

Student/Parent Handbook



A listing of the Tippecanoe School Corporation Board Policies is available on the TSC website. These policies dictate expectations and practices within Tippecanoe School Corporation.

<https://www.tsc.k12.in.us/students/2016-2017-student-rights-rules-and-responsibilities>

Welcome to the TSC Early Learning Center

(Also known as TELC)

We are excited to welcome you all to the TELC family. This is a new journey for us all and we aim to work together to create a welcoming, safe, productive, and valuable experience. This handbook contains policies and procedures that help make this possible.

Please feel free to reach out to our staff if you have any questions or concerns.

Coordinator: Tiffani Earley tdjacobs-earley@tsc.k12.in.us

Secretary: Elizabeth Dimmitt eadimmitt@tsc.k12.in.us

TSC Early Learning Center

111 Walter Scholer Dr.

Lafayette, IN 47909

765-772-1840

765-772-1842

<https://telc.tsc.k12.in.us>

Mission and Motto

At TSC Early Learning Center, we are dedicated to creating a nurturing, inclusive, and engaging environment where young children build a strong foundation for lifelong learning. In alignment with Tippecanoe School Corporation's commitment to pursuing excellence one student at a time, we focus on each child's unique growth, development, and potential—supporting their first steps toward academic and personal success.

Our mission is to provide a safe, caring, and enriching early learning environment where each child is valued, supported, and inspired—pursuing excellence one child at a time.

Early learning. Lifelong excellence.

Schedule

A.M. Session: 8:00-10:30

P.M. Session: 12:00-2:30

Teachers will provide parents with a detailed schedule for their day.

Attendance

Please report a student absence to the school prior to the start of the school day or as soon as you are aware of the absence. You can call the school at 765-772-1840 or email the secretary eadimmitt@tsc.k12.in.us to report the absence.

If your child saw a provider, please send documentation upon their return.

Indiana law mandates compulsory attendance as stated in Section 20-33-2 Indiana Code. Regular attendance is important to successful achievement in school. If your child saw a dentist or doctor, be sure to send the physician's excuse. Please refer to the Tippecanoe School Corporation Attendance Policy (Board Policy 5200) for more details.

Checking in and Signing Out Students

Students that arrive late must check in at the front desk. A student may only be picked up and signed out by someone who is listed in PowerSchool. The adult picking up the student should be prepared to show an ID and be verified prior to us getting the student out of class.

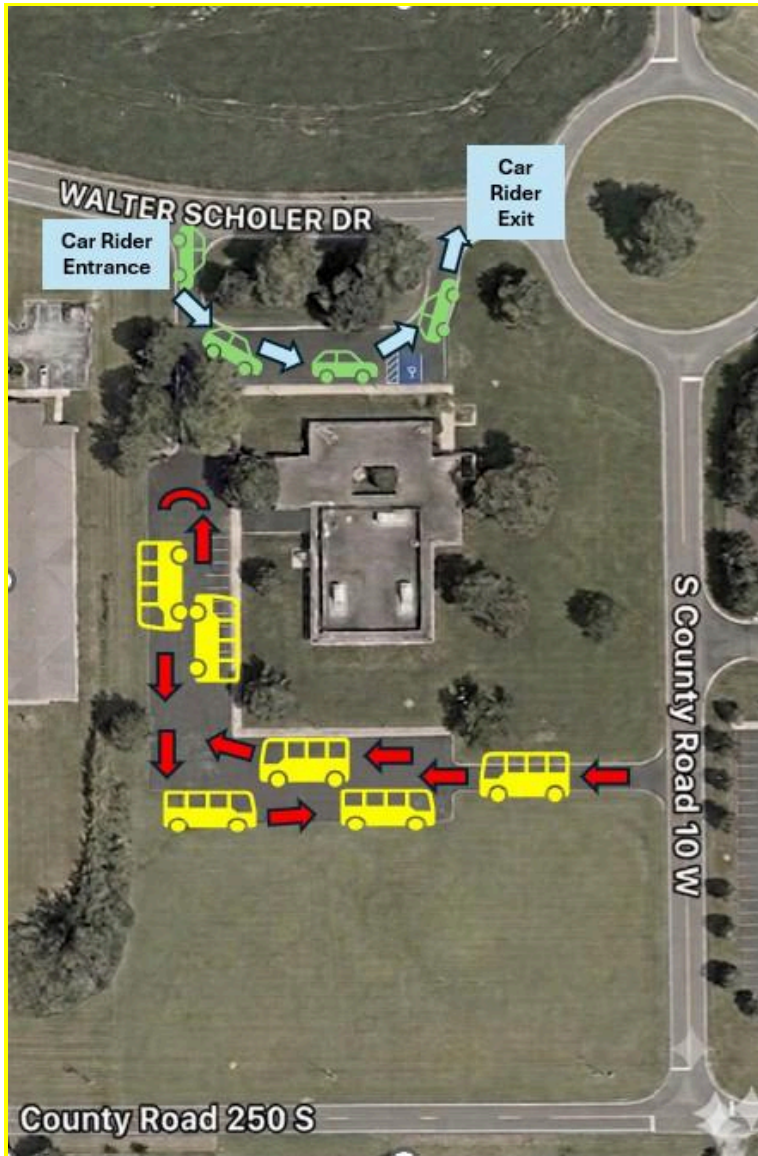
Inclement Weather/Closings/Delays

In the event of inclement weather, school may be closed. TELC will close if TSC cancels. TELC will not have in-person class sessions if TSC is operating on a 2-hour delay. Teachers will report at delay time and will host a virtual session for students to join from home if they would like. The link will be sent to the parents upon arrival at school.

Sign up for alerts at <https://www.tsc.k12.in.us/about/tsc2go> . This application sends notifications directly to your phone.

Arrival and Dismissal Procedures

-Any change in transportation should be communicated to the office by 9:45 a.m. for the morning session and by 1:45 for the p.m. session.



Please note that there is an ADA compliant space in the front of the building. We ask that you not block this space at any time. It is to remain open for use during all hours. Thank you for your cooperation with this.

Bus Riders

-Buses will arrive in the back of the building between County Road 10 W and County Road 250 S.

-Designated staff will be assigned to this area. They will get the students off of the bus and walk them to their classrooms. Staff will walk students to buses at the end of their day.

-No child shall be left unattended or sent to the classroom on their own.

Car Riders

-Cars will arrive in the front of the building along Walter Scholer Drive.

-Designated staff will be assigned to this area. Parents will hand the student off to a staff member on the sidewalk. The staff member will walk the student to the lobby or classroom where another staff member will be stationed.

-The students will be walked to their classrooms. No child shall be left unattended or sent to the classroom on their own.

-Pickup: Parents will step on to the sidewalk holding a sign with the child's name on it. The staff will bring your child to you and you will put them in the proper seat/buckle. Please be cautious of stopping and talking when in the pickup line as this can back up traffic. We appreciate you!

Backpack Tags/Home Folders

All students will be given a tag for their bag that will have their name, teacher's name, and mode of transportation on it. Please keep these adhered to the student's bag for the year. If you are in need of a new one throughout the school year, please let us know.

Home Folders will be the main mode of daily communication. These should be checked daily and returned to their backpacks before returning to school the next day. Thank you for your support in this.

Extra Clothes and Diapering Supplies

It is the parent or guardian's responsibility to provide diapering supplies and an extra set of clothes for each student. These should be packed in the child's bag each day. Please check these supplies routinely and ensure the diapering supplies are stocked. Thank you!

Toileting/Diapering

- All Staff will receive proper training documents that outline the standards/expectations aligned with toileting and diapering.**
- Staff will review these items frequently to ensure that proper practices are occurring each day.**
- Communication is vital with establishing the procedures that work best for each child. This should be discussed thoroughly by the teacher and parent and adjusted when needed.**
- Diapering and Toileting Logs will be kept upon request or need.**

Snacks

Snacks will be provided by Nutrition Services each day. They will accommodate any allergies/medical needs for the students. Staff and students are to wash their hands properly before eating or distributing snacks.

Health Office

Students with vomiting, diarrhea, undiagnosed skin rash, or fever of over 100 degrees should not return to school until they are free of symptoms for 24 hours without fever reducing medicines.

Please send in any medical documents upon a student's return.

The nurse will administer all medications according to their protocols. Please communicate directly with the nurse and provide prescription documents and written parental consent if medicine needs to be taken during school hours.

Injury

The corporation physician provides standing orders for health care for TSC students. The following medications and supplies are being used as first aid measures within TSC schools: Contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, sore throat spray, band aids, bandages, elastic wraps, heating pads, and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions. It is the parent or

guardian's responsibility to notify the school if they prefer that these products not be used when treating their child.

Immunizations

<https://www.in.gov/health/files/2026-27-School-Immunization-Requirements-Proposed.pdf>

Temperature Guidelines for Outdoor Play

There are many lessons, activities, and free play that can occur outside. Children will be exposed to fresh air and active play when weather allows. The guidelines below will be utilized in determining whether outdoor play is an option.

-Windchill must be above 25 degrees

-Heat Index must be below 90 degrees

Please ensure that students wear proper footwear for outdoor play.

PHONE AND PERSONAL ELECTRONICS

Students should not bring electronic devices to school unless they are directly permitted through their Individualized Education Plan or Related Services.

Students are not permitted to have cell phones or personal electronics in their possession during instructional hours. This includes smartwatches. All cell phones and personal electronics need to be placed and kept in the student's backpack. Parents are expected to communicate with the school office during the instructional day, not with their student. Devices are subject to confiscation by school personnel and returned to the student or the parent at the end of the school day.

Items from Home

Items brought from home are the owner's responsibility and must have prior approval by the classroom teachers. The school cannot be held responsible for any loss, theft, or breakage. Consideration needs to be taken before sending valuable merchandise or items from home to school.

Communication with Staff

Positive relationships between staff and families is an important part of student success. Please reach out to your student's teacher via email at any time and they will get back to you when they are able. If you feel the matter is urgent, please call the front office and we will assist you from there. We are all reminded to keep communication professional and kind. If the conversation is better suited for a phone call or meeting, please express that and we will do our best to accommodate that in a timely manner.

TSC Early Learning Center Facebook

Follow along on our Facebook page for events and reminders

<https://www.facebook.com/profile.php?id=61590617909907>

Student Expectations

- Hands and feet to ourselves**
- No food or drinks throughout the classroom, playground, or building unless provided by staff**
- Use kind and cooperative words with everyone**
- Have calm and safe bodies**
- Follow the directions of staff**
- Listen and follow recess rules**
- No wrestling, fighting, violent-natured games or any kind (even if "pretending")**
- HAVE FUN!**

Curriculum

We will utilize the Early Learning Matters curriculum provided by Purdue University and crosswalk it with the Early Learning Standards for Indiana. This curriculum dives into academic content, self-regulation skills, social-emotional topics, and creative expression. All classroom teachers will consider the age and abilities of their students and adjust lessons as needed.

Safety Drills

Fire, tornado, LockDown, and other security drills will be held periodically and as required in order to familiarize the students with a safe exit/plan. The staff will be monitoring the students at all times and assisting with the drills.

Seclusion and Restraint (Policy 5630.01)

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk to themselves or others. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident.

Bullying/Harassment

This rule applies when a student is:

- A. On school grounds immediately before or during school hours, immediately after school hours or 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;
- C. Traveling to or from school or a school activity, function, or event; or
- D. Using property or equipment provided by the school.

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted and/or physical acts committed, or any other similar behavior is prohibited. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

- **Anti-Hazing**

Hazing activities of any type are inconsistent with the educational process. All such activities are prohibited at any time in school facilities, on school property, and at any corporation sponsored event.

Hazing is defined for purposes of this policy as performing any act or coercing another person to perform any act of initiation into any class, group,

or organization that causes or creates a risk (mental, emotional, or physical harm). Permission, consent, or assumption of risk by an individual subjected to hazing shall not exempt this policy.

All employees of the Corporation should be particularly alert to situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed of the prohibitions contained in this policy and shall be ordered to stop such behavior. All hazing incidents shall be reported immediately to the Superintendent.

The Superintendent shall distribute this policy to all students and Corporation employees and shall incorporate it into building, staff, and student handbooks. It also shall be the subject of discussion at employee staff meetings or in-service programs.

Harassment

Tippecanoe School Corporation prohibits sexual harassment of and by students and employees. A copy of the specific policy language is available from the TSC Website.

Harassment of a student(s) by any other student or any member of the staff is incompatible with a physically and psychologically safe environment in which to learn. Harassment shall include any speech or action that creates a hostile or offensive learning environment. The Superintendent will ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial, religious, or ethnic verbal or physical harassment. Administrative guidelines will provide a means for a student to report harassment from a student, staff member, or school visitor to avoid embarrassment to the student and protect the confidentiality of the student when possible. All such reports are to be investigated by the Superintendent promptly. Anyone who violates this policy and/or the Code of Conduct shall be subject to disciplinary action.