

William F. Cooke, Jr. Elementary School Parent Handbook



2019-20 School Year

Vision: Cooke Elementary will be recognized for its success in preparing students to be future-ready by fostering their social, emotional, behavioral, and academic growth.

Motto: Cooke Cardinals are respectful, responsible and ready!

Mission: To create a positive and safe learning environment where all children can reach their full potential.

School's Core Values/Beliefs:

1. We will do what's best for **all** children.
2. We will give back to the community.
3. We will communicate and collaborate with all stakeholders.
4. We will create a community of learners who can make a difference.

Motto: #CookeCares!

School Information

School Address: William F. Cooke, Jr. Elementary School
2025 Graves Road
Hockessin, DE 19707

Telephone Number: Office: 302-235-6600

Fax: 302-235-6635

Social Media:  [CookeCardinal](#)

 [@CookeCardinal](#)

 [@CookeCardinal](#)

Office Personnel:

Principal:	Linda Ennis, 302-235-6600, X-503
Assistant Principal:	Eric Mathis, Ed.D. 302-235-6600, X - 204
Secretary:	Desiree Nabors, 302-235-6600, X-501
Clerk:	Lisandra Santiago, 302-235-6600, X-500
Counselor:	Ellie Quinn, 302-235-6600, X-502

School Hours: All Grades 9:00 a.m. – 3:50 p.m.

ARRIVAL/DISMISSAL

Arrival:

8:40 a.m. - Car rider drop-off begins. Please stay in line along the curb. Staff members will be on duty to open car doors. Please be certain that your child is prepared and ready to exit the vehicle at the drop-off point so that traffic will flow.

As a safety measure, please have your child exit from the passenger side of your vehicle. For additional safety reasons, we ask that you use the car line and do not park and walk your child to the sidewalk, unless you need to come into the school for some reason. Our parking lot is very busy in the morning. Car riders go directly to the library and wait for dismissal to homerooms. At no time should children be unescorted in the parking lot.

When exiting the car line, please do not go around the other vehicles in the line, to help ensure the safety of all of our students and family members.. When exiting the parking lot, please remember that there are two lanes, one for a right turn and one for a left turn onto Graves Road.

If your family situation requires an earlier drop-off time, we have the Boys and Girls Club “Cardinal Care” before-and-after school program on site. Please contact the site coordinator, Dee Chermol, at 302-898-8460 (dchermol@bgclubs.org) with questions or for a registration packet. You can also contact our office for a registration packet.

8:45 a.m. - Students who purchase breakfast at school go to the cafeteria for Grab and Go breakfast, which starts on the first day of school. Breakfast will be served until 9:00 a.m.

8:55 a.m. - All bus riders enter the building.

9:00 a.m. - Instructional day begins with morning announcements. Students are considered tardy if they arrive after 9:00 a.m.. All students who arrive after 9:00 a.m. must be escorted into the building by an adult who will sign them in.

All Cooke Elementary students have a bus assigned to him/her. We recommend that you use bus transportation except under special circumstances, such as not being able to meet the bus due to an appointment or other schedule change. Students who ride the bus will be met each morning by Dr. Mathis. At the beginning of the year, we will provide guides to assist students in finding their classrooms. At the end of the day, classroom teachers escort students to their assigned buses. Red Clay Policy prohibits students from riding buses other than their assigned bus. When no written request has been made we will assume that your child is to go home in his/her usual manner. At any time, if there is a change in transportation, a request must be put in writing from the parent on the day of the requested change.

If you must drive your child to school or pick up your child from school, please adhere to the following guidelines:

Dismissal

3:45 p.m. - Car riders are dismissed. Please follow the line and remain in your vehicle. A staff member will bring your child to you. Each family is assigned a car tag number. You will have the same number as in previous years. This number must be displayed on the rear view mirror or dashboard of your vehicle. All students should be picked up no later than 4:05 p.m. Anyone arriving after 4:05 p.m. must come to the office to sign out your student.

When you arrive, please get in line along the curb. If cars are lined up all the way to the entrance, the car nearest the stop sign at the parking lot entrance should begin the inner line. That car should pull up to align with the first "fire lane" sign which is on the sidewalk. A staff member will direct you to a cone as the line moves forward. All students will be escorted to their designated cones and your vehicle by a staff member. You should not park and come into the building for your child or get out of your vehicle along the curb.

3:55 p.m. All bus riders are dismissed.

4:05 p.m. Buses depart.

Dismissal Changes: Parents must send in notes for any changes in their child's normal dismissal routine (i.e. car rider instead of bus rider, different person picking up the child, etc.) **Unless a student has a note stating otherwise, the student will be dismissed in his/her usual manner.** Please make every effort to **not** call the school to arrange a transportation change for your child unless there is an emergency. Please do not send an e-mail with a dismissal change because there is no guarantee that your e-mail will be seen prior to dismissal.

Red Clay has a policy regarding dropping off students early and picking up students late. It is as follows: "To ensure the safety of students, each school shall have an established schedule for supervision of students at the beginning and end of the school day. No children should be dropped off before or picked up after the identified time. Principals must communicate this schedule to their school communities. Parents who allow their children to remain at a school outside of the identified times will be notified by the principal and will be referred to the school's visiting teacher. Repeated violations may result in a referral to Child Protective Services. In the case of school choice students, failure to adhere to these identified times may result in termination of school choice."

ATTENDANCE

Regular school attendance is essential for academic success. Delaware legislation and Red Clay Consolidated School District policy require that all student absences be verified in writing the day of the student's return to school. Absences without written explanation will be coded as unexcused. You do not need to call the school to tell us your child will be absent that day, however we request a note when your child returns.

Please obtain a doctor's note whenever possible explaining your child's absence. The school may require parents to submit doctors' notes to verify absences if repeated absences occur. Students with repeated absences will be referred to the home-school visiting teacher for further action. Students whose attendance are out of compliance with established guidelines may be required to complete a summer packet of work, attend summer school (when available) or be retained in their current grade.

Arrival to school after 12:15 p.m. is an absence. It will be considered an excused absence with a doctor's note or other approved written explanation. Students who are dismissed prior to 12:15 p.m. are considered absent for the day.

Students are responsible for making up work missed when absent from class. If a student is absent one or two days, work can be made up when he/she returns. If a student has an illness, which will result in his/her absence from school for two or more days, parents should request homework by contacting the teacher. Assignments and books can be picked up in the school office within 24 hours after discussing the matter with the teacher.

Any child going on a vacation will receive minimal assignments on the trip at the parents' request. Teachers will save work for students to make up upon their return from a trip. All vacation absences are marked "unexcused." Please see The Student Code of Conduct for additional student attendance policies or contact a school administrator if you have questions.

AUTOMATED CALLING

The district and school use the School Messenger system to call, e-mail, and/or text designated emergency numbers for messages about school closings and upcoming school activities. Please notify the office as soon as the number you are using for School Messenger changes. This system is used frequently during the school year.

BEHAVIORAL EXPECTATIONS

Good behavior is necessary for a positive school environment. Each student through his/her behavior contributes to the overall atmosphere of the school. Cooke Elementary is a Positive Behavior Support (PBS) school and students are expected to follow the Red Clay Student Code of Conduct. By following school-wide rules, which are recited each morning during morning announcements, Cooke students follow the Cardinal Code and, consequently, the Red Clay Student Code of Conduct. Cooke Cardinals are

Respectful Responsible and Ready

The Red Clay Consolidated School District's *Student Code of Conduct* outlines school rules and regulations. Each student will receive a copy of the *Student Code of Conduct* at the beginning of the year. A member of the school team (administrator, counselor, and/or behavior interventionist) reviews the Student Code of Conduct with each third, fourth or fifth grade level. If your child did not receive a Code of Conduct, it is available on the District Website. We ask that parents sign that they received the Code of Conduct and discuss and review behavioral expectations with their child. If you have concerns regarding the Student Code of Conduct

Teachers, the guidance counselor, the behavior interventionist and/or the administrators will maintain regular contact with parents related to behavior as situations warrant. Parental cooperation and support related to discipline matters are an important component to ensuring good citizenship. Delaware legislation requires that Delaware schools and parents clearly understand that certain items may not come to school. Likewise certain language and actions will not be tolerated. It is the parents' responsibility to be aware of the specifics noted in the Code of Conduct and what the consequences might be for inappropriate behaviors. These consequences can be serious.

BREAKFAST

All students who eat breakfast at school participate in Grab and Go Breakfast. During regular breakfast serving times - 8:45 – 9:00 a.m - the cafeteria staff will have individually-wrapped breakfast items available

in the cafeteria. The students come through the cafeteria line, place the breakfast items of their choice in a bag and proceed to the register for check-out. From there, the students take the bagged breakfast to their classrooms to eat, rather than sitting at the cafeteria tables.

BULLYING PREVENTION POLICY – See Appendix

BUS BEHAVIOR

While on the bus students are expected to:

1. Keep all personal belongings on or under their assigned seat.
2. Keep head, arms, and all objects within the school bus.
3. Refrain from eating food or chewing gum.
4. Refrain from loud or disruptive behavior.
5. Follow the bus driver's directions
6. Stay seated at all times. Do not stand until the bus comes to a complete stop.

Parents will be contacted in writing or by phone if inappropriate behavior occurs.

CAFETERIA

All students may purchase breakfast and/or lunch at school. The costs are:

Breakfast	\$.75
Lunch	\$1.50
Milk	\$.50

Parents who purchase 10 lunches for \$15.00, receive 1 bonus lunch.

The price for an adult lunch is \$3.50.

A child who needs lunch money in an emergency may “charge” the amount from the cafeteria. The money needs to be returned the next day. We encourage parents to place money in the students’ accounts in order to resolve the problem of forgotten or lost lunch money. If charges accumulate, parents will be notified in writing and/or by telephone. Failure to pay a student’s charge balance may result in student participation in non-instructional activities being withheld.

A menu is published each month for your information. Changes in the menu occur infrequently. Children may also purchase snacks such as cookies, pretzels, baked chips, 100% juice and bottled water in grades 2 - 5.

Students may also purchase extra servings with parental permission. It is the parents’ responsibility to keep track of their child’s meal expenditures. Please help your child clearly understand your expectations related to their meals.

Eligibility requirements and applications for free lunch are distributed on the first day of school. Completed applications must be returned promptly for verification and approval. Children who were on free lunch last year will continue until new applications have been processed. Children who were not on free lunch in Red Clay Consolidated School District last year are responsible to pay for meals until the form is processed. Once the form is turned in, it takes just a couple of days for processing. The form may be filled out during the school year when changes occur.

COMMUNICATION

Home and school communication is an essential component of an effective school. Teachers will communicate with you on a regular basis regarding your child's progress, special events, homework, and other topics. Please make sure your child's teacher has working phone numbers so he/she can communicate with you by telephone or give your child's teacher your e-mail address if that is your preferred method of communication. Please check your child's book bag regularly to see what items have been sent home. In grades 4 and 5, where students have planners, it is your responsibility to check your child's planner each night.

The telephones that are in the classrooms do not ring. You may leave a message for your child's teacher by calling 302-235-6600. We frequently get calls from parents during the day checking to see who called from the school when there is a missed call. Before calling the school for this information, please check your voicemail for the message.

COUNSELOR

Our counselor, Mrs. Quinn, is available to meet with students one-on-one or in groups.

CRISIS PLAN

Cooke has an extensive Crisis Plan which addresses various emergencies including building evacuations, emergency early dismissals, fire, bomb threats, lockdowns, intruders, civil defense, inclement weather, and other emergency situations.

DRESS GUIDELINES

Although the school does not maintain a formal dress code, we do have guidelines all students are expected to follow. These guidelines are established with student safety in mind and related to a positive school climate.

- Appropriate dress that does not display anything violent or offensive in nature.
- Shirts and blouses must meet the waistline of the pants.
- Clothing should be such that it does not create a disruption or cause embarrassment to a child.
- Hats and headwear are to be removed upon entering the school.
- Shoes must be such that they stay on a student's foot at all times. Flip flops are not to be worn to school.
- Long chains and necklaces are not to be worn to school.
- Pants are to be belted or secured.
- No shoes with heels or athletic spikes are permitted at school.

EARLY DISMISSALS/INCLEMENT WEATHER

When the situation requires that school be opened late or closed early, the information will be given to you through the School Messenger phone system, so it's important for you to designate a School Messenger phone number and notify our office whenever your phone number changes. School closing information is also announced over the following local radio stations: WJBR Wilmington 99.5 FM WDEL Wilmington 1150 AM WILM Wilmington 1450 AM

When schools are dismissed early, radio announcements will begin at least one hour prior to dismissal. When schools are closed or dismissed early, all after-school and evening activities are cancelled. Please listen to the radio, rather than call the school office. Parents should make prior arrangements for the supervision of their children in the event of an early dismissal. It is equally important that your child understand these arrangements. Please review your plan with your child.

EMERGENCY DRILLS AND EVACUATIONS

Cooke Elementary School administrators comply with Delaware laws by holding regular fire and lockdown drills. Fire drill procedures are posted in each classroom.

In the event that Cooke must be evacuated, staff and students will move to assigned areas outside of the building. If necessary, the staff and students will move to McKean High School. Staff and students will remain at this location until it is appropriate to return to Cooke. School Messenger will be implemented to notify parents.

FIELD TRIPS

Field trips are an integral part of your child's educational experience. Prior to each field trip, students will receive pertinent information concerning the trip and a permission slip, which **MUST** be signed by a parent/guardian and returned at least days prior to the trip. This includes information related to medication or health concerns. Parents must comply with health care requests in order for their child to attend the trip. Our expectations for student behavior on trips are the same as our expectations for the students while at school. If your child experiences behavior-related concerns on a field trip, the teacher will notify you. Your child's future attendance on field trips may be limited if those types of problems are recurring. All children are expected to travel to and from the trip with their classmates. Parent transportation of children for field trips is prohibited.

HEALTH SERVICES

Good health is essential to learning. Students should not come to school feeling ill. If a student becomes ill during school, the school nurse will contact the parents. It is the responsibility of the parents to arrange for transportation to pick up their child from school if notified. Students are not permitted in school with contagious diseases such as flu, fever, impetigo, strep, chicken pox, ringworm, and head lice until they have been treated for 24 hours. **Children sent home with fevers are to remain home until they are fever free for 24 hours.**

Students are not permitted to keep medications in their possession. All medications are to be sent to the school in the original container properly labeled with the student's name, the name of the medication, time to distribute, dosage, how it is to be administered, the physician's name, name of pharmacy and telephone number and a current date of the prescription.

HOMEWORK

The purpose of homework assignments is to reinforce what has been taught in class or to extend the class activity into purposeful home-community activities. Homework may also be the continuation of unfinished classroom work. Homework shall be assigned at the discretion of the teacher. Your child's teacher will communicate the degree to which homework counts towards a final grade to you.

Parents should provide a proper place for study and should see that the necessary materials are available. The students should be free from interruptions and conflicting demands during the time required to complete the assignment. The students should be encouraged to stick to the assignment, receiving advice and help only when necessary.

IMMUNIZATIONS

According to Delaware Code, Title 14, Section 131, Paragraph C of the immunization law, the following are required for entry into any Delaware public school:

- Four or more doses of DPT, DTaP or TD vaccination (or combination thereof); five doses if the fourth dose is given before the child's fourth birthday.
- Three doses of polio vaccine; four if third dose is given before fourth birthday.
- Two doses of measles, mumps, and rubella (MMR) vaccine given after age twelve months. The second dose should be administered after the child's fourth birthday.*
- Three doses of Hepatitis B vaccine.
- Two doses of varicella vaccine or documentation of the disease by a healthcare provider.
- Documentation of lead screening blood test.
- Tuberculin Screening: Mantoux tuberculin skin test within the past twelve months must be read by a health professional or tuberculin risk assessment questionnaire within the past twelve months.
- Physical examination by a medical doctor or nurse practitioner within the last twelve months.

*Some doctors combine these immunizations.

LATEX POLICY

The District has adopted a "no latex" policy. Latex bandages and gloves are no longer used in the Nurses' Office and latex balloons are not allowed in school.

LOST AND FOUND

Lost and Found is located in a hallway closet. If you need to check for missing items, please sign in at the office and someone will direct you to the correct location. At the end of each marking period all unclaimed items are donated to a local charity.

NUTRITION GUIDELINES

The Red Clay Consolidated School District has adopted a Food Allergy Policy which states that **all food sent in to share with students must be pre-packaged and contain a commercial ingredient label. No homemade food items are allowed.**

School celebrations: If you are asked to send in a treat for a classroom celebration, i.e. 100th day of school, holiday celebrations aligned to the curriculum, etc. we ask you to work with your child's teacher to assure compliance with the "District's Guidelines for Managing Students with Food Allergies" and other related nutrition mandates.

Snack: We know that students perform better when they feed their brains and are well hydrated. Teachers will send home information regarding setting aside time for students to enjoy small healthy snacks. **We ask that you avoid sending nuts or any product containing nuts as we have several students who have nut allergies.** Please reinforce with your child that snacks and lunch items are not meant to be shared with friends unless it is a classroom celebration. Students are encouraged to bring water bottles daily so they remain hydrated throughout the day.

Birthdays: In keeping with our wellness initiatives and the District's commitment to providing a safe learning environment for all students, **please do not send in food items.** Birthdays will be acknowledged during morning announcements. The classroom teachers can make suggestions as to alternative celebration ideas such as donating a favorite book to the classroom library, bringing a beloved item from home for show and tell, or having classmates create cards for the birthday child.

PARENT INVOLVEMENT

There are many opportunities for parent/guardian involvement in your child's education, however, one of our main goals is to help facilitate our students' growing sense of independence. A simple yet helpful form of parental involvement involves checking your child's book bag daily, helping your child with homework, responding to school communications or just talking with your child about their day. One of the most effective ways to be an involved parent is through the Cooke PTA where day and evening opportunities are available. All parent volunteers who come in on a regular basis are required to fill out the Delaware Child Protection Registry Request Form and the Delaware Department of Education Health Questionnaire for Volunteers. Forms can be obtained from your child's teacher. All completed forms should be returned to the school office for processing.

PARENT/TEACHER ASSOCIATION – PTA

PTA enrollment forms will be coming home with your child soon after school opens in the fall or will be available at Open House. Please review the involvement opportunities listed and indicate the area(s) of interest to you.

PARENT/TEACHER CONFERENCES

A teacher or a parent may request a conference at any time. In addition, conference days are built into the District calendar. This form of parent-teacher communication is of the utmost importance for the academic, social, and behavioral success of your child. Please make every effort to attend your child's conferences.

PERSONAL BELONGINGS AND MONEY IN SCHOOL

Please label everything from home with your child's first and last name. Please adhere to the following guidelines:

- Students are not permitted to bring toys or electronic devices to school unless by teacher request. We cannot assume responsibility for lost, stolen, or damaged toys. Parents, please discuss with your child their responsibility for their own items.
- Cell Phones/Communication Devices: Students whose parents require that they have a cell phone or other communication device at school are to keep it on them at all times, but it must **not** be brought out in class or used during school hours. Cell phones must be in a clothing pocket or given to the teacher to lock up during the school day. Cell phones are not to be left unattended in a student's book bag, desk, or cubby, since these locations are not secured and may result in theft. Students who display cell phones in class will have them confiscated and a parent will need to come to school to pick it up. The unauthorized use of electronic devices such as but not limited to cell phones, audio players, video games, communication devices, etc. that results in a disruption to the educational process or jeopardizes the health, safety or welfare of students or staff will result in the Immediate confiscation of the electronic device.
- Students are not to bring "extra" amounts of money to school. Snack money should be kept with the student. Any money that is to be collected for field trips, etc. should be given directly to the teacher. Parents are asked to be aware of the amount and the purpose of any money their child brings to school.
- Students are not to bring glass containers or gum to school. Eating food is permitted only in the cafeteria. Exceptions are teacher-led parties, snack-time or special occasions.

RECOGNITION OF STUDENT ACHIEVEMENT

It is important to recognize student effort and achievement on a regular basis. Work samples throughout the building are one way to do this. Additionally, outstanding scholastic achievement and effort will be recognized at awards assemblies for each marking period in grades 2-5. Individual grade levels may also give out grade-level specific awards. Information regarding scheduling of awards assemblies will be sent home throughout the school year.

RELEASE OF STUDENTS

Our goal is to provide a safe and secure environment for your child. To do so, we need your cooperation related to the following procedures. We also want to prevent unnecessary disruptions to our instructional programs.

- Parents wishing to sign out students must do so in the office. Students will be called to the office for that dismissal.
- Please have personal identification available upon request from our office staff. A student may not be released to anyone from a classroom, the cafeteria or playground without permission from the office.
- The only time a student may be released from a classroom without being signed out in the office is when there is a field trip or a special event. In these situations, the teacher will have a sign out sheet in the classroom for the convenience of signing out the students.
- Any change in your child's dismissal must be in writing. Children should give that communication to their teacher in the morning.
 - Permission for the student's release to another person other than a parent or legal guardian must be submitted to the school in writing or by fax for each day of each occurrence, unless such permission is for a prearranged period of time. Written authorization must contain the following information:
 1. Name of student, grade
 2. Date of release from school (if more than one day, specify dates or period of time for which the authorization is to cover.)
 3. Name, address, and telephone number of the person to whom the student is to be released. Also, the relationship of the individual to the student/family, and
 4. Parent/legal guardian signature with date.
 - The school may confirm written authorization.
 - Telephone calls to the school requesting an authorized release will NOT be accepted.
 - Authorized persons must be 18 years of age or older. Exceptions (phone or in-person) are between the parent/legal guardian and the school administration.
 - Emergency situations will be handled on an individual basis with communication between the student's parent(s)/legal guardian(s) and school administration.

These procedures do not authorize a student to ride a school bus other than the one to which he/she is assigned. Students who are not assigned to a school bus, may not ride the bus home with another student.

REPORT CARDS/PROGRESS REPORTS

Report cards will be issued four times a year for children in kindergarten through fifth grade. An explanation of report cards will be offered to parents at their fall conferences. Please see the District calendar for specific marking period dates. If a parent does not receive a report card at the time stated on the district calendar, please contact the school office.

SAFETY

The maintenance of safe conditions for our students and staff is of primary concern. Please report to the office any condition which seems unsafe so that some action may be taken.

SCHOOL SPIRIT DAYS

The last Friday of each month will be a designated School Spirit Day. Students and staff are encouraged to wear Cooke school colors (red and white) or school spirit wear. Teachers may wear jeans on School Spirit days.

STUDENT ILLNESS/ACCIDENT

If a child is well enough to be in school, he/she is expected to participate in the total school program, including recess. If there is a health condition which prevents a child from participating in an activity, a note from the parent will excuse him/her for one day. A doctor's note is required for longer periods of time.

PHONE USAGE

Use of the telephone by children to call home is discouraged. Emphasis is placed on being responsible for such things as lunch money, homework, sneakers, etc. so that calls are not necessary. In case of an emergency, we will do all we can to help your child make contact with the home.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

Each student is responsible for the textbooks, library books, or other instructional materials that he/she uses. Parents will be responsible for paying for any lost or damaged instructional materials. Student participation in non-instructional activities may be withheld if instructional materials are not returned or payment for the materials has not been made by the end of the year.

TRANSPORTATION

Students who are eligible for bus transportation will receive notification from the Red Clay Consolidated School District Transportation Office concerning times and locations for pick-ups and drop-offs. **Students must board buses at their assigned location.** In addition, please be aware that riding the bus is a privilege and the drivers and school personnel will enforce good conduct and all rules of safety. **Students are permitted to ride only the bus to which they are assigned. Parent support and cooperation are an important factor in ensuring a safe and pleasant ride on the school bus. Adult supervision at bus stops is important for children's safety and security.**

VISITOR POLICY

Red Clay Consolidated School District

SCHOOL VISITATION POLICY

The Red Clay Consolidated School District welcomes visitors to its schools. It recognizes the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships. The District also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe, secure learning environment in each of the District's schools.

Definition of Visitor:

For the purpose of this policy, the term “visitor” shall be defined as any individual who is not an employee or student of the Red Clay Consolidated School District. (Contractors and vendors are to sign in, wear badges, and follow the same guidelines as other school visitors.)

VISITATION GUIDELINES:

The following procedures will be in effect in all school buildings in the Red Clay Consolidated School District and we ask your cooperation in following them. The District’s objective is to promote a safe and welcoming learning environment for all learners.

- All **visitors** are required to use the main entrance to the building.
- All **visitors** are required to report to the main office immediately upon entering any school building.
- **All visitors, including those whose visits are pre-arranged**, will be asked to sign a visitors’ log and will be issued a visitor’s badge.
- **Visitors** are required to wear the badge during all times while in the school building.
- **Visitors** are required to sign out in the visitors’ log and return the visitor’s badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the main office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child’s classroom to volunteer, arrangements must be made through the school administrator and teacher, who will indicate the best time for such activities and required training.
- Parents/guardians are welcome to visit their child’s classroom to view a lesson. However, in order to ensure that the educational process is not interrupted, the District requires that parents/guardians make arrangements through the principal **at least 24 hours in advance**. Teachers may request that an administrator attend during the classroom visit.
- **Visitor badges** are valid to/from the location noted in the visitor’s log. The badge does not denote permission to travel to other areas of the building without authorization.
- Visits to areas other than classrooms (cafeteria, gymnasium, etc.) require permission of a building administrator.
- District staff may ask for photo identification. **Visitors** are assured that this safeguard is for the protection of all students.

LIMITATION OF VISITS:

- Administrators are authorized to limit the visiting of school/classes when, in their judgment, the visiting by an individual is disruptive/inappropriate to the classroom learning or the orderly school process.

FAILURE TO COMPLY WITH DISTRICT POLICY:

- Failure to comply with this policy subjects violators to arrest for trespass on school grounds and facilities in violation of Delaware Code, Title 11, Section 821 of the Delaware Criminal Code.

WITHDRAWAL OF STUDENTS

If you plan to withdraw your child from Cooke, please inform the office as soon as possible. Give the date of the withdrawal and the name of the new school your child will attend. A release form must be signed by one parent in order for school to send the records to the new school. Please return all textbooks, library books and other materials that were borrowed to the classroom teacher. Any outstanding obligations such as lunch charges should be met **before** the final day.

APPENDIX

Bullying Prevention Policy

A. Definition of Bullying: Shall mean any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school or volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or (2) Creating a hostile threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

B. Committee Members:

Name Position

Linda Ennis Administrator

Eric Mathis, Ed.D. Administrator

Angela White Behavior Interventionist

Ellie Quinn Parent/Counselor

Meghan Manlove Core Academic Teacher

Alexis Storm Core Academic Teacher

Tory Curtis Parent/Core Academic Teacher

Kelley Helie School Psychologist

C. Give a brief description of the school's Bully Prevention Program: Cooke Elementary is committed to the prevention of all types of bullying. A school-wide bullying prevention program will be implemented to address the following goals:

Reduce existing bullying issues amongst our student population

- Parent/teacher conferences
- Social skills interventions
- School-wide focus on teaching empathy and promoting kindness in its many forms
- Prevent the development of new bullying incidents
- School-wide Positive Behavior Support
- School-wide Bullying Prevention Program – focus on anti-bullying strategies

during morning announcements as they pertain to the school-wide PBS rules

("Cardinal Code: Respectful, Responsible, Ready")

- School-wide implementation of social/emotional curriculum, Second Step, with dedicated time scheduled on Fridays
- Weekly Guidance lessons in K and 1 using Second Step as part of the expressive arts schedule

Provide counseling services to alleged bullies and alleged victims in the hope of addressing conflicts that could lead to offending behaviors.

Insure that staff members are trained and attentive to the signs of victimization in Students

Provide professional development on trauma and the signs of victimization in Students.

D. Give a brief description of the supervisory procedures in non-classroom areas: Teach school-wide PBS expectations (Respectful, Responsible, Ready) in September and reteach as needed.

Teachers are to actively engage in hall duty between class periods. Staff members are assigned cafeteria duty to ensure safety. Administrators and other staff monitor hallways and non-classroom areas.

E. Reporting Requirement: Staff will report all allegations of bullying behaviors to the administrators, behavior interventionist or guidance counselor as they become known.

F. Investigative Procedures: What assurances are in place to guarantee the victim is interviewed? All allegations of bullying will be investigated by administration and includes interviewing the victim.

G. Report to DOE:

- An administrator will report allegations as well as confirmed bullying incidents within five working days.

- All reported allegations of bullying will be recorded in the Alleged Bully Incident (ABI) portal in eSchool Plus.

- Upon completion of a bullying investigation the outcome will be documented in the ABI portal with clear notes indicating whether the incident was confirmed as bullying.

- All confirmed bullying incidents will be reported to DOE within 5 working days via a documented bullying offense and consequences added to the confirmed bully's discipline record in eSchool Plus.

H. Range of Consequences:

- Detention
- Behavior Contract
- Mediation
- In-School Alternative
- Restitution/Restoration
- School/Agency Counseling
- Suspension/Exclusion
- Recommendation for Process to Determine Appropriate Disciplinary Action

I. Procedures for student or caregiver to provide information on bullying activity: Parents and Students are able to report alleged incidents of bullying directly to the school administration and staff. The reporting of an incident can be done through emails, phone calls or in-person conversations. Students and parents may also utilize the DOJ Ombudsman line or District Public Safety Anonymous Tip Line as a mechanism to report bullying behavior. Upon submission, the victim's administrator will be notified and take over the case.

J. Notification of caregiver of bullies and targets: Parents/guardians of BOTH the bully and the target will be notified of the incident.

K. Procedures for communication between school staff members, mental health, and health professionals: School staff will notify an administrator in the event that communication between school staff and medical professionals becomes necessary. The administrator will follow through with the appropriate documentation, releases of information requests and other requirements.

L. Implement all year: This policy is enforced during the entire school year and includes school functions that occur during or after school hours (sporting events, club meetings, field trips, at the bus stop, etc.). This policy shall also be enforced and the Code of Conduct applied to electronic bullying allegations which are found to have a direct impact on the alleged victim's ability to succeed within the school environment.

M. Notify District Office of compliance: Send letter to Director of District & School Services. All staff will be trained in Bully Prevention according to state requirements by A. J. Nowell at a mutually agreed upon time during September or October.

N. Staff trained by December 1st of each year according to state regulations: The School Bullying Prevention and Criminal Youth Gang Detection Training Log Template is completed and sent to the Director of District & School Services by December 1st of each year.

O. Policy submitted to the Director of District & School Services: The policy is sent to the Director of District & School Services by August of each year.

P. Policy is printed in Parent Handbook: The policy is printed in the Parent Handbook and on the school's website.

Q. Procedures for handling Cyber Bullying: Cyber bullying will be handled in the same manner as all other incidents of bullying – all allegations investigated; victims interviewed; and substantiated cases dealt with as required.

R. Signed Compliance Assurance page to DDOE: The Compliance Assurances have been met by the school and the form has been forwarded to the Director of District and School Services.

S. Procedure for Parent/Guardian to provide information to School Administration: Parents may report bullying to any member of the school staff who will then initiate the investigative process described above. In addition, parents are encouraged to contact the Administration electronically, by telephone or in person if they have concerns related to possible bullying of their child.