

Neshoba County School District



Pre-Kindergarten Parent Handbook

Neshoba Central Pre-K Program
1125 Golf Course Road
Philadelphia, MS 39350
601-656-4484

Pre-Kindergarten Philosophy and Goals for Four-Year-Old Children

The early childhood years are a critical time in the development for every child. The learning that takes place during the first eight years of life serves as the foundation for all later academic, social, emotional, physical and motor development. All children are capable of learning and meeting developmental milestones.

All children attending a pre-kindergarten program should:

1. improve their self-concept;
2. increase their intellectual growth;
3. enlarge their understanding of the world, people, experiences, ideas;
4. increase competencies and skills in oral language, literacy, writing, listening, and thinking;
5. increasing their competencies and skills in mathematical reasoning and scientific exploration;
6. increase their skills involved in physical coordination and gross and fine motor skills;
7. increase their competence in dealing with emotional feelings and social situations;
8. increase their self-direction and independence;
9. develop cooperative, trusting relationships;
10. develop their natural curiosity and creative potential; and
11. develop a love of learning.

Learning Principles

The following principles are reflected in the learning environment and curriculum in the classroom:

1. Skills and concepts specific to developmental domains developed by the Mississippi Department of Education are foundational to all instruction. (*Mississippi Early Learning Standards for Classrooms Serving Four-Year-Old Children*)
 - a. English Language Arts
 - b. Mathematics
 - c. Social Studies
 - d. Science
 - e. Approaches to Learning
 - f. Social and Emotional Development
 - g. Physical Development
 - h. Creative Expression
2. Learning activities are constructed which acknowledge children advance through similar stages of development, but at individual rates.
3. Children are in an inclusive learning environment that embraces diversity.
4. Children use their senses in the instructional process (seeing, hearing, touching, tasting, and smelling).
5. Active involvement (exploring, playing, manipulating, and problem solving) is the primary strategy for delivering instruction.
6. Children are taught using a combination of instructional strategies, which includes active involvement in learning center, participating in large and small group instruction and individual instructional settings.

7. Attitudes and examples from teachers and content in lessons taught reflect a positive problem solving approach.
8. Children have experiences that are sensitive to the value of play, for it is through play that children create their own meaning and learning.

The majority of the instructional delivery is organized around learning centers and responsive interactions among children, and their peers and adults. These experiences provide opportunities for children to acquire skills and concepts through hands-on engaged learning while the teacher is facilitating appropriate language development through conversations.

Requirements for Voluntary Registration/Enrollment

- A. Required Entrance Age:** A pre-kindergarten child shall have reached the age of four years on or before September 1.
- B. Required Documents:**
 - a. The child's certified birth certificate,
 - b. The child's MS certificate of immunization compliance form (Form 121),
 - c. The child's social security card,
 - d. Two (2) proofs of residence in Neshoba County School District. (See **"RESIDENCE"** below)

If all registration/enrollment documents are presented, an appointment will be assigned for your child to be screened for placement. The screening instrument utilized to determine placement is the Communication and Cognitive sections of the Battelle Developmental Inventory (BDI-2 Screening). The Neshoba Central Pre-K Program is funded through Title I funds. This program is designed to serve 40 children with the most academic/ developmental needs.

RESIDENCE (ref Policy JBC)

Residency may be determined in the following manner:

A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 5 below as verification of their address. NO post office box as an address will be accepted. Every school year, the parent or legal guardian must submit two (2) current proofs of residency in the Neshoba County School District.

The two (2) proofs of residency **MUST BE** one of the following:

1. Filed Homestead Exemption application form **OR** Current mortgage document or property deed **OR** Current official home/apartment lease agreement with length of lease included
2. Valid driver's license **OR** voter identification card
3. Current utility bill (dated within 60 days) showing the service location - Acceptable bills: electricity, gas, water, or landline telephone
4. Automobile Registration receipt

5. Any other document that will objectively and unequivocally establish that the parent or guardian resides within the school district, and in the case of a student living with a legal guardian who is a bona fide resident of the school district. (Official government documentation - i.e. current tax year return, social security statement, DHS statement, etc.)

***NOTE:**

- Legal guardian(s) must also provide a copy of the court order appointing guardianship. If a petition for guardianship has been filed and the decree is pending, a certified copy of the filed petition for guardianship must be provided.
- If residency is questioned any time throughout the year, the parent/guardian will be required to provide a third proof of residency.

B. HOMELESS CHILDREN

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (A) (1) through (5) above, required of a parent or legal guardian.
2. The district resident must provide the school with an **affidavit** stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
 - a. Death or serious illness of the child's parent(s) or guardian(s);
 - b. Abandonment of the child;
 - c. Child abuse or neglect;
 - d. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
 - e. Students enrolled in recognized exchange programs residing with host families.
3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

D. The school district may require additional documentation and verification at any time.

Attendance and Transportation

- A. **Arrival and Dismissal:** Students must be **dropped off** at the Pre-K building between **7:30 a.m. and 7:55 a.m.** and must be **picked up** between **2:30 p.m. and 2:45 p.m.**
- B. **Tardiness:** Students who arrive to school after 7:55 MUST be signed-in by an adult at the front office. Teachers begin their school day promptly in order to maximize the instructional time. When your child arrives late, it requires one member of the teaching team to break away from the classroom instruction to assist him/her, which disrupts his/her learning and the learning of others.
- C. **Early Sign-Out:** Students who are being picked-up before 2:30 must be signed out at the front office.
- D. **Excessive Tardiness, Early Sign-Outs, Absences:** If your child has excessive tardies, early sign-outs, and/or absences, your child will be dropped from the program.
- E. **Changes in Transportation:** For the protection of the child, the teacher **MUST** be notified if someone different is picking up your child. A form of identification will need to be shown by anyone picking up your child. In the event of a last minute change, call the office immediately (601-656-4484). When completing student forms, please list the names of individuals who you authorize to pick up your child.
- F. **Field Trips:** Students will be transported by bus on field trips. Four caregivers in addition to the driver will be on the bus.

Nutrition Information

- A. **Snacks:** Parents provide snacks. Teachers will send home a snack calendar in your child's "Rocket Book." Snack is served at 1:00.
- B. **Meals/Cafeteria**

Breakfast and lunch are transported from Neshoba Central Elementary School each day. Please complete a lunch form at the beginning of the school year and if your income changes. If you have questions about food services, please contact the Food Services Director at 601-656-2150. Breakfast and lunch are served at 8:15 and 10:45.

 - a. **Breakfast:** Full Price - \$1.00; Reduced - \$0.30
 - b. **Lunch:** Full Price - \$2.50; Reduced - \$0.40

Child Nutrition Payment and Charge Policy (ref Policy JGHRD)

The Neshoba County School District recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn. The Neshoba County School District will not deny any student access to school lunch. To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the policy establishes procedures for methods of payment, charge availability and collection methods.

Method of Payment: The NCSD will accept pre-payment of school meals in the form of cash or check or via the school meal online payment center mySchoolBucks.com.

Student Accounts: Any student whose school meal account has a zero or negative balance will be allowed to charge a reimbursable meal. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meals components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account.

For Students with Free Lunch Status: The federal school lunch program allows a qualifying student to receive a free school lunch every day.

For Students with Reduced Price Lunch Status: The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced price of \$0.30 at breakfast and \$0.40 at lunch.

For Students with Paid Lunch Status: Prices for school lunch are set by the NCSD in accordance with federal and state regulations. Students with paid lunch status may charge reimbursable meals up to \$10.00 before the collection process begins.

The Collection Process:

Step 1: When the charge amount exceeds the amounts set above, the Food and Nutritional Services Manager or designee will send a letter or text/call to the parent(s)/guardian(s) requesting immediate payment.

Step 2: If the parent(s)/guardian(s) has not made any payments in an effort to reduce the negative balance or fails to bring the student's account in good standing within 30 days, administration will be notified and will have the option to notify appropriate state agencies.

Steps 3: If a student's account balance exceeds \$50.00, the administration may prohibit participation by the student in any future fee-based program (field trips, user-fee based programs, etc.) until or unless the deficit balance is paid in full.

Additional Steps: If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions:

- Delay the issuance of report cards, transfer cards, and class assignments until or unless the negative or delinquent balance is paid in full.
- Prohibit the student's participation or other students in the student's household from participating in any future fee or charge-based program until or unless the negative or delinquent balance is paid in full.
- Notify appropriate state agencies.

Negative Balances: At the end of the school year, any inactive students with money left in their accounts will be encouraged to donate the money to the school district. This money will be applied to students with negative balances. After these efforts are made, any negative balances will be carried over to the next school year. This will allow parents to be on an extended payment plan while debt is being collected. Collection efforts will continue until student is in good standing.

Illness: A child with any of the following conditions should not be in school:

- A. Fever or vomiting within the past 24 hours
- B. Diarrhea
- C. Undiagnosed skin or eye irritation
- D. Symptoms of any other illness or condition not diagnosed by a doctor

Clothing

A. Appropriate Clothing for School

Pre-kindergarten children need to wear clothing and shoes which allow for easy movement. It is advisable that your child dress in clothing that is easily washed since much time is spent painting, sitting on the floor, playing outdoors, etc. Clothing should be easy for your child to remove for bathroom purposes. If your child wears clothing with buttons or snaps, he/she should be able to fasten and unfasten them.)

Outdoor play is an important part of the pre-kindergarten program. Each playtime will be spent outside unless it is raining or extremely cold. Please see that your child's clothing is appropriate for the weather and that shoes are worn to protect feet.

B. Label All Clothing

Please label all articles of clothing that your child brings to school. Sweaters, jackets, and coats can look alike, and your child may not recognize whether the article of clothing belongs to him/her.

C. Change of Clothing: Please send a change of clothing for your child.



YES

Wear the right clothes and shoes for school!

Pants shorts skirt (with shorts underneath)



**Velcro (unless your child can tie shoes)
tennis**

Shirt, blouse



socks



shoes



NO



jumpsuits



overalls



boots



Organizational Procedures and Staff

A. Required Ratio: A teacher and assistant teacher are assigned in each pre-kindergarten classroom. The teacher-child ratio is 2:20.

B. Schedule

- a. Arrival/Breakfast
- b. Large Group Instruction (Pledge, Calendar, Oral Language, Phonemic Awareness)
- c. Restroom
- d. Story Time
- e. Learning Centers
- f. Lunch
- g. Large & Small Group Instruction
- h. Indoor/Outdoor Physical Activity
- i. Large Group Instruction
- j. Learning Centers/Snack
- k. Quiet Time/Individual Instruction
- l. Dismissal
- m. Teacher Planning

Curriculum, Materials, and Assessments

A. Curriculum

- a. The Pre-kindergarten curriculum is aligned with the *Mississippi Early Learning Standards for Classrooms Serving Four-Year-Old Children*. The curriculum contains thematic units of activities aligned with the *Mississippi Early Learning Teaching Strategies for Classrooms Serving Four-Year-Old Children*. Activities are designed to provide children the opportunities and experiences needed to master the performance standards in the *Mississippi Early Learning Standards for Classrooms Serving Four-Year-Old Children*.
- b. Learning Centers are utilized for at least 120 minutes per day. Students rotate through at least 5 center per day. Centers integrate thematic unit concepts with the standards.
 - i. Creative Arts
 - ii. Science
 - iii. Math
 - iv. Language Development
 - v. Cooking
 - vi. Blocks, Wheel Toys, and Construction
 - vii. Sand and/or Water
 - viii. Woodworking
 - ix. Music
 - x. Library
 - xi. Listening
 - xii. Dramatic Play
 - xiii. Creative Writing
 - xiv. Social Studies
 - xv. Technology
 - xvi. Motor Development

B. Educational Materials

- a. Classroom educational materials are purchased by the school.

C. Assessments

- a. Standardized Test: All students must participate in the state approved kindergarten readiness assessment (MKAS K-Readiness Assessment).
- b. Individualized Assessments: All students will participate in vision, hearing, and speech screening. If a child currently receives services based on an Individualized Education Plan (IEP), services will begin within the first few days of school.
- c. Standards' Assessment: Teachers will use an observational checklist to measure each child's progress according to the *Mississippi Early Learning Standards for Classrooms Serving Four-Year-Old Children*.

Parent Participation

A. Parent Communication

- a. Parent/Teacher Conferences:
 - i. Teachers are available to conference any day during their planning time (2:45 p.m. - 3:30).
 - ii. Three parent/teacher conferences will be conducted during the school year (fall, winter, spring) to inform parents or guardians of child's progress.
- b. Newsletters: Teachers will send home monthly newsletters in students' "Rocket Book."

B. Parent Visits/Observations: Please visit your child's classroom.

C. Volunteer Participation: We encourage parents, guardians, and community members to participate in various activities such as developing learning games for home or classroom use, sharing information with the class about their work skills or profession, or sharing their talents through conduction music and/or art activities.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) (Ref Policy JRAB & Policy JR)

Parents and eligible students (a student or former student who has reached age 18 or is attending a post-secondary school and who is no longer a dependent of the parent for federal tax purposes) have the following rights under FERPA and district policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

NOTE: The educational records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use are exempted from this definition.

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record he/she wishes to inspect. The principal will contact the parent or eligible student to discuss how access will be best arranged (copies, visit to site, etc.) The fee for copies will be from no cost to 10 cents per page.

The school will require a prior written consent before information other than **directory information** may be divulged to third parties. The NCSD designates the following as directory information:

- The student's name, address, and telephone number;
- The names of the student's parents;
- The student's date and place of birth;
- The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- The student's photograph;
- The student's electronic mail address;
- The student's date of attendance; and
- The most recent educational institution the student attended prior to the student enrolling in this school district.

NOTE: A parent or eligible student will have two weeks to advise the school district in writing (a letter to the superintendent) of any or all of the items they refuse to permit the district to designate as directory information about the student. The student's record will be marked to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written notification of the parent.

For more information on compliance with FERPA, see Policy JRAB.

STUDENT RESTRAINT AND SECLUSION POLICY (ref Policy JCBA)

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5th and 14th amendments to the Constitution of the United States, or the Constitution of Mississippi, nor negate the obligation of the district to provide a safe work environment.

In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

Restraint

Physical restraint is considered to be an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. When using physical restraint for students who are a danger to themselves or others, staff should take precautions necessary to ensure the safety of the student and the staff members engaged in restraining the student.

1. Physical restraints that restrict the flow of air are prohibited in all situations.
2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints is prohibited.

Seclusion

The use of seclusion occurs in a specially designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of his or her behavior.

Parental Notification

- a. All parents shall receive written information about the policies and procedures for restraint and seclusion issued by this school district in the student handbook annually.
- b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.
- c. A complaint from a parent regarding the physical restraint or seclusion of their child may be submitted in writing to the principal. The written complaint must state the student's name, the nature and date of the restraint or seclusion, the persons involved (teacher, witness, etc.) and requested action. The principal shall provide an initial response to the complainant within five school days. If the parent is not satisfied with the response, he/she may request (in writing) a review by the superintendent. Within 10 days from receiving the request for a review, the superintendent will issue a decision.

Board Approved
2/12/2018

2018-2019

Academic Year Calendar

July 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	0	2
Aug	19	20
Sept	19	19
Oct	20	21
Nov	17	17
Dec	15	15
	90	94

Sdays Tdays

Jan	17	18
Feb	20	20
Mar	15	16
Apr	20	21
May	18	18
	90	93

Sdays Tdays

August 18						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 18						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 18						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 19						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 19						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 19						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Assistant Teachers - 8/6/18, 1/7/19, & 3/18/19
 No Assistant Teachers - July 2018
 No Assistant Teachers - 10/10/18, & 4/22/19

180 Student Days / 187 Teacher Days
 183 Assistant Teacher Days

July - 2 P. D. Days / Staff Choice

*Report Cards - last day of school.

August

6 - Professional Development

7 - Students' First Day

September

3 - Labor Day Holiday

10 - 1st 9-Week Progress Reports

October

9 - End of 1st 9-Weeks

10 - Professional Development

11 - 12 Fall Break

22 - 1st 9-Weeks Report Cards

November

12 - 2nd 9-Weeks Progress Reports

19 - 23 - Thanksgiving Holidays

December

21 - 60% Day - End of 2nd 9-Weeks

24 - 31 - Christmas Holidays

January

1 - 4 - Christmas Holidays

7 - Professional Development

8 - Second Semester Begins

14 - 2nd 9 Week Report Cards

21 - MLK Holiday

February

11 - 3rd 9-Weeks Progress Reports

March

11 - 15 - Spring Break

18 - Professional Development

20 - End of 3rd 9-Weeks

22 - 3rd 9-Weeks Report Cards

April

19 - Good Friday

22 - Professional Development

23 - 4th 9-Weeks Progress Reports

May

24 - 60% Last Student/Teacher Day

24 - Graduation 7:30 pm