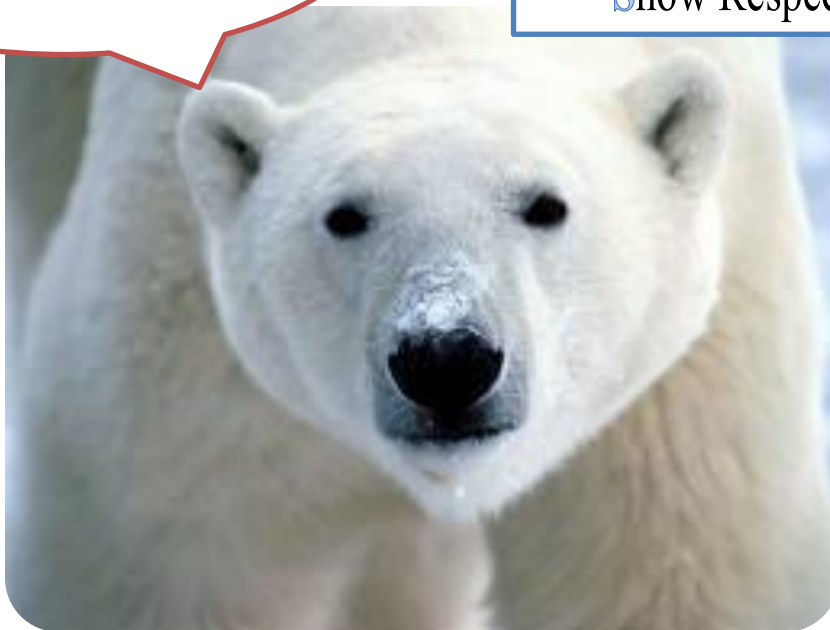




Parent & Student Handbook

*Pleasantville Elementary
School... Where Success
Happens!*

Practice Self-Control
Always be Responsible
Work Cooperatively
Show Respect



**Pleasantville Elementary
School
2015 - 2016**



Pleasantville Elementary School

16 Pleasant Place
New Castle, Delaware 19720
(302) 323-2935

<http://pleasantville.colonial.k12.de.us/>

Dear Pleasantville Families,

Welcome to Pleasantville Elementary School! You are going to find that the teachers and staff of Pleasantville School are committed to providing a quality education in a welcoming, safe, and positive learning environment. We believe that parent-teacher collaboration is the key to accomplishing our district mission of **'Providing a high quality education to all students'**. To achieve this mission, we expect all students to adhere to the Student Code of Conduct and follow the Golden Rule *'Treat others the way that you want to be treated.'* Additionally, students are expected to give 100% effort each and every day at school and to come to Pleasantville prepared to learn.

We will do our best to maintain an open line of communication with our families. In an effort to keep the entire community up to date, we have a Facebook page and families can choose to receive text message alerts by downloading the Remind app for free on to their Apple or Android device and logging onto this link <http://remind.com/join/302plv> . We also keep our families informed through telephone messages and email alerts. If you are not receiving telephone messages and/or email alerts, please call the main office to update your contact information.

Mark your calendar...Our official **'Open House'** will be held on **Monday, September 21st @ 6:30 p.m.** You will have the opportunity to meet your child's teacher, learn about the grade level curriculum, and discover all of the exciting activities we have planned for the school year. You will not be disappointed!

Parents are encouraged to participate in our **District Academic Achievement Council (DAAC)** meetings which are scheduled for Thursday, October 29th and Wednesday, May 4th at 4:15 p.m. at William Penn High School. This team is comprised of grade level and committee chairs, as well as, parents and is the driving force behind the academic and extracurricular activities at the school. If interested, please contact the main office.

Our 'Pleasantville Parent Resource Center' is conveniently located in the Pleasantville library. Parents are invited to review and check out materials which can be used at home to support their child's education. There will be additional parenting resources available upon request. All Pleasantville families are encouraged to utilize this wonderful resource.

All families should plan to be actively involved in the Pleasantville PTA. The Pleasantville PTA is an active group of parents dedicated to the goals of Pleasantville Elementary. If you are looking to become a member, please attend our meetings which are typically scheduled on the second Monday of each month at 6:00 p.m. in the library. The dates for this year are: September 14th, October 12th, November 9th, December 5th, January 11th, February 8th, March 14th, April 11th, May 9th, and June 6th .

We are pleased to announce that **breakfast and lunch will be provided to all students at no cost again this school year.** Snacks can be purchased during lunch for an additional charge. In addition, the school will provide each student with a healthy snack Monday – Thursday starting Monday, August 31st until Thursday, May 26th. Students may choose to bring in a healthy snack from home on Fridays.

Again, welcome to Pleasantville School, where each day promises to be a new adventure in learning! We look forward to the wonderful opportunity of working with your child each day.

Sincerely,

Jennifer D. Alexander

Jennifer D. Alexander, Principal



The Colonial School District's Vision

The Colonial School District will be an innovative leader in academic excellence providing students with positive and appropriate learning experiences delivered by well trained, empowered staff.

Colonial School District's Mission

The Colonial School District provides high quality education to all students to become well-rounded, contributing members of society by offering a comprehensive academic program in a safe and nurturing environment conducive to learning. Colonial fosters a strong sense of community by building partnerships between its employees, the students, their families, businesses and other constituencies

The mission of Pleasantville Elementary School is to empower students to reach their full potential, academically, socially, and emotionally by equipping them with the tools necessary to thrive in a rigorous educational environment for college and beyond.

Our vision is to create a safe and welcoming atmosphere at Pleasantville.

Our students will learn to:

- ➔ Communicate effectively
- ➔ Access, process, and apply knowledge,
- ➔ Use higher level thinking skills and creativity to solve problems
- ➔ Respect themselves and others in a society of diverse cultures

School Information

| | |
|-------------------------------|---|
| School Address | 16 Pleasant Place New Castle, Delaware 19720 |
| School Phone Number | (302) 323-2935 |
| School Fax Number | (302) 323-2943 |
| School Nurse Phone Number | (302) 323-2937 |
| School Cafeteria Phone Number | (302) 323-2942 |
| Grades at Pleasantville | Kindergarten through Fifth grades |



District Information

| | |
|---|---|
| Colonial School District Office Address | 318 E. Basin Road New Castle, Delaware 19720 |
| District Office Phone Number | (302) 323-2700 |
| Transportation Office Phone Number | (302) 654-6673 |

School Hours



| | |
|-----------|---|
| 8:15 a.m. | Doors open* |
| 8:30 a.m. | Classroom Instruction begins (<i>Children considered tardy after 8:35 a.m.</i>) |
| 3:15 p.m. | Car Rider Dismissal |
| 3:17 p.m. | Walker Dismissal |
| 3:19 p.m. | Bus Dismissal |

* **Students will be permitted to enter the building at 8:15 a.m.** Prior to that time, there is no adult supervision. Please do not allow your child(ren) to arrive at school before the scheduled time. If you are in need of before or after care, the Bear/Glasgow YMCA offers childcare options on site at Pleasantville. For details and information about the program, you can call 836-YMCA.

* **The main office closes each day at 4:00 p.m.** It is very important that students are picked up on time, for there is no adult supervision after dismissal.



2015-2016 Calendar



(Please check the *Website and Facebook* for updates to the calendar.)

****Note: Kindergarten Students****

Students with the last names beginning with A-L will attend school on August 24th & 25th only.
Students with last names beginning with M-Z will attend school on August 26th & 27th only.
All students return to school on August 28, 2015

| | |
|-------------------------------|---|
| August 24, 2015 | First Day of School for Students |
| September 4, 2015 | No School – School Closed |
| September 7, 2015 | No School – Labor Day |
| September 18, 2015 | No School – Staff Development |
| October 2, 2015 | No School – Staff Development |
| October 23, 2015 | End of First Marking Period |
| November 6, 2015 | No School - Staff Development |
| November 11, 2015 | No School – Veterans’ Day |
| November 23 - 24, 2015 | Parent-Teacher Conferences – No School |
| November 25-27, 2015 | No School – Thanksgiving Break |
| December 4, 2015 | No School - Staff Development |
| Dec. 21, 2015 – Jan. 1, 2016 | No School – Winter Break |
| January 4, 2016 | School resumes from Winter Break |
| January 15, 2016 | End of Second Marking Period |
| January 18, 2016 | No School – Martin Luther King, Jr. Day |
| February 4 - 5, 2016 | Parent-Teacher Conferences – No School |
| February 12, 2016 | No School – Staff Development |
| February 15, 2016 | No School - Presidents’ Day |
| March 18, 2016 | End of Third Marking Period |
| March 25 - April 1, 2016 | No School - Spring Break |
| April 4, 2016 | School resumes from Spring Break |
| April 26, 2016 | No School – Staff Development |
| May 6, 2016 | Early Dismissal 12:47 p.m. – Staff Development |
| May 27, 2016 | Early Dismissal 12:47 p.m. – Staff Development |
| May 30, 2016 | No School – Memorial Day |
| June 8, 2016 | End of Fourth Marking Period |
| June 9, 2016** | Last Student Day – Early Dismissal 12:47 p.m. - Staff Development |

***May change dependent on bad weather/make-up days.*

Overview of Programs and Approaches

Every teacher at Pleasantville Elementary instructs students according to the Delaware State Grade Level Expectations as outlined in the Delaware Recommended Curriculum. In addition, instructional experiences for our students are based on the Colonial School District Board Adopted Curricula. Teachers have been trained and utilize a variety of differentiated instructional strategies to meet the needs of students in all curricular areas. Additional information regarding the curricula can be found on our website.

Language Arts

We are excited to implement the Common Core State Standards using literature and informational text from multiple sources like the Internet, current magazines and our StoryTown Reading Series. Classroom instruction will reflect a balanced approach



to reading, writing, speaking, listening, and use of written language by actively engaging students in learning. Teachers at all grade levels incorporate whole group, small group, and individual activities to appropriately challenge and support each child's learning needs. Language Arts will extend and integrating all subject areas so that skills are applied throughout the day. An extra period is built into our day to support struggling students. Go to our school website to find links to support practice of skill at home.

Mathematics

Investigations in Number, Data, and Space

<http://investigations.terc.edu/overview.cfm>



Investigations is a focused and coherent K-5 curriculum, which was intentionally designed and sequenced to promote a deep understanding of mathematics. The curriculum units at each grade level represent a cohesive whole. Each successive unit builds on the previous unit both within and across strands and across grades. The geometry and measurement, data, and patterns and functions units focus on foundational mathematical ideas and practices and also support work in the number and operations units. By teaching the *Investigations* curriculum as written, teachers enable students to go deeply into mathematical practices and content as identified in the Common Core State Standards (CCSS).

Six major goals guided the development of *Investigations*. The curriculum is designed to:

- Support students to make sense of mathematics and learn that they can be mathematical thinkers

- Focus on computational fluency with whole numbers as a major goal of the elementary grades
- Provide substantive work in important areas of mathematics—rational numbers, geometry, measurement, data, and early algebra—and connections among them
- Emphasize reasoning about mathematical ideas
- Communicate mathematics content and pedagogy to teachers
- Engage the range of learners in understanding mathematics.

Social Studies



Colonial's elementary social studies program is designed to provide students with a comprehensive approach to looking at the social studies through multiple lenses. As such, Colonial's program supports student understanding of the Delaware Social Studies standards which focus on the four primary strands of social studies: history, geography, civics, and economics. The social studies curriculum reinforces those standards through its K-5 program to prepare students for the state expectations as reflected in the Grade 4 and 7 Social Studies DCAS assessments. With the adoption of the Common Core State Standards, teachers utilize a variety of social studies-related text and resources to not only

reinforce social studies skills and concepts, but to also address Common Core expectations within ELA. Additional resources used in social studies encourage the use of a variety of instructional techniques to provide the students with a quality and meaningful learning experience. Colonial has integrated Delaware's Social Studies Prioritized Curriculum units to encourage active, engaging, and rigorous instruction. While each grade level focuses on the four different social studies strands, each grade level has an area of emphasis described below:

- **Kindergarten:** The standards for K-3 are the same, however the exposure your child receives gradually increases as each year progresses. In Kindergarten, your child focuses on concepts and skills that enhance their understanding of themselves and their local community. Units include: Following Rules, Understanding our School Community, My Place on Earth, People and their Traditions, Long Ago and Today, and Workers All Around Us.
- **Grade 1:** Your child continues the concepts learned in Kindergarten, but on a gradually broader scale focusing on the local community. Units include: Our School Community, Citizenship, How People Work in our Community, Looking Back Over Time, the Land Around Us, and Cultures within the Community.
- **Grade 2:** Your child broadens their understanding of the concepts from K-1, but expands the student's understanding beyond the local community. Your child studies units such as Living In a Community, Our United States Government, How our Economy Works, Looking at the Earth (map and globe skills), and the Past and Present.
- **Grade 3:** The K-3 program concludes with a review of the key concepts since Kindergarten, but using a broader understanding of the community, country, and world community. Your child studies units such as Using Maps and Globes, Being a Good Citizen, Communities over Time Everywhere, People Working in a Community, and Communities are Everywhere.

- **Grade 4:** The grade 4-5 social studies program include the same standards that build upon concepts learned in grades K-3. Your child studies United States and Delaware history. from Colonial times up until the Civil War. Using historical content within this time frame, instruction focuses on concepts such as Thinking Chronologically, Liberty and Citizenship, Civic Responsibility and Democratic Methods, Economic Systems, and Community Profiles.
- **Grade 5:** Your child studies United States and Delaware history from the Civil War through the Present. Using historical content within this time frame, instruction focuses on concepts such as Historical Perspective and Point of View, Citizenship, Economic Concepts, Historical Sources, the Role of Banks, International Trade, the Bill of Rights and Due Process, and Human Impact on Physical Territory.

Science

In Science, students use a hands-on approach to learning different scientific concepts. Some units at various grade levels include: Soil, Organisms, Balance and Motion, Time and Space, Human Body, Chemical Tests, and Ecosystems.



ADDITIONAL EDUCATIONAL OPPORTUNITIES

Raz-Kids

Raz-Kids is an exciting and highly motivating reading program offered to all Pleasantville students. Raz-Kids provides students with hundreds of leveled fiction and nonfiction eBooks they listen to for modeled fluency or read for independent practice. Teachers assign students a reading level and track student progress. Reading fluency is monitored through student recordings, and online quizzes are used to assess comprehension.

The quizzes are correlated to the Common Core State Standards, giving teachers

detailed data on their class and individual students. As students are successful on the quizzes, they earn stars to use for the “Robot Builder” and “Raz Rocket”. Raz-Kids can be accessed anywhere through a computer or mobile device. This allows parents to encourage their students to practice reading at home on Raz-Kids.



Band/ Chorus

Students who are performing well in both academics and behavior can participate in band or chorus. 3rd, 4th, and 5th grade students can participate in our chorus. While, 4th and 5th graders can join the Pleasantville band and are offered group lessons in a variety of instruments. Our band and choral directors will provide students with more information about both the band and choral programs at the start of the school year. The band and chorus perform one combined evening concert in the Spring each year. In the Spring, select members of the groups will also participate in the annual District Band Festival and District Choral Festival.



Enrichment Studies



Certified specialists in art, music, library and physical education instruct students in grades Kindergarten through fifth grade. Additionally, children may be taken on field trips and have special assemblies and guest presenters to broaden their academic world. We look forward to your attendance during our special days throughout the year. Over the past few years, we have also offered a Math Club to our 3rd to 5th grade students and challenged them to participate in the district 24-Game Competition each Spring.



Highly Qualified Teachers at Pleasantville

Pleasantville is proud of its highly qualified teaching staff! As a parent of a Pleasantville student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

1. Whether the teacher has met all Delaware licensing and certification requirements for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under an emergency or other provisional certificate because of special circumstances.
3. The teacher's major, whether the teacher has any advance degrees and, if so, the subject of the degrees, and
4. Whether any paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal at 323-2935. You can also access this information through the Department of Education DEEDS system at <https://deeds.doe.k12.de.us/default.aspx> . Once you access this website, click on 'Find an Educator/Verify Credentials', and type the name of your child's teacher. This site lists the teacher's license and certificate(s), degree(s) with major and minor, teaching position and teacher quality.



Guidance

The Colonial School District has made a commitment to offering students access to a certified guidance counselor in each school. The counselor will assist classroom teachers in developing ideas for instruction during the year to help children develop decision-making skills and positive self-esteem. Small groups of students who have similar challenges to face (ill parents, divorce, new family members, etc.) will meet with the counselor to deal with specific topics. Also, the counselor may be available for individual meetings with students who need the assistance of an adult in order to deal with personal issues. **Pleasantville Elementary School houses 1 of the 6 food pantries for the district.** Our pantry is fully functional and is able to service the families of Pleasantville students. Contact the school counselor, Betty McVey or our Family Crisis Therapist (FCT), Brian Righter for more information.



Reading & Math Intervention

Pleasantville Elementary School offers special assistance to students who are having difficulty with fundamental reading and/or math skills. To be part of this intervention program, a child must qualify based upon federal guidelines through the Response to Intervention process. If a child is invited to participate in this program, parents/guardians will be notified. When enrolled in a reading and/or math intervention classroom, your support of this program has a significant impact on your child's progress.



School-Wide Title I

Pleasantville Elementary has been designated a 'School-Wide Title I' school. This allows us to be more flexible with the students that are provided with reading assistance. Parental involvement is a key factor in the success of all of our students. Please read the Parent Compact and Parental Involvement Policy which will be available during our curriculum events. The School-Parent Compact should be signed and returned to our building reading coach, Kristina Kochi. She is also available to answer any questions you may have.

Student Birthdays

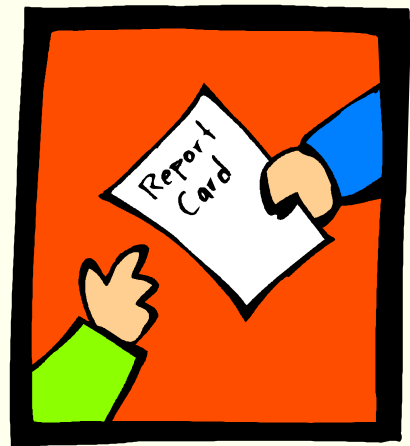
Student birthdays are recognized on the birthday bulletin board located in the main foyer of the school building. **Individual celebrations are not permitted in the classroom due to district policy.** The Colonial School District's policy #5404 states that no outside food can be served to students during the school day. Parents who would like to provide a birthday treat for their child's classroom will be able to order items directly from the school cafeteria. The cafeteria manager can provide information about the costs of items such as cookies, ice cream, fruit ice, etc. These will then be pre-packaged for your child's class and distributed at lunchtime. We hope that this convenience will be a benefit to our parents! To place an order, please call the cafeteria manager at 323-2942 at least one week in advance! **Due to safety and distraction concerns, balloons and/or other favors are not permitted in school. We truly appreciate your cooperation!**

Student Progress Reporting

REPORT CARDS

In the Colonial School District, we have 4 marking periods and report cards are issued at the end of each marking period for all students. The report cards will be mailed home to the parents. We ask that you take the time to carefully review the report cards with your child. At scheduled conferences, teachers will review students' portfolios and assess academic progress relative to the district and state standards. Portfolios are a collection of work samples showing a student's performance and progress over time. See the calendar for specific dates and times.

Teachers will use various means, other than report cards, to communicate about your child's progress. Please check the web-based Home Access Center for up to date grades. However, academic warnings may be given to students at any time during the marking period when there is concern about progress. **If you have a concern at any time about your child's progress, please contact his or her teacher for a conference.**



DISTRICT HONOR ROLL CRITERIA

In order for students in grades 3 – 5 to earn Honor Roll status, he or she must meet all three criteria:

1. Have meeting the standard (M) in all core academic subject areas.
2. Have at least one exceeding the standard (E) in a core academic area – Reading, Writing, Math, Science, or Social Studies
3. Have an (O) Outstanding or (S) Satisfactory in a special such as – Library/Technology, Physical Education, Music, or Art.

PROMOTION/PLACEMENT/RETENTION

A child may be promoted, placed, or retained at the end of the school year. This decision is made by a school – based team that takes many factors into consideration, including report card grades and other additional assessments administered at the school.

- We follow the District Promotion/Retention Guidelines for determining promotion eligibility. In order for students to be eligible for promotion they must meet the following criteria:

| | |
|-----------------------------------|--|
| K | MP or EP in Reading and Math |
| 1 st - 2 nd | MP or EP in Reading, Writing, and Math |
| 3 rd - 5 th | MP or EP in Reading, Writing, Math, and either Science or Social Studies |

- A student may be placed when he or she doesn't meet the criteria for promotion, but the team recommends moving the student to the next grade for specific reasons.
- Retention in the same grade level is determined when a student does not meet placement or promotion criteria.
- **In order for a child to maintain CHOICE eligibility, the child must be promoted to the next grade level.**

PARENT – SCHOOL COMMUNICATIONS

Parent Visits

We ask you to make a special effort to attend conferences, family nights, meetings, programs, curriculum events and Open House. You will find these experiences both enjoyable and beneficial. You are also invited to call to pre-arrange a time with the teacher to visit the school at any other time. **After doing this, please use the main entrance and inform the school office of your presence before going to the classroom.** You will need to sign in and obtain a visitor's pass. **FOR THE SAFETY OF ALL STUDENTS, NO PERSON WILL BE ADMITTED TO A CLASSROOM WITHOUT A PASS FROM THE OFFICE.**

Individual Parent-Teacher Conferences



District-wide conference days are scheduled twice each year. Conferences may also be scheduled as needed. If you are concerned about your child's progress, arrange a conference with the child's teacher by calling the school at 323-2935. Please feel free to prepare a list of questions for the conference. In the course of the parent-teacher conference you may expect to discuss such things as your child's study habits, attention span, social-emotional maturity, academic progress, and attendance. Conferences involve confidential exchanges and should be held at a pre-arranged time. **On-the-spot conferences with teachers should not be expected.**

Facebook & Remind

We will do our best to maintain an open line of communication with our families. In an effort to keep the entire community up to date, we have a Pleasantville Facebook page and families can choose to receive text message alerts by downloading the Remind app for free on to their Apple or Android device and logging onto this link <http://remind.com/join/302ply> . We also keep our families informed through telephone messages and email alerts. If you are not receiving telephone messages and/or email alerts, please call the main office to update your contact information. Other announcements and important information can be obtained through our school website. <http://pleasantville.colonial.k12.de.us/>

Specific Student Needs

The entire staff at Pleasantville Elementary is highly dedicated and committed to the academic achievement of all children. At the end of each year, the administration solicits input from the staff regarding the placements of our students for the following year. We strive to know our students well, and to place them in the learning environment that we feel would best suit them. If your child has specific learning needs, and you feel that it is necessary to provide us with additional information, you may provide a request for a specific teaching **style** (not a specific teacher's name) that would best meet the needs of your child. This request would need to be in writing and submitted to the principal by the end of May. This information will be used to assist the administrative staff when placing students in classes for the following year.

School Closings and Delays

THE FOLLOWING WEBSITE WILL GIVE SCHOOL CLOSING INFORMATION:

<http://www.colonial.k12.de.us/>

Toll Free School Closing Hotline: 1-877-831-7215

When school will open late due to weather conditions or when school will not be open due to any emergency, announcements will be on radio stations: WDEL (1150 AM), WILM (1450 AM), WSTW (93.7 FM), and WJBR (99.5 FM) at regular intervals after 6:00 a.m. The Colonial School District does not always announce school closings on television stations. **PLEASE DO NOT CALL THE SCHOOL OFFICE TO ASK IF SCHOOL IS OPEN OR NOT.** It is important to keep our phone lines open to receive updated information from our district office. In rare instances, a weather emergency such as a tornado, hurricane or severe heat or cold may hit the state and necessitate a change in the normal school day. When such conditions are forecast, parents should listen closely to the radio for any announcement regarding early dismissal or late openings. **So that we are best prepared in the event of any emergency, please make sure the school office is informed of all phone number and address changes** and make sure your child is aware of what to do in case of an emergency closing.

Attendance

We are very proud of the attendance record of the students at Pleasantville. ***The research shows that students who have good attendance patterns also have good academic records.*** All students are expected to attend school each day that it is in operation during the regular school year, unless properly excused, in accordance with state regulations. Excuses recognized as valid are the following:

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

For any absence, students are required to present a **written** excuse signed by a parent/guardian within 2 days after the absence. The note should include:

- ❖ Your child's name and room number
- ❖ The date of the absence and the reason for the absence
- ❖ The parent/guardian's signature

These excuses will be kept on file in the school for the current school year.

A physician's validation may be required at any time. Absences for any reason other than those outlined above are unexcused. Students absent more than three days without valid excuses are considered truant. Parents/guardians of such students may be subject to legal penalties under the Delaware code.

When a student becomes truant, state law requires that certain actions be taken depending on the number of absences. These may include: written communications, home visits, mandatory parent conferences, revocation of choice status, and referral of the parent for prosecution. Students have the opportunity to make up schoolwork missed due to excused absences, subject to guidelines in the Student Code of Conduct.

Early dismissals interfere with the continuity of instruction and will interfere with perfect attendance recognition. **Early dismissals will be honored before 2:45 p.m.)

Students who demonstrate perfect attendance will be awarded a certificate each marking period. Because the school staff believes that arriving at school on time is very important, students who accumulate 3 or more tardies in a marking period will not be eligible for this award. **Students need to be at school by 8:15 a.m. Children are marked tardy after 8:35 a.m.**

ARRIVAL AND DISMISSAL PROCEDURES



Arrival

Children should arrive at school between 8:15 and 8:30 a.m. The staff is **not** available before and after official school hours each day (8:15 a.m. – 3:19 p.m.) for student supervision. The breakfast program begins at 8:15 a.m. Students must be in line by 8:25 a.m. **unless on a late arriving bus**. They are to go to breakfast upon arriving at school, **before** going to the classroom.

- **If they are tardy (arriving after 8:35 a.m.), it is necessary for a parent to sign them in at the office before the student reports to class.**
- The only entrance to Pleasantville Elementary is located on Pleasant Place. **Doncaster Avenue is to be used for an exit only.** This is clearly marked with street signs and is for the safety of our students.
- Drop offs should be made at the curb in front of the building. **No parking is allowed in the fire lane so, if it is necessary for you to enter the building, please park in the front parking lot.**

Dismissal

Car Rider Dismissal

- At approximately 3:15 p.m., we will announce the dismissal of car riders and walkers. All car riders will walk to the gymnasium and will line up according to grade level.
- On the first day, staff members will be stationed in front of the building and will ask parents picking up their child(ren) for the names of the child(ren). On the second day of school and thereafter, please have your child(ren)'s name(s) written in large bold letters on a large index card and displayed in the front windshield of your car along with the Pleasantville hanger. This will help with increasing the flow of traffic.
- Pleasantville staff will then call into the gym, via the walkie-talkies, for students. We will call in the order of the car line.
- Students will exit through the main lobby and be directed to their parent's cars.
- **Parents will then proceed cautiously out the exit onto Doncaster Avenue.**

Additional Notes for Parents/Guardians

- Have your Pleasantville hanger displayed from the rear view mirror. (After the first week, if you do not have a Pleasantville hanger we will ask you to park and enter the building.)
- Drive your car along the car line as far up as you are able to do so. (Stopping at the white and red sign.)
- Stay in your car and wait for your child(ren) to exit the building and enter the car.
- Pull away slowly and cautiously watching for others to pull out.
- If your child has not exited the building, pull forward as directed by the staff.

- If you are going to have another person picking up your child, we require you to send in a note indicating the change and expect them to follow the same procedure.
- After 3:30, parents will be asked to enter the building and sign their child out in the main office. Please make every effort to be at Pleasantville before this time.
- *If you need to enter the building, you must park in the front lot.*

The entire dismissal procedure takes approximately ten minutes each day, so there is no need to drive quickly through the lot or risk the safety of all children!

Walkers

Children in all grades, who will be walking home, will leave the building through doors at the front of the building.

(When facing the building: Kindergarten, first and second grade students will exit out the doors at the left of the building; Third, fourth and fifth grade students will exit out the doors at the far right of the building.) Staff members will be supervising this area as students are leaving.



- Students are expected to follow all school rules from the time they leave their house in the morning until they enter it again in the afternoon.
- **It is expected that all instructions given by a crossing guard will be followed immediately.** Students should treat them as if they were a member of our school staff.
- Children who walk to and/or from school are expected to go directly home or to their day care provider. No child will be allowed to walk to a friend's house without a signed note from the legal parent or guardian.

Children needing an early dismissal must be picked up by 2:45 p.m. Due to end of the day procedures, any children not picked up by this time will follow normal dismissal procedures.

Bus Riding Students

Students riding buses are the last group to be dismissed as the teachers walk every bus riding student to the bus parking lot. It is expected that all bus riding changes be made in writing and that notes are provided to the teachers during homeroom.



Early Dismissals

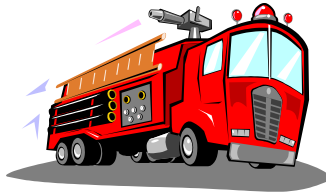
ALL EARLY DISMISSALS MUST BE MADE PRIOR TO 2:45 P.M.

- **Early dismissals should be kept to a minimum, as this will affect your child's academic success.** No child will be allowed to leave the building during the school day without the written permission of the parent or guardian. Parents are to report to the office to sign the child out of the building and have the child called. **Do not go directly to the classroom.** If someone other than the parent or guardian is to pick the child up, a written note from the parent should be brought to the office stating who will be getting the child. The letter should include a phone number, so that we can reach you in case of any questions. ***At no time will a student be released to an adult who is not listed on the child's emergency card unless prior written notice is given to the office. Anyone picking up a student will be required to show identification prior to the child being released.***
- All children will be dismissed their regular way (by bus or as a walker) **UNLESS** there is a written note from the parent/legal guardian requesting us to hold the child in the office. **If a student "tells" us that someone is picking them up, but has no note, the child will be put on the bus or dismissed with the walkers, according to his/her usual procedure.**

Pleasantville Elementary School is a smoke free campus.
Smoking is not permitted on school property. This includes inside of vehicles parked on school property!



NO SMOKING



Emergency Procedures

We pride ourselves on the safe, secure atmosphere of Pleasantville Elementary School. To ensure its continuation, we have emergency drills to teach children what to do in case of a natural disaster or fire. Fire drills, emergency drills, and bus evacuation drills are held regularly throughout the year. ***Please remind your child to always listen carefully to adults during any drill.***

TRANSPORTATION

District Transportation Office – 323-2853

Bus Riding

Riding a school bus is a privilege. Your child's safety is our main concern as he/she goes to and from school. Whether your child rides the bus daily or only when going on a field trip, the rules remain the same and are enforced by the teachers, bus drivers, the transportation department and district administration. You will hear us use the phrase:

"Bottom to Bottom, Back to Back, Bookbags in Your Lap"

All children will:

- a. Be seated on the bus at all times.
- b. Use quiet voices.
- c. Keep all objects and body parts away from windows.
- d. Keep their hands, feet and materials to themselves.
- e. Respect the authority of the bus driver at all times.



If a child fails to obey the expectations, the following steps will take place:

- A. As soon as there is a concern, the bus driver will speak to the child and explain the expectations, reminding the child of the rules.
- B. **First Offense** – The bus driver will complete a bus conduct report and turn it into the administrator in charge of transportation. The child will be reprimanded and a copy of the report will be sent to the parent. This will be considered a warning.
- C. **Second Offense** – The bus driver will complete a bus conduct report. The child will be reprimanded and the parent will be notified. Depending on the severity of the offense, other consequences may be given.
- D. **Third (and Subsequent) Offense**– As continued offenses occur, consequences may include:
 - Bus suspension for one to five day periods of time
 - Loss of recess or other privileges
 - In-school suspension
 - Out-of-school suspension

Continued disregard for bus safety rules may result in your child losing bus-riding privileges for the rest of the school year.



STUDENT RESPONSIBILITIES

One of the important goals of Pleasantville School is the development of individual student responsibility. In order to help students develop this trait and to preserve classroom time for instruction, the students are responsible for bringing to school all necessary items; such as homework, money, lunches, and weather appropriate clothing necessary to meet his/her needs for the day. **The school discourages interruption of classes for reasons other than emergencies. Items brought by parents, after the start of the day, are to be left at the school office for delivery by school staff. Additionally, students must be responsible for taking home all necessary supplies and materials at the end of the school day. For security reasons, students may not return to school after dismissal to retrieve forgotten items.**



Homework

The purpose of homework is to give the child extra exposure/experience with skills that were taught in class and/or to have the child relate what is taught with their everyday world. Parents should designate a time and a place for homework and keep it consistent. This will truly make a difference in the child's progress.

Proper Dress

Children need to be clean and comfortable in order to learn. As you select clothing for school, make sure it is appropriate for sitting, working and playing. **Because of safety, we do not allow open-toed or strapless shoes (for example: sandals, flip-flops, clogs, and high heels). Sneakers or shoes with non-skid soles are preferred. Healies (shoes with wheels) are not permitted at school. Clothing with inappropriate language or symbols is not permitted in school. In addition, tops with spaghetti straps, short shorts, bare midriffs, and sleeveless shirts are not permitted.** Please be attentive to weather conditions, even if your child doesn't want to wear a hat or gloves in the cold weather!





Recess

Recess is an important part of the students' day, but is also a privilege. Teachers use recess as an incentive throughout their classroom management plans. Students are expected to play safely and appropriately on the playground. When choosing school clothing for the day, please be attentive to weather conditions. Clearly mark all hats, jackets, scarves, gloves, etc... with your child's name. Students should expect to go outside to recess everyday unless severe weather conditions exist. Thus, they need to be outfitted appropriately.

School Supplies

The school supplies paper, books, pencils, crayons, glue and other necessary school supply items. Please mark all of your child's personal materials with his or her name. Children are responsible for any school supplies issued to them. Library and textbooks must be paid for if lost or damaged. ***Please do not purchase Trapper Keepers or other large binders, as they present a storage problem.***

Lost and Found

Items found during the school day are placed in the lost and found, which is located in the cafeteria. Please have your child check this area if he/she fails to bring home some article that belongs to him/her. Having your child's name on all personal items (clothing and supplies) will limit losses.

Items Not Permitted In School

We tell Pleasantville students to only bring things to school that belong in school. Therefore, toys, PSPs, Game Boys, MP3 players, pets, cellphones, and other items (for example, Yu-gi-oh cards, tek-deks etc.) that distract children from learning are not allowed in school or on the school bus. (If items such as these are seen at school, they will be confiscated and an adult will have to come pick them up. If an item reappears, the item will be kept until the end of the school year, when an adult will have to pick it up. If your student is in a 'Bring Your Own Device (BYOD)' classroom, then he or she may bring a SMARTphone, tablet, iPod/iPad, etc. to be used for educational purposes in the classroom.

Any item deemed a safety risk will be taken from the child and the parent will be contacted. Title 14, Delaware Code, 4112 requires school personnel to contact police if serious offenses occur. (i.e. carrying weapons - ****even look-alikes or toy weapons**** - and dangerous instruments) The Colonial School District Student Code of Conduct specifies that a student in possession of weapons (real or look-alike) be suspended from school and have possible other consequences. Please help your child make good choices and take time to check the materials your child gathers for school.

YOUR CHILD'S HEALTH



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

Emergency/Student Data/ Verification Card – Every student must have a completed, **up-to-date** card on file in the main and nurse's office by the end of the first week of school. **ALL** sides of this card must be completed and signed by the child's parent and/or legal guardian. **If information changes during the year (phone numbers, emergency contacts, etc.), please notify the school nurse (323-2937) as soon as possible with updated information.**

Dismissal Due to Illness – If it is deemed that your child is unable to remain at school due to illness or injury, the nurse will call the numbers given on the emergency card. Please give names and numbers of adults who can come and pick up your child if it is necessary. Your child will not be allowed to ride home on the bus if he/she has any type of contagious disease/illness.

Medication – The nurse is the only person authorized to administer medications in school. **If you are sending medications to school with your child, please contact the nurse first.** Some medications have strict regulations and must be brought to the school nurse by the parent. If a prescription drug is to be given to your child during the school day, it must be sent to the school in its **original container with the correct pharmacy label and a note from the parent** stating why the medicine is to be given and the time the next dose is to be administered. The note must have a **parent and/or legal guardian's signature.**

Illness – **If your child is ill, do not send him/her to school!** Staying home will quicken his/her recovery as well as assure that other students do not become ill. A child must be free from fever, vomiting, and diarrhea for **24 hours** before returning to school.



Communicable Diseases – Children may not be in school if they have any condition that is contagious. Examples include: head lice, pinkeye, ringworm, impetigo, scabies, chicken pox, etc. If your child develops a condition that is contagious, he/she may not ride the bus. Children with these conditions, with the exception of head lice, will not be re-admitted without a note from their physician.

FOOD SERVICES

Feel free to contact the cafeteria at 323-2942 if you have any questions.

PLEASE COME JOIN YOUR CHILD FOR LUNCH THIS YEAR!!!

Pleasantville Elementary School participates in the National School Lunch Program. Daily, a nutritious, well-balanced meal is offered to students. A few years ago, Pleasantville Elementary received the Silver Award in the HealthierUS School Challenge. This Challenge is the cornerstone of the *Let's Move!* campaign which is an initiative to help solve childhood obesity within this generation.



Again, this school year all students at Pleasantville Elementary School will be provided with breakfast and lunch at no cost 😊! Students will also be provided with a healthy snack 4 days a week before or after lunch in the classroom. Students may choose to purchase snacks during lunch for an additional cost.

Breakfast and lunch menus are available on the district website. **The breakfast program begins at 8:15 a.m. Students must be in line by 8:25 a.m. unless on a late arriving bus.** Breakfast is "Grab & Go" and students will eat in the classroom. For lunch, students may choose to have the daily platter, a sandwich and fruit, or salad plate.

BIRTHDAY CELEBRATIONS

We are happy to celebrate our student's birthdays at Pleasantville, however, due to allergies we can no longer allow parents to bring in cupcakes or other snacks for the class. **Snacks for celebrating birthdays can be purchased through the cafeteria.** To place an order, contact the cafeteria at least one week in advance at 323 – 2942.

Promoting Positive Choices

At Pleasantville, teachers, specialists, and administrators have agreed upon some basic principles that will be used whenever working with students. These principles will guide our decisions about discipline and consequences for misbehavior. Our core beliefs are:

- Students should be responsible for solving their own problems with adult guidance.
- Students should learn that breaking rules results in consequences.
- Preserving and/or enhancing a student's self-respect and dignity is crucial to a successful disciplinary action.
- Discipline is considered an opportunity for personal growth.

We use the Responsive Classroom, Project Wisdom, Al's Pals, Love and Logic, and other programs/strategies to help children to make positive choices throughout the school day. Each of these programs has been selected because of the research and philosophies behind them.

The Colonial School District Board of Education has adopted a **Student Code of Conduct** that applies to all children in all schools in the district. A copy of this Code can be requested to be sent home with students at the beginning of the year. While we review it at school, we would ask that you, as a parent, take some time with your child to help reinforce the importance of good citizenship, making good choices, and being responsible for one's behavior. *Rules and procedures stated in Colonial School District's Student Code of Conduct are applicable to discipline violations and the actions taken to resolve them.*

When children do not meet behavioral expectations, there is a school-wide system to handle those situations. Classroom rules, which are consistent with our core beliefs, are developed by individual teachers. Parents will be contacted about persistent or severe discipline problems.

Our goal regarding discipline is to help your child develop self-discipline, responsibility and the ability to make good choices. Together the home and school are responsible for developing good citizens.

If you as a parent/guardian have any concerns regarding discipline, it is requested that you first talk with the teacher or the person most closely related to the situation. If, however, you feel you need more assistance, please feel free to contact the principal, counselor, psychologist or school nurse.

POLAR Awards

Each marking period, we recognize students who have been nominated by their homeroom teachers for doing an exceptional job of developing self-control, responsibility and good work habits are given Polar Pride Awards. These students are honored at a Polar Awards ceremony. This is a terrific honor! Additionally, we embed a variety of incentive programs to recognize children for doing an outstanding job. Information about each program as it is implemented will be explained in the Pleasantville Post.



HOW CAN PARENTS HELP?

- ***Attendance is vital to a child's academic success.*** Please have your child at Pleasantville by 8:15 and schedule appointments for after 3:19, so that your child will remain for the full day.
- ***Represent Pleasantville at the District Academic Achievement Council (DAAC) meetings.*** This committee helps to set school goals and activities for the year.
- ***Join the PTA.*** This organization is a vital part of Pleasantville Elementary School. Our goal is to have each family join the PTA.
- ***Read with your child for 30 minutes every day.*** Take 30 minutes to read a story, a book, a poem, the newspaper, a magazine, etc. to and with your child. Your child imitates what is important to you.
 - ***Talk and listen to your child for 10 uninterrupted minutes each day.*** Let your child hear how important he/she is to you. Enjoy their childhood, it doesn't last very long.
- ***Teach your child respect for the law, authority, rights of others, and for private and public property.*** This is helpful in developing responsibility and understanding the difference between right and wrong.
 - ***Volunteer for the school-mentoring program.*** Contact Mrs. McVey, guidance counselor, at 323-2935 for more information.
 - ***Volunteer to help in the cafeteria.***
 - ***Keep the school informed of changes of telephone numbers and address.*** Always have a plan for your child in case of emergency.
 - ***Volunteer to decorate a bulletin board!***
 - ***Diligently support the fundraisers.*** All proceeds from any fundraisers go directly into improving or expanding the educational opportunities for your child.
 - ***Share your gardening, carpentry, painting, etc. skills.*** There is always a project waiting for help!
 - ***Volunteer to assist with computers.***
 - ***Volunteer to assist in classrooms.*** Teachers are always in need of additional assistance in the classroom. Contact your child's teacher to make arrangements.
 - ***Offer to read aloud to students or to read alone with a student who needs extra help.***
 - ***Chaperone field trips.***
 - ***Attend our evening and weekend family events:***
Reading Nights, Math Night, Skating Parties, Family Fitness Night, etc...

**Parents who wish to volunteer need a criminal background check and must participate in volunteer training. Contact Mrs. McVey for more information.*

