Castle Elementary School offers nutritious and well-balanced meals to students and staff daily. Menus can be obtained from the Colonial School District Website at any time.

Breakfast and lunch are provided for all students at no charge. Children can purchase snacks if they so choose. If sending cash to school, please place it in an envelope, label it with the child's name, amount of money, and what the money is for. We encourage parents to take advantage of prepayment using MySchoolBucks.com. This payment method is the safest as you will not need to send payments to school with your child. It will not get lost or forgotten.

Children may bring their lunch from home. Please pack only what your child will eat. Sharing of food is discouraged as a practice in an effort to promote a healthy eating program and avoid potential risks due to food allergies.

Because of the district's wellness policy, and to limit issues in the cafeteria, we ask that no fast food be brought in for student lunches.

Student Birthdays and Other Celebrations

Individual celebrations are not permitted in the classroom due to district policy. The Colonial School District's policy #5404 states that no outside food can be served to students during the school day. Parents who would like to provide a birthday or holiday treat for their child's class will be able to order items directly from the cafeteria. The order form and information about costs can be found on the district website. These items will be pre-packaged for your child's class and distributed at lunch time.

Due to safety and district issues, balloons, flowers, and other favors are not allowed in school or on the school bus. No items for students should be sent to the school by a delivery company as well.

DISCIPLINE

The Colonial School District Board of Education has an adopted Student Code of Conduct that applies to all children in the district unless noted in an Individual Educational Plan. A copy of this Code is available on the Colonial School District website and will be sent home to parents at the beginning of the year. While we review it at school, we would ask that you, as a parent, take some time with your child to help reinforce the importance of being a good citizen, making good choices and being responsible for his/her behavior.

Bullying

New Castle Elementary School has zero tolerance for Bullying. When school staff receive a report of alleged bullying, a report will be entered, a full investigation will be completed, parents will be contacted and consequences will be administered as required by the Colonial School District's Code of Conduct. In addition, an official Bullying Report will be completed in E-School, which can be accessed by the Attorney General's Office.

To report bullying please contact the child's teacher or Mr. Emerick directly.

School Website, Facebook, and Twitter Photos

In order to get the word out about positive things that are going on at New Castle Elementary, we often spotlight classroom activities on our website, newsletters, or Facebook page. We hope that you are open to photos of your child's classroom in action being used to tell our story. As stated on the Colonial School District's Student Information Card and registration form, if you do not wish to have your child's photo used in this way, there is a district form that you can request from Mrs. Ross. Once this is fill out and returned to the office, school staff will be notified that your child's picture is not to be shared.

HOW CAN PARENTS HELP?

- Ensure your child comes to school every day! Absence from school equates to missed learning opportunities. Schedule appointments after school if possible.
- Maintain communication with your child's teacher! Inform your child's teacher of the best way to regularly contact you. Attend classroom events and conferences.
- Read to/with your child! Research has shown that a child's success in school and the future hinges on their ability to read. Take time to read the newspaper, books, magazines, poems, etc. with or to your child. 30 minutes a day will show your child that it is important.
- Ask your child about school each day! Let your child describe what they learned or tell stories about books read in school. Don't accept "Ok" for an answer. Forcing the brain to evaluate the day is a higher order thinking skill. Plus, the time together will seem priceless for your child.
- Attend school events! Attendance at school events helps you stay in touch with what happens in school and gives you a greater perspective of the education your child is receiving.

STAY UP TO DATE

Get news, info, alerts and more in a number of ways!
Check out our website: colonialschooldistrict.org

FOLLOW US ON SOCIAL MEDIA

- <https://www.facebook.com/newcastlecsd/>
- <https://www.instagram.com/ncespartans/>

GET ON OUR PHONE LIST

Check in the main office to make sure you
have a current number and email on file



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