

**RED CLAY CONSOLIDATED SCHOOL DISTRICT**

**Evan G. Shortlidge Academy**

100 W. 18<sup>th</sup> Street  
Wilmington, DE 19802  
(302) 651-2710



**2015 - 2016**

***Parent and Student Handbook***

*Excellence for every child, every minute, every day, to accelerate achievement and prepare students for life...TOGETHER.*

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2015 - 2016

Dear Shortlidge Families,

It is with great pride that we serve your school community as the administrative team at Evan G. Shortlidge Academy. The Shortlidge community services students in kindergarten through 2<sup>nd</sup> grade. The staff at Shortlidge is committed to helping all young children grow as readers, writers, and thinkers. Our classroom experiences afford opportunities for learning in the core academic areas of reading, writing, mathematics, and science. Our academic programs are based on high expectations for students, while providing a commitment to an instructional focus on literacy and mathematics.

Shortlidge continues to set high expectations for its students. This year we will continue with several initiatives including a Uniform Policy, the Parenting Partners Program, Parent University and the Positive Behavior Support system. We recognize that the first requirement of a school community is to provide a safe and disciplined learning environment. We believe that these initiatives will be instrumental in helping us determine school-wide expectations for maintaining the best behavior from our students, thereby creating an inviting, positive school atmosphere where children are free to grow as emerging scholars.

Shortlidge is a place where students, staff and families work together to ensure that academic and social growth of all students in the school is maintained. You are the **key** to providing the family support needed to make Shortlidge a rewarding and successful experience for your child. Families can access our website by logging into our district site [www.redclayschools.com](http://www.redclayschools.com) to keep current on family and community activities at Shortlidge Academy, as well as accessing EDTV. Please connect to the Red Clay Facebook page for district updates or contact our main office to add your email address to our school's email distribution list.

This handbook is designed to provide you with basic information concerning our school policies, procedures, and activities. If you have any questions, please feel free to contact the school. There will be further correspondence throughout the school year in the form of calendars, bulletins, and newsletters.

Sincerely,

Shortlidge Administration

# Important Information

## EVAN G. SHORTLIDGE ACADEMY SCHOOL HOURS

Teacher & Related Service Staff	8:20 a.m. – 3:50 p.m.
Student Day	8:55 a.m. – 3:30p.m. (doors open at 8:20 a.m.)
Office Hours	8:00 a.m. – 4:00 p.m.
Breakfast	8:20 a.m. – 8:45 a.m.

## FREQUENTLY USED TELEPHONE NUMBERS

Maribeth Courtney, Principal	651-2710 x 224
Dana Farrior , Assistant Principal	651-2710 x 209
Renee Velazquez, Secretary	651-2710 x 225
Donna O'Connor, Nurse	651-2710 x 218
Toni Bostick, Guidance Counselor	651-2710 x 210
Desiree Faison, Community School Site Coordinator	651-2710 x 126
<b>Bus Transportation</b>	<b>322-0251</b>

## ANNUAL IMPORTANT COMMUNICATION TOOLS

- Student Medical Information
- Student Emergency Card
- Any change to phone numbers or addresses
- Current/changes to custody information

\* If any of the above information changes throughout the school year, please notify the office immediately.

## ATTENDANCE

In Delaware, school attendance for children between the ages of five and sixteen is mandatory. Parents or guardians who fail to send their children to school are subject to prosecution, the results of which may be a fine or imprisonment. It is our obligation to refer illegal or excessive absences to truancy court. **Good attendance is a requirement for continuation as a Choice student at Shortlidge.**

Whenever a child is absent or tardy, a note explaining the absence or tardiness **must** accompany the child upon return to school. Legal reasons for which a child may be absent from school include the following:



- Illness or recovery from an accident
- Death in the family
- Quarantine
- Unexpected emergency
- Health care
- Observance of religious holidays

Absences for other reasons, like vacations, will be unexcused. Should your children be absent because of a serious contagious disease, a written note is required from a doctor at the time for re-admission to school.

## Before & After School Programs

The Boys and Girls Club will provide on-site care both before and after school. The before care program begins at 6:30 am and students in the after care program must be picked up by 6:00 pm. Information about the program is listed on our school website.

## BUS SAFETY

Students riding the bus **must** follow the bus rules. These rules are for the safety of all riders.

1. Be on time at the bus stop. Stand in a single line away from the road. If problems occur at the bus stop, please contact the school office.
2. All children **must** remain seated while the bus is in motion.
3. Students **must** never throw objects from bus windows.
4. All children **must** keep their hands, arms and head away from open windows.
5. Fighting, horseplay, or profanity **will not be tolerated.**
6. All kindergarten students must be met at the bus stop or they will be returned to the school.



Students that do not follow the bus rules will be suspended from riding the bus (5 to 30 days). Continuous offenders will lose their bus riding privileges for the school year.

When students are suspended from the bus they are still required to come to school. It is the **responsibility of the parent** to get their child to school.

### **BUS TRANSPORTATION**

If your child is having a problem with another student on the bus, they must first report it to the bus driver and the school makes every effort to solve the problem. If you are having problems concerning the bus routes, bus arrival times, etc. contact the **Bus Transportation Office at 322-0251**.



### **BULLYING POLICY**

Each behavior referral received that indicates alleged bullying will be investigated and the bullying law and district policy will be followed and enforced. All confirmed cases will be reported to the Department of Education within five working days as prescribed by the law. The bullying law and district policy will be followed and enforced. If you suspect an incident of bullying in our school, please contact an administrator. **Please see the appendix of this handbook for more details regarding the reporting requirements and procedures.**

### **CLOSED CAMPUS POLICY – IMPORTANT INFORMATION**

Please note that Shortlidge is a “*Closed Campus*” daily from **3:00-3:30**. Parents are required to provide a written request for early dismissal on the day of in order for students to be dismissed during this time. Only in cases of emergencies will students be dismissed and/or visitors allowed to enter the building during this time to ensure the safety and security of our campus while concluding instruction and preparing for the final transition of the day.

### **CELL PHONE POLICY**

Cell phones have become increasingly present in our lives and consequently also in our classrooms. There is no need for children to have their cell phones on or out during the school day. **Any cell phone visible during the school day will be considered a violation of the Code of Conduct and will be confiscated by administration.** Students who have been given cell phones for before or after school safety may keep them turned off and on their person. Administration will not be responsible for lost cell phones and will investigate reports of stolen cell phones. All students deserve the opportunity to learn in an environment free from cell phone distractions.

## **DISCIPLINE POLICY**

The Red Clay Consolidated School District Board of Education will issue a copy of the Student Code of Conduct for every family. The contents of the code will be discussed with the students at the beginning of the school year.

We recognize that the first requirement of a school community is to provide a safe and disciplined learning environment. Shortlidge has initiated the **Positive Behavior Support (PBS)** program to help us determine school-wide expectations for maintaining the best behavior from our students. Incentives will be put in place to positively reinforce our students.

We feel that the best approach to good behavior is a positive one. The PBS program firmly and clearly states the expected behavior a student must have while in school. The students know what is expected and what the consequences will be for inappropriate behavior. This program creates trust and respect for the teacher and self-respect for the child. Discipline and behavior cannot be isolated to just the school situation. Please talk to your child daily about his/her behavior in school.

**A Positive Behavior Support (PBS) Teacher is one who** will not tolerate student behavior, which interferes with his/her teaching or with the learning of other students. Every teacher has the responsibility and the authority to enforce the school rules with all students.

The discipline plan is very simple. Every student is expected to be responsible, respectful, prepared, and safe. Our students practice using PAWS behaviors everyday:

P = Practice Safety  
A = Act Responsibly  
W = Work Cooperatively  
S = Show Respect



In order to encourage our beliefs, the following pledge has been established to govern behavior in school.

### **The Shortlidge Academy PBS Pledge**

***Today I pledge to be the best possible me. I will Practice Safety, Act Responsibly, Work Cooperatively, and Show Respect. No matter what I do, I know I can become better. I pledge to believe in me!***



Students who choose not to follow the above plan will receive consequences: notes sent home to parents, phone call to parents, loss of special privileges and school activities, meeting with school counselor, school psychologist, family crisis therapist, director of student services, or school administrators, detention and suspension. Please explain to your child that hitting and fighting is not acceptable behavior.

Students who behave appropriately will be rewarded with praise, positive notes sent home, special privileges and class activities, lunch with a staff member, **PAWS (tickets)** to purchase things at the school store, and student recognition programs.

## **DISMISSAL PROCEDURE**

Kindergarten and First Grade walkers and car riders will be dismissed from the cafeteria after a signature has been obtained by the person responsible for retrieving the students from school.

Parents, brothers, sisters, and other caregivers who plan to meet pupils of our school at dismissal time are asked **NOT TO COME TO CLASSROOM DOORS**. If these students are walkers, please arrange to meet them outside the front of the building on 18<sup>th</sup> Street; otherwise, we request you report to the Main Office. **Please do not ask for an early dismissal unless it is an emergency.** Excessive early dismissals could affect Choice status. **A parent's note and/or a doctor's note must be submitted each time a child is picked up early.**



Changes in the ways students are to depart from school must be in written form and presented to the office for approval. These changes should be made in the morning so that the office staff has time to confirm these arrangements. This procedure helps all of us relieve worry and concern about our students and your children.

## **EARLY DISMISSALS**



If it is necessary for a student to be dismissed during the school day, parents should send a note (with the child on the day of the early dismissal) stating the **time of dismissal and reason**. Parents must sign their child out and pick them up at the **main office**, at the designated time. Please keep early dismissals to a **minimum** so that your child does not miss valuable instruction time.

## **EMERGENCY INFORMATION**

In a medical emergency involving your child, we want to contact you immediately. Therefore it is **extremely important** that we have **current information** on your child's emergency card, including telephone and address. If you do not have a telephone, we must have the number of someone who can immediately contact you.



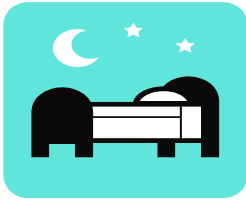
Minor accidents and illnesses will result in the administration of first aid. We will contact you should the situation be serious in nature. If you are not at home, we will call the parent's work telephone number, followed by the emergency number, which you have given us. If we are unable to reach you in any situation requiring a doctor, we will transport your child to a hospital for emergency treatment.



## FIELD TRIPS

Field trips are an extension of the school program. We expect all children to participate. You will be informed of any field trip being planned for your child's class and will be required to **sign a form granting permission for your child to participate in the activity**. At times parents will be required to cover the expense of these activities. However if there is a financial concern, please contact your child's teacher so we can provide assistance. Parents may also be **required** to attend a trip to help supervise their child based upon administrative request.

## GOOD HEALTH



Proper rest is important both for a child's health and so that he or she can do their best in school. An early bedtime is important for children at this age.

During wet or extremely cold days, recess will be held indoors. Other days, children well enough to be in school will go outside for recess.

Children should come dressed accordingly.

## GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

The Red Clay Consolidated School District recognizes the growing number of students who attend our schools with a potentially life-threatening food allergy. In an effort to provide a safe environment and to minimize the risk of accidental exposure to a food allergen in the school setting, the district has approved a new Administrative Memorandum titled *Guidelines for Managing Students with Food Allergies*. It is the responsibility of the parent or guardian of the food-allergic student to provide a Food Allergy Action Plan (FAAP) and prescribed medication to the School Nurse at the beginning of every school year <http://www.foodallergy.org/files/FAAP.pdf>. The FAAP is completed by a licensed Healthcare Provider and shared with the school Nutrition Supervisor and appropriate school personnel. We know that many parents like to celebrate birthdays or other holidays with special treats.

**Classroom Celebrations:** Classroom parties are limited to 15 minutes and parties must be prearranged with the classroom teacher. We encourage parents to celebrate with nonfood items such as stickers, pencils, themed erasers, rather than food. If you send in food for classroom distribution, please consider fresh fruit and vegetables. **All other food sent in to share with students must be prepackaged and contain a commercial ingredient label.**

Managing food allergies is a shared responsibility among families, students, schools and healthcare providers. The guidelines pertain to all students and school personnel in the Red Clay Consolidated School District.



## **HOMEWORK POLICY**

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. It may be varied to include activities of a special nature such as: listening to a special TV program, collecting magazine pictures, collecting newspaper articles, or reading a good book.

Parents should provide a proper place for study and should see that the necessary materials are available. The student should be free from interruptions and conflicting demands during the time required completing his assignments. Parents and guardians should never do the homework but should discuss assignments with their child.

**Parents should check folders daily, to make sure of required assignments as well as to check for messages from the teacher.**

\*\*\* Please keep in mind that if students have worked during the six and one-half hour school day, they also need time for unstructured play and involvement in non-school activities at the end of the day.\*\*\*

## **LATE ARRIVALS**

Children are **expected** to be at school **on time**. Late arrivals must be accompanied with a note from the parent. Please see the Student Code of Conduct for excused lateness. Any student arriving in homeroom after **8:55 am** is considered late and must report to the office for an admission slip. Please support punctuality with our students.

## **LOST AND FOUND**

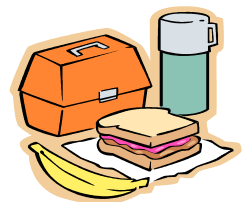
If your child loses anything, he should always check the lost and found container. We recommend that parents check the lost and found from time to time.

## **MAKE-UP WORK**

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 absent two or more days, parents may request homework by contacting the office **before noon**. Assignments and resources will be ready within 24 hours.

## **MEALS**

As a **Title I** and **CEP** (Community Eligibility Provision) school, all Shortlidge Academy students will receive free breakfast and lunch. Breakfast is served daily to all students from **8:20 a.m. to 8:45 a.m.** If your child is planning to eat breakfast at school please be sure they are here by 8:20 a.m.



## **MEDICATION POLICY – IMPORTANT!!!!!!!!!!!!!!!!!!!!!!!!!!!!**



Medicine should not be sent to school with your child. State regulations require that medication be brought to school by a parent in a container with the pharmacy label. If you wish your child to have non-prescription medication in school such as aspirin, you will be asked to sign a permission form.

Please remember that proper rest and diet is important to a child's health and ultimately to performance in school. In addition to rest and diet, student dress that is appropriate to the weather is another way in which you can help assure your child's comfort and success in school.

## **PARENTAL / GUARDIAN RIGHTS AND RESPONSIBILITIES**



The Red Clay Consolidated School District has adopted policies requiring students to meet our Board of Education's standards and also, for promotion in grades K-12. The Board believes that learning best takes place when there is a shared effort, interest and motivation by parents, school and district staff. We are committed to your child's success in school and promise to work together to promote student achievement.

### **The school and district have a responsibility to:**

- Notify parents when their student's absences become excessive and/or attendance interferes with student progress according to the Red Clay Attendance Code;
- Provide appropriate instruction that reflects State and District standards;
- Respond to parent communications within three days.
- Promote consistency in following the Red Clay Student Code of Conduct to ensure the safety and well-being of all;
- Share information about outside resources with parents having problems keeping students properly prepared for school; i.e., well rested, fed, clothed, clean and health needs met; and
- Provide parents information related to instructional programs.

### **As your child's first teacher, parents have a responsibility to:**

- See that your child attends school daily, as outlined in the attendance code;
- See that your child's homework is completed on time and eliminate distractions (television, video games, computer play, etc.)
- Respond to school staff communications, i.e., conferences, telephone calls or letters, within three days
- Accept responsibility for your child's school behavior outlined in the Student Code of Conduct by supporting the District's discipline policies. Please return all phone calls / messages to you from the teacher and administration.
- See that your child is properly prepared for school; i.e., well rested, fed, clothes, clean and has all health needs met and is ready to learn.

## **PRINCIPAL/ASST. PRINCIPAL APPOINTMENTS OR MEETINGS**

In order for the administration to service you in a professional and effective manner, we are asking that all parents call for an appointment. The first thing in the morning **is not** a good time. Besides regular operational procedures such as getting substitutes situated and we love greeting **all** the students as they enter in the morning and doing the Shortlidge announcements. Please call the office and we will set up a time after 9:30 a.m. when we can sit down in our office and we can give you our full attention. Please note **any emergency** will supersede making an appointment.

## **PARENT-TEACHER ASSOCIATION (PTA)**

A sincere invitation is extended to all parents to join our Parent/Teacher Association. Programs for the 2015 – 2016 school year are being planned and will cover important topics and programs concerning you and your children.



Our PTA is an **important** part of our school. They help organize and coordinate our parent volunteer program. Through fund raising activities, the PTA provides us with enrichment activities, funds for special programs, and assistance for additional school-based projects. There is a membership cost for joining the PTA.

## **PERSONAL PROPERTY**

Parents should be aware of what children bring to school each day. It is a good policy to make sure your child's full name is on their items. **Anything your child brings to school is his or her responsibility.** Some occasions may require a parent to pick up an unauthorized article from the teacher. Students are encouraged to keep all electronics at home; **cell phones should not be seen nor heard or they will be confiscated.** Please also note that pocketknives, dangerous instruments, be-be guns, any sharp objects, or toy guns are not permitted in school. They are considered as weapons and will result in **serious disciplinary action** if found in the possession of a student. Please be sure your child does not bring **large amounts of money** to school. While administration will investigate reports of theft, the school will not be responsible for lost or stolen money.

## **REPORTING PUPIL PROGRESS**

Report cards will be distributed four times a year: Parent-teacher conferences are important and necessary. The teacher will notify the parent well in advance of the day, time and place. Parents may also request a conference. Your child's total school progress is discussed during a parent-teacher conference, therefore if it is impossible for you to keep your appointment, please notify the teacher as early as possible to re-schedule.

Telephone conferences can be a meaningful alternative to discuss a child's progress. To insure that this type of conference is mutually convenient for those involved, we recommend that this be prearranged with the teacher.

Both you and your child's teacher are aiming for the same goal - the best possible education for your child. If getting together to talk things over will help reach that goal, isn't it worth it?



### **Grading Policy:**

All Shortlidge students will receive report cards.

1. Kindergarten through 2<sup>nd</sup> grade report cards emphasize skill mastery and the performance levels are **O = Outstanding, G = Good, S = Satisfactory, and N = Needs Improvement.**
2. The performance levels **O, G, S, and N** will also be used on report cards to designate student progress in unified arts subject areas: art, music, **(STEM)**, physical education, and technology.
3. Academic warning and/or commendations notices (interims) will be mailed directly to your home at the mid-point within each marking period. Students may receive additional notices throughout the year as the need arises.
4. The remark column on the report card will be used to give additional information concerning a student's progress within a specific subject area. Remark 39 in any subject area requests a parent/teacher conference and should receive your immediate attention. Narratives may also accompany a student's report card.
5. Attendance is indicated at the bottom of the report card. This is a critical number for determining a student's success in school. **A student with 25+ days may be required to repeat the grade.**
6. All students will receive a behavior grade in each class. This will provide additional information for parents on students' deportment and social development. These are the behavior levels: **1 = Exceeds Standards, 02 = Meets Standards, 03 = Approaching Standards, and 04 = Does not meet Standards.** A low behavior grade is a good reason to schedule a parent-teacher conference. It is also used as a factor in evaluating continuation of Choice placement.

### **SCHOOL CLOSINGS - WEATHER RELATED**

Weather conditions, particularly snow and/or icy roads may make it necessary to cancel school, delay in starting time, or cause an early dismissal. If school is cancelled, delayed or dismissed early, announcements will be made on local radio stations, including **WDEL, WAMS, WJBR and WNRK.** The school district also uses an automated alert system that dials all the numbers we have on student records as given to us by you at



registration. **It is extremely important that the school has phone numbers that are accurate and that work.** If no announcement is made, school will open as scheduled.



## **SCHOOL COMMUNICATIONS**

Please check your child's book bag / folder DAILY for communications from the school. Please contact the main office if you wish to be added to our email database. Shortlidge utilizes a school messaging service. School Messenger provides automated messages to you about events and activities.

## **SCHOOL PROPERTY**



Textbooks, workbooks, library books, and other non-expendable supplies and equipment are distributed to students with the understanding that they will be well cared for and returned in the same condition as when they were received.

During the school year, students who lose or damage books, materials and school equipment (including band/strings instruments

## **SCHOOL SUPPLIES**

Each student will receive books needed to start the school year. Parents are encouraged to supply notebooks, assignment pads and other materials that would help the student keep track of important papers and assignments.



## **SEVERE DISRUPTIONS**

The **Student Code of Conduct** will be followed for behaviors designated as severe within the code. Certain types of behavior will result in an immediate suspension from school or other disciplinary measures. Please read the Student Code of Conduct to make sure you are aware of the district's policies and review the Student Code of Conduct with your child.

## **UNIFORMS POLICY**

Since Shortlidge is a uniform school, all students are required to wear uniforms daily. The uniforms consist of pants, long shorts, skirts or jumpers that are **navy blue or khaki in color**. Shirts may be light blue or white but must have a collar – blue and white sweaters are permitted. Students are permitted to wear dark shoes or sneakers. No open toe, sandals, clogs or flip-flops are permitted. **Sweatshirts and sweaters with HOODS are PROHIBITED to be worn during the school day.** Coats, hats and sunglasses cannot be worn during the school day.

## **VISITATION POLICY**

All parents and other visitors **must report to the office** before proceeding to any other area of the school. Messages for children or teachers may be left in the office. When a parent wishes to speak to a teacher they can leave a voice mail or arrange for a conference. ***A teacher's first responsibility is to his/her class during school hours.***

The Red Clay Consolidated School District welcomes visitors to its school. 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 purposes 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 of 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 visitor's log and will be issued a visitor's badge.
- Visitors are required to wear the badge during all times while in the school building.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the 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 administrators and teacher, who will indicate the best time for such activities and required training.
- **Parent/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 in advance. We request 24 hours advance notice. Teachers may request that an administrator attend during the classroom visit. The lesson observation will not exceed 45-minutes.**
- All parents need to make appointments with teachers to conference. Teachers can not conference with parents during arrival, dismissal, and school hours when they are with their students.



- 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 visitation of the school/classes when in their judgment the visit by an individual is ***disruptive or inappropriate*** to classroom learning.
- All classroom visits must be pre-approved by the administration with 24 hour notice. **Scheduled observations in classrooms by parents / guardians will not exceed 45 minutes.**

### **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.

### **WALKING SAFETY**



Any adults (parents, relatives, day care provides) picking up a child **must** come to the Student Pick-Up Area to receive their child. The area is located at the main entrance on 18<sup>th</sup> Street. Kindergarten and first grade students can be picked up at the 18<sup>h</sup> Street Cafeteria Door Exit.

Students walking to and from school should observe the following rules:

1. No student should arrive to Shortlidge before **8:20 a.m.** We will not be responsible for students who are dropped off or arrive before this time.
2. All students should go directly to and from school. **DON'T** loiter or play on the way.
3. Obey **ALL** safety signs. Stop and look all ways at each intersection.
4. Use the sidewalks if available. Students should also cross the street at corners and follow the directions of the crossing guards.
5. Children **are not** to speak with nor accept rides from strangers.
6. Be a good neighbor by treating the peoples' homes that you pass with respect and courtesy. Do not throw trash or walk on the lawns.



## **APPENDIX**

### **More information about reporting requirements and procedures for reports of bullying behaviors in school:**

#### Reporting Requirements and Procedures

Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to administration. A written report shall be submitted to a designated administrator within 24 hours if (a) measures confirm a staff member's concerns that a student is being bullied, (b) a staff member receives a report of a bullying matter, or (c) a staff member observes a bullying incident.

The procedures for a student and parent, guardian, relative caregiver, or legal guardian to provide information on bullying activity shall be as follows:

1. If a child complains of bullying while it is happening, the staff member shall respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.
2. If a child expresses a desire to discuss a personal incident of bullying with a staff member, the staff member shall make an effort to provide the child with a practical, safe, private, and age-appropriate method of doing so.
3. A letter box shall be placed in a place or places selected by the Coordinating Committee so that students who feel unable to talk to any staff can have a point of contact. Information found in the box shall be treated with care and a staff member or members shall be designated to be responsible for this information. Blank "Bullying: Request for Support" forms shall be available to all students but shall not be required for a report.
4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
  - a. Conduct involved
  - b. Persons involved, designated bully, target, and bystanders' roles
  - c. Time and place of the conduct alleged, number of incidents
  - d. Names of potential student or staff witnesses
  - e. Any actions taken in response.
5. Anyone may report bullying and a report may be made to any staff member. Staff members should encourage that reports of bullying be made in writing.
6. Each principal shall designate a person or persons responsible for responding to bullying complaints.
7. Every identified complainant who files a written complaint with a staff member shall receive a written explanation of results to the extent that it is legally allowed and shall be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory.
8. Every confirmed bullying incident shall be recorded in e-School, which shall provide a central record for designated staff to read. This record shall give an indication of patterns, which may emerge of both bullies and victims. Formal disciplinary action solely based on an anonymous report shall not be permitted. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

### Investigative Procedures

Each school shall have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred. Such a procedure shall include the following steps:

- All complaints shall be appropriately investigated and handled consistent with due process requirements.
- Each principal shall designate a person or persons to be responsible for responding to bullying complaints.
- Neither complainant nor witnesses shall be promised confidentiality at the onset of an investigation; however, efforts shall be made to increase the confidence and trust of the person making the complaint.
- Whenever practical, the investigating person shall make efforts to document the bullying from several sources. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
- After receiving notice of the suspected bullying, the designated person shall review the complaint in conjunction with any other related complaints and reasonable steps shall then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.
- Once the administrator has confirmed that a person has been the victim of bullying, the administrator shall take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The administrator shall avoid forewarning the student suspects and shall interview suspects separately and in rapid succession.
- After identifying those who committed the act or acts of bullying, the administrator shall apply disciplinary action and the range of consequences identified in this policy (below). The bully shall be informed that graduating consequences will occur if the bullying continues.
- The administrator shall keep a written record of the bullying incident and any disciplinary actions taken, as well as a record of any written statements of those committing the bullying, victims, and witnesses. Discussions with all parties shall be documented as soon as possible after the events. The school shall not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.
- A follow-up shall be completed two weeks after an incident to determine whether the bullying has continued and whether additional consequences are needed. An additional follow-up shall occur in two months, regardless of whether new incidents have been reported.
- Each confirmed incident shall be recorded in e-School.
- All confirmed bullying incidents shall be reported to the Department of Education by the principal or the principal's designee within five working days pursuant to Department of Education regulations.
- The Superintendent or Superintendent's designee shall report monthly to the Board on the number of bullying incidents reported through e-School. The report shall be distributed to the Board one week prior to the regular Board meeting.

### Non-Classroom Supervision

To the extent that funding is available, each school shall develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas.

### Consequences for Bullying

Consequences for bullying shall be immediately and consistently applied and shall be delivered in a non-hostile manner. Consequences shall take into account such factors as the nature and severity of the behaviors; the degrees of harm; the student's age, size, and personality (including development and maturity levels of the parties involved); surrounding circumstances and the context in which the incidents occurred; prior disciplinary history and incidences of past or continuing patterns of behavior; relationships between the parties involved (including any imbalance of power between the perpetrator and victim); and ease of use for staff (within available resources and time constraints).

The appropriate range of consequences for bullying shall be as follows:

1. Removal of positive reinforcers (e.g., time-out, loss of a privilege)
2. Use of negative consequences, which may include:
  - a. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated
  - b. Notice to parent
  - c. Serious talk with school staff member, with or without parents present
  - d. Supervised break times
  - e. Behavioral report cards sent home or creation of a behavior contract
  - f. In-school suspension
  - g. Detention
  - h. Reassignment of seats in class, lunch, or on bus
  - i. Forbidden to enter certain areas of school
  - j. Reassignment of classes
  - k. A referral to an external agency
  - l. Reassignment to another school, or another mode of transportation
  - m. Expulsion
  - n. Report to law enforcement officials

In addition—but never as replacement for disciplinary action—formative activities shall be given, which may include:

1. Reparation to the victim in the form of payment for or repair of damage to possessions out of the bully's own money
2. Cooperation with assessment of problems
3. Education about what bullying is and why it is not acceptable
4. Documentation on books or films about bullying
5. Completion of bully related workbooks
6. Completion of letter of acknowledgement of actions to the victim (only after reviewed by staff and never in cases of sexual bullying)
7. Completion of psychological assessment or evaluation
8. Completion of counseling (in house or referral to an outside agency, individual, or family)

9. Cooperation with a behavioral management program developed in consultation with a mental health professional
10. Submission to a psychological, psychiatric, or neuropsychiatric evaluation before the bully can return to school
11. Completion of community service

The District believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include enthusiastic, concrete, behavior-specific praise or creative consequences that are truly positive for students considering their age, sex, and maturity level.

The District believes that victims should be given support. If bullying is suspected, staff members shall make an effort to:

1. Find a private opportunity for discussion with the victim.
2. Discuss with the victim what support he/she needs.
3. Ensure the victim's safety.
4. Record the event and follow through with actions.
5. Provide the victim with opportunities to gain peer support.
6. Refer the victim to available in-school help.
7. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
8. Make referrals to external agencies if necessary.
9. Provide the victim with information for mental health or medical treatment needs.

#### Notification of Parents

A parent, guardian, relative caregiver, or legal guardian of any target of bullying or person who bullies another shall be notified.

#### Retaliation

Retaliation following a report of bullying shall be prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

#### Bullying Investigation Quick Steps

1. When students or parents report bullying to school employee, the report shall be investigated promptly.
2. School administrators, guidance counselors, and interventionists may interview the reported bully and the student who is bullied separately in a safe, non-threatening manner.
3. All reports of bullying are to be entered into E-School under the student discipline tab
  - a. Be sure to list both the offender(s) and victim(s) on the appropriate tab when reporting incidents.

4. In the event bullying allegations are substantiated, school administration shall act swiftly in applying consequences as they are outlined in the student code of conduct.
5. Parents of both the bully and victim must be contacted and kept aware of the progress/outcome of investigations.
  - a. School representatives are not to share personal information such as full name, student ID#, DOB, or past discipline data about the bully or the victim to other parents or parties. **ALL STUDENTS HAVE A RIGHT TO CONFIDENTIALITY.**
6. Provide interventions for both