

SUNNYSIDE ELEMENTARY SCHOOL



PARENT / STUDENT HANDBOOK

2022-2023

Administrative Team

Principal.....M. Patrick Grant
Associate Principal.....Irene Buscemi
Financial Admin. Asst.....Jennifer Durham
Registration/Attendance Admin. Asst.....Trina Willey
School NurseStaci Simpson
School NurseLindsay Karalmali
School Counselor.....Dina Pennington

Office Hours- 8:00 a.m. to 4:15 p.m.

Main Office 302-653-2808
Fax 302-653-5402
Nurse's Office 302-653-2760
Nurse's Fax 302-653-2753



*Please note that policies and practices may be subject to change throughout the school year.

Sunnyside Elementary School Pledge

I pledge to be a **SHINING** example of positive behavior.

I will show **respect** for myself and others.

I will take **responsibility** for my words and actions.

I will show **compassion** by caring about others.

I will let my **integrity** shine through honest words and actions.

I will **persevere** and never give up.

This is my pledge to my teachers, my parents, my peers,
and myself.

If it is to be, it is up to me!



Sunnyside PTO Officers 2022-2023

President/Treasurer

Monica Liddle

Vice President

Erica Dennis

Yearbook

Dina Pennington

Please Visit our Sunnyside website, THE SUNNYSIDE
FACEBOOK PAGE AND THE SUNNYSIDE PTO Facebook page
for more information AND ANY UPDATES.

Meetings will be held each month starting at 6 p.m.

in the Library on the following dates:

September 19th

October 17th

November 14th

December 19th

January 10th

February 13th

March 13th

April 17th

May 8th

Dear Parents/Guardians and Students,

Welcome to Sunnyside Elementary School!

At Sunnyside Elementary, our main priority is to help our students reach their fullest potential. Our dedicated staff works diligently to provide the best instruction through inquiry-based lessons, the integration of technology, and meeting the needs of every student.

We are very proud to lead our school community. Our school vision, ***“Building the Future: Every Classroom, Every Child, Every Day”*** embraces our goal to create a school atmosphere that will be conducive to and supportive of the students, parents, and staff in attaining the high academic standards of our superior school district.

Our District Core Values are Compassion, Respect, Responsibility, Integrity, and Perseverance. The core values are embedded in all that we do, and serve as common language throughout the District. The Core Values are evident in instruction, communication, and throughout all areas of our school community. They serve as a foundation for all that we do. Our feature Core Value this year will be Compassion.

Our students have a safe learning environment. Through this, our students are exposed to programs and activities that promote healthy attitudes, positive peer relationships, and respect. Communication is important, and we look forward to working together with you and your child.

We encourage you to use this handbook as a resource for understanding the rules, policies, and practices of Sunnyside Elementary School. This will allow for establishing smooth transitions and developing positive working relationships between our school and its families. We are eagerly anticipating the opportunity to work with you -- parents, guardians, and friends of our Sunnyside Elementary students -- as we walk along the path to learning at Sunnyside Elementary School. Please know that you can call the school with your questions and concerns during operational hours at 653-2808, and we will be happy to talk with you!

The administrative team wishes you and your student the best school year!

Sincerely,

Pat Grant

M. Patrick Grant, Principal

Irene Buscemi

Irene Buscemi, Associate Principal

VISION STATEMENT OF SUNNYSIDE ELEMENTARY SCHOOL

The vision of Sunnyside Elementary is to create a safe and comfortable learning environment in which students and staff practice respect for themselves and one another while being the best that they can.



MISSION STATEMENT SUNNYSIDE ELEMENTARY SCHOOL

The mission of Sunnyside Elementary School is to create a positive atmosphere in which students and staff strive to be a good person, do the right thing, and follow the Golden Rule.

Smyrna School District Board of Education

Ms. Kristi Lloyd, President
Mrs. Christine B. Malec, Vice President
Dr. Charlie Wilson, Member
Mr. Christopher Scuse, Member
Mr. Jonathan Snow, Member
Dr. Susan Brown, Executive Secretary
Mrs. Deborah Judy, Assistant Secretary

Regular Monthly Meeting 7:00 p.m.

July 6, 2022	Central Office
July 20, 2022	Central Office
August 17, 2022	Central Office
September 21, 2022	Smyrna Elementary School
October 19, 2022	JBM Intermediate
November 16, 2022	Smyrna High School
December 21, 2022	Sunnyside Elementary
January 18, 2023	North Smyrna Elementary
February 15, 2023	Smyrna Middle School
March 15, 2023	Clayton Intermediate
April 19, 2023	Clayton Elementary
May 10, 2023	JBM Intermediate
June 14, 2023	Central Office

All meetings except executive sessions are open to public.

District Administrators
Smyrna School District
82 Monrovia Avenue
Smyrna, DE 19977
Phone: 302-653-8585

Superintendent.....	Dr. Susan Brown
Assistant Superintendent	Mrs. Deborah Judy
Curriculum Director	Mrs. Kelly Holt
Supervisor of Instruction.....	Mr. Ryan Buchanan
Supervisor of Instruction.....	Mr. David Morrison
Finance Director.....	Mrs. Christina Hudson
Director of Operations.....	Mr. Roger Holt
Special Education Supervisor.....	Dr. Rachael Rudinoff

The Board of Education, administration, faculty, and the community work cooperatively to provide a comprehensive educational program for our students.

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws. Inquiries should be directed to the District Superintendent, Patrik Williams.

SUNNYSIDE ELEMENTARY STAFF

Mr. M. Patrick Grant, Principal
Mrs. Irene Buscemi, Associate Principal
Mrs. Melissa Williams, Financial Admin Assistant
Mrs. Trina Willey, Registration Admin Assistant
Mrs. Dina Pennington, Counselor
Mrs. Staci Simpson, Nurse
Mrs. Lindsay Karamali, Nurse
Mrs. Jen Wilson, Educational Diagnostician

Mrs. Pam Hilliard, Beh. Intervention Specialist
Ms. Paris Dominick, School Psychologist
Mrs. Diane Marthaler, Reading Specialist
Mrs. Tricia Ryan, Math Specialist
Mrs. Krista Bivins, ELL
Mrs. Katie Cooke, Spec. Ed Specialist
Mrs. Risa Pointer, Speech

KINDERGARTEN

Mrs. Lauren Christie
Mrs. Maria Correll
Mrs. Jacqueline Cox
Mrs. Jen Daniels

FIRST GRADE

Mrs. Denise Balcerak
Mrs. Laura Morris
Mrs. Alyssa Holloway
Mrs. Nicole Kaye
Mrs. Alicia Beaman

SECOND GRADE

Mrs. Hannah Purse
Mrs. Sarah Dempsey
Mrs. Alice Gaston
Ms. Amanda Waite
Ms. Jennifer Blackwell

THIRD GRADE

Mr. Billy Davis
Mrs. Angela Distler
Mrs. Aimee Plews
Mrs. Meghan Woodin
Mrs. Dawn Conway
Mrs. Melinda Farra

FOURTH GRADE

Mrs. Jessica Marston
Mrs. Tiffany Winterstine
Mrs. Tracy Pawlikowski
Ms. Shi Hilliard
Mrs. Melinda Farra

EDUCATIONAL SUPPORT

Mrs. Dawn Asbury, Para
Mrs. Davey Ann Davis, Para
Mrs. Andrea Hartley, Para
Mrs. Amy McFarlin, Para
Mrs. Eileen Taylor, Para
Mrs. Christa Rowlands, Para
Mrs. Angela Ringgold, Para
Mrs. Erin Easton, Para
Ms. Heidi Lamb, Para
Mrs. Joanna Cobble, Para
Mrs. LaMeika Blue, Para
Ms. Ricki Minor, Para
Mrs. Veronica Martin, Para

Related Arts

Mrs. Lauren Mohamed, Music
Mrs. Erin Sukowaski, Art
Mrs. Amanda Ruquet, Technology
Mr. Michael Marks, PE
Mrs. Susan Zolper, Librarian

Daily Schedule

8:20-3:50	Teacher Workday
8:30	Students Enter School for Homeroom
8:45	Instructional Day Begins / Late Bell
3:25	Dismissal- All car riders
3:35	Dismissal- Bus Riders
8:00- 4:15	Office Hours

Getting To and From School

- **AM Car Riders:** Please discharge students at the South entrance of the school (KN playground/cafeteria side) after 8:30 a.m. School Staff will be present during this time to assist with traffic flow and supervision of students. **PLEASE STAY IN YOUR VEHICLE** and form a single line for drop off along the curb. Students cannot be dropped off prior to 8:30. No staff are on duty to supervise students until 8:20. If you are dropping off past 8:45, you must come into the office at the front of the building with your child to sign him or her in.
- **PM Car Riders:** Please pick students up at the South entrance of the school (KN playground/cafeteria side) at 3:30 p.m. School Staff will be present during this time to assist with traffic flow and supervision of students. **PLEASE STAY IN YOUR VEHICLE** and form a single line for drop off along the curb. With only one entrance and exit to the school building, **it is very important that we keep traffic flowing**, allowing the buses to arrive and depart on schedule. Parents may not enter the pick-up area until after 3:05 p.m. Arriving earlier will cause traffic on Rabbit Chase Lane.
- **Bus Riders:** Students should plan to ride their assigned buses to and from school. Parents must provide a written request ***in advance*** and gain approval from the Bus Transportation Supervisor to make any changes. This ensures that all children will be safely accounted for at the end of the day.

Parents should only request for early dismissals of their children prior to 3:00 p.m. and in written format.

Emergency School Closing Information

If the weather is inclement for safe transportation, school may be delayed for one or two hours, may be dismissed early, or closed all day. The Smyrna School District will use **AlertNow**, a communication system that will call you in the event of a school closing, school delay, or early dismissal. You have been asked to provide two phone numbers to ensure that you will receive the message. ***Please plan ahead for your child's supervision. In the event of a school closing or delay, there will be no staff available to supervise your child until school resumes operation.*** Please remember to notify the school if your contact information changes throughout the school year. You can also listen to any of the

following TV and radio stations beginning at 6:30 a.m. You may also check our district's web site at www.smyrna.k12.de.us.

TV-WBOC Channel 16

WDEL 1150 AM, WILM 1450 AM, WDOV 1410 AM, WJBR 1290 AM,

WDSO 94.7 FM or WKEN 1600 AM

Delaware Emergency Management Agency Alert

A portion of the county where your children reside may be affected in the event of a problem at the Salem/Hope Creek Nuclear Generating Stations. While it is highly unlikely that a plant condition would warrant protective actions, it is wise that our residents be trained and prepared.

The state, county and your municipality have combined resources to prepare a detailed plan for any emergency. This information is part of a public education program to acquaint you with details, which affect your children who reside within the 10-mile Emergency Planning Zone (EPZ).

In the event of an emergency, the first action would be to retain your children at our school until your arrival to pick them up. If the plant conditions are projected to worsen, your children would still be instructed to remain at school as they would not be permitted to enter back into the EPZ. Sunnyside Elementary will notify you in the event of such an incident.

School Attendance Law

According to 14 Delaware C, 2729 and 2730, "Truancy" or "Truant" shall refer to a pupil enrolled in grades K-12 inclusive who has been absent from school without a valid excuse for more than three (3) days or the equivalent thereof, without a valid excuse during the given school year. Please note that students in grades K-12 who exceed 24 school absences (excused or unexcused) may be retained or receive no credit in their courses/subjects.

Tardy

The students' instructional day begins at 8:35 a.m. Beginning the day on time with the rest of the class ensures a good start to the academic day. **A student arriving after 8:35 a.m. needs a written excuse to explain the reason for being tardy. Parents need to report to the office to sign the child in, allowing the student to receive a late pass and be removed from the absentee roll.** *The tardiness will be excused for a doctor's appointment, illness, or legal business only.*

Absence

A student must attend school a minimum of five (5) hours to be credited for a full day of attendance. A student must attend a minimum of 2 ½ hours to be credited for ½ of a day. ****A student is marked unexcused until they bring in a note explaining the reason for their absence.** Please note that when the nurse sends a child home from school, this is an excused absence for that time period only.

Excused Absence

There are nine (9) types of necessary and legal absences that are approved in the "Comprehensive Attendance Procedures," which are under Section 5112 of the Smyrna School District Attendance Policy. (a) Illness of the child, attested to by a physician if necessary (b) The presence of a contagious disease at the child's home subject to regulations of the Department of Health and Social Services (c) Death in the immediate family or in the home of grandparents. Excused time will not exceed one week. Excused time allowed for funeral of other relatives will not exceed one day. Additional time may be allowed when services are held at long distances from the student's home. (d) Legal Business (e) Suspensions or expulsion from school for misconduct (f) Remedial Health Treatment (includes student pregnancy) (g) Prearranged Administrative Excuses with documented parental knowledge, i.e. college visit, participation in other educational experience, family activities/trips, absences of one day for personal reasons. (h) Emergency situations as determined by the school principal (i) Religious Holidays. A signed note from the parent or guardian stating the reason for the absence and the date will be required. **The note must be submitted to the school office no later than 2 days following the student's return to the school or the absence will remain "unexcused"**. Parents, guardians, and students must understand that writing a note does not excuse a student for an absence unless it can be classified as a "necessary and legal" absence. **Only 10 parent notes will be accepted as excused**, any after ten will be marked unexcused. Please note that when the nurse sends a child home from school, this is an excused absence for that time period only.

Unexcused Absence

This is an absence that does not meet the requirement of the 9 necessary and legal absences or an absence with no written parent note. **Three (3) unexcused absences** could result in truancy charges being placed against the parent/guardian as per the Delaware Code. Upon accumulation of eight (8), twelve (12), sixteen (16), twenty (20), and twenty-four (24) absences (excused or unexcused) a letter from the school will be sent home to the parents/guardians. The school's contact with the parents will determine the cause of the student's excessive absence and possible evaluation of auxiliary educational services.

Early Dismissal

All early dismissals will require a written request from the parent/guardian. Requests will not be granted over the telephone. In an emergency, persons having legal custody of the student may present themselves at the Main Office to sign out the child. As a reminder, *any* early dismissal will be recorded as unexcused unless a parent note or medical excuse is provided. **If you must send someone else to pick up your child, please notify the school in writing prior to the dismissal. Picture identification will be required before the student is released. Parents should only request for early dismissals of their children if prior to 3:00 p.m.**

Truancy

When a student accumulates three (3) UNEXCUSED absences, he/she is considered in violation of the district policy and Delaware State Law on attendance. The school will notify the visiting teacher and a truancy letter will be

sent. Upon continued truancy, the following actions will be taken by the visiting teacher:

- Certified letter sent home
- Possible home visit
- Meeting with Administration
- Charges filed in truancy court
- The Department of Services for Children, Youth and Their Families (DSCYF) will be notified.

Homebound

Instruction is furnished by the school district at the student's place of residence when a student's medical condition prevents him/her from attending school regularly or for an extended period of time. Parents need to furnish written documentation from the child's physician and complete a district application to request homebound instruction.

Extended School Absence

Administrative Excuses are granted only to students who have an appropriate attendance record and who are in good standing both academically and behaviorally. An Administrative Excuse (AE) will only be approved prior to the absence(s) and will be considered on the basis of whether it is necessary and in the best interest of the child and parents. Heavy emphasis for approval will be based on previous grades, behavior, attendance, current academic performance, and classroom teachers' recommendations. An AE entitles the student to make up all work missed within time limits set by each teacher. All days missed count against the total days allowed under Section 5112 of the Smyrna School District Attendance Policy. A copy of this form will be sent to the parent. It becomes the student's responsibility to obtain all assignments before he/she leaves and to complete the assignments prior to their return to school.

Special Services

The Smyrna School District provides a variety of educational programs. Included are the following: Gifted/Talented (S.T.E.P), Speech, HHPD, ESOL, Pre-School, Pre-K, Homebound, and any student identified as needing Special Education under IDEA. Special Services also handles all requests to school psychologists, the visiting teacher, and any concerns with Section 504 of IDEA.

Enrollment

A parent or guardian must enroll a child. To be designated as a guardian, an adult must have legal documentation such as guardianship papers from the Family Court of Delaware. A ten-day grace period for procurement of the documents will be granted. Parents or guardians must reside in the Smyrna School District, and the residence declared must be the home in which the child resides most of the time. In cases where residence is split between two parents/guardians, bus transportation will only be allowed for one of the established residences. Once a child is assigned to a bus route, he/she will remain on that bus route for the year unless his/her residence changes.

Releasing Students

A child may be picked up from the school office by one of two means, i.e., a note signed by the parent/guardian, or in the person of a parent/guardian. Parents

who have not sent in a note are required to report to the office in person and identify themselves to pick up a child; this right will not be denied unless there is legal document on non-visitation within the child's folder. A written request of denial from one parent against another will not be honored. In cases where the principal has sound reason to believe that the child may be placed in some imminent danger or that such a release may not be in the child's best interest, he/she may deny the release until the matter is resolved. Children will not be released by phone call nor will changes of buses be made unless the principal deems it an emergency.

Transportation & Early Dismissal

On occasion, it becomes necessary to change your child's transportation routine at the end of the school day. In the event that this occurs, it is recommended that the school be ***notified before noon***, except in cases of emergency. **Advance notification** of the requested change **in writing** is important to ensure a safe transition for your child. *Please keep in mind that the academic day ends at 3:15 p.m., and we want to minimize interruptions in the learning environment.*

Correspondence

Report cards, test scores and other correspondence regarding the child or the school will be sent to the custodial parent/guardian with whom the child primarily resides. Either parent has the right to set up an appointment to come into the school for the purpose of reviewing the child's permanent record unless there is a court order in the child's folder that is contradictory to this practice. Also, in the formal documentation, the child will be referred to by the name indicated on the birth certificate. Name changes will only be granted with appropriate court documentation.

Child Custody Information

During the past few years there has been an increase in single-parent families and numerous child custody litigations have occurred. This is a very serious matter and the school is concerned for the safety and welfare of the children involved; however, parents/guardians are to be advised that unless the school has received a legal document stating that custody has been granted to an individual, the school may release the child to either parent upon request.

Transfers

If you are going to move, please notify the school office to complete a withdrawal form. Records cannot be sent without following school checkout procedures (returning textbooks, library books, etc.) and receiving a request for records from new school. Prompt attention will avoid delay in forwarding records.

Parent Conferences

Parent/Teacher conferences must be scheduled in advance. If you, as the legal guardian, wish to have a conference with your child's teacher(s) and/or principal, please contact the school via phone or email, and we will arrange a convenient time for the conference. If a conference has been arranged and for some reason you cannot come or you may be a little late, please inform the school in advance.

Electronic Devices

Electronic devices are **not permitted** at school. These may include but are not limited to cell phones, smartwatches, DS, IPod, and /or iPad.. Any student

bringing a device brought to school will be ask to put it in their bookbag. If the distraction continues, it may be held in the Principal's office until a parent can claim it. We are not responsible for any lost, damaged or stolen items.

Class Parties

Teachers are permitted to have class parties to celebrate holidays and/or celebrations for the end of the school year. It is preferable to limit guests to adult relatives of the students as teachers plan activities and snacks that are geared for the given age group to enhance the nature of the event being celebrated. If it is necessary for under-age siblings to attend, please understand that they are to be under the supervision of the parent at all times and are expected to adhere to the classroom code of conduct.

**Due to COVID, class parties such as celebrations for holidays, birthdays, End of the Year Celebrations, etc are subject to change based on the guidance from DPH and our District health and safety protocols. Please contact your child's teacher for any updates.*

Title I

Supplementary instruction in reading and/or mathematics is provided for children in greatest need. Title I is a federally funded program that provides services in grades KN-4.

Guidance

Our School Counselor is influential in all aspects of the student's school life and will be available to counsel, advise students and make the appropriate referrals to ensure the academic, social, and emotional well-being of our student population. Parents with questions or concerns may contact Dina Pennington, the School Counselor at 653-2808.

School Field Trip Policy

The Smyrna School District considers field trips to be a privilege as well as a right of the students. Field trips are designed for Sunnyside Elementary students only. Due to the grade-specific content and scheduling constraints, field trips are limited to staff-approved chaperones only. Siblings may not attend. Please remember the following highlights:

1. Students are to obey all rules and policies of the school district while on field trips.
2. All students will be permitted to participate. Exclusions will be handled on a case-by-case basis for previously documented discipline issues.
3. Parents and community volunteers who want to chaperone must complete the Chaperone/Volunteer form and be approved by the building principal.
4. Students will need to have a permission slip signed by a parent/guardian prior to the scheduled trip.
5. Students will ride his/her designated bus to and from the field trip for reasons of safety and accountability.

All Chaperones must fill out an application and health questionnaire. Must be at least 21 years of age to Chaperone.

**Due to COVID, Field Trips are subject to change based on the guidance from DPH and our District health and safety protocols. Please contact your child's teacher for any updates.*

Riding the Bus

Please help your child remember the following rules for riding the bus to ensure that your child will have a safe journey to and from school:

1. Stay seated ("bottom to bottom and back to back")
2. Keep hands, feet, and objects to yourself at all times
3. Keep body parts and objects inside the bus
4. Respect and obey the bus driver

The bus driver has the same authority over the student as the classroom teacher. This means that the driver may use reasonable forms of disciplinary action.

School bus rules of conduct are clearly displayed in the driver's compartment of each bus contracted for pupil transportation.

When an inappropriate behavior occurs:

1. The bus driver will discuss the incident with the student.
2. The bus driver will notify the parent/guardian if the problem persists to provide information and solicit support.
3. The bus driver will contact the school administrator and complete a bus incident report.
4. If a problem continues to persist, the bus driver will complete a Discipline Referral.
5. The school administrator will determine the nature of the offense, provide a consequence, and contact the parent/guardian.
6. Repeated violations that endanger the safety of the students or cause property damage may result in the loss of bus riding privileges.

The District Transportation Supervisor will take immediate action if any student endangers the safety of the students and/or driver on the school bus.

Dress Code

In August of 2019, the Smyrna School District Board of Education approved a new universal school dress code policy. The Dress Code Policy can be found on our school Website. Dress Code Pamphlets are also sent home to all families at the beginning of the year. Please remember that elementary students participate in gym and recess on a regular basis, so it is important to wear clothing and shoes that will provide adequate warmth, protection, and freedom of movement, allowing the children to be fully engaged in these activities.

Child-Care Programs

The **Wrap Around Program** is a program operated by the Boys and Girls Club that is housed at Sunnyside Elementary for our students. Students will be supervised beginning at 7:00 a.m. until the start of school at 8:20 a.m. This is a free program that is only available for the 2021-2022 school year. Registration forms are due July 2, 2021.

The Boys and Girls Club of Delaware also provides a comprehensive wrap around afterschool care program for children ages 5 – 13 from 3:30 p.m. – 6:00 p.m. The program features enhanced instructional strategies, life enhancing programs, and character and value development experiences. A nutritious snack and drink will be provided each day.

Registration applications must be completed and turned into the Boys and Girls Club. There is a limited number of spots available for this program.

Health and Wellness

The Nurse's office is a very busy place where students will learn to develop good habits for physical, mental, and social health. Students need to have a pass from their teachers to visit the nurse. Please remember the following:

- Emergency cards will be given to all students. These should be completed and returned to the nurse within 2-3 days from the start of school. Please notify the school if your information changes throughout the school year.
- Immunizations are required for the health and protection of all students. Children will not be permitted to attend school until all physical requirements are met.
- Students may not carry medication to and from school. If your child needs medication, an adult must bring it to school. If your child has a condition that requires medication during the day (asthma, allergies, migraine headaches), the nurse will store your medication in her office.
- All medications must be in the original container from the doctor or pharmacy. Prescription medications must have the student's name, current date, and a clear dosage label.
- Over-the-counter medication may be left in the nurse's offices with written instructions regarding the administration of the medication.
- Students who have chicken pox will not be allowed to re-enter school until all blisters are dried completely.
- If your child has an extended illness, please contact the school nurse.
- Students who have a fever must be fever-free for 24 hours before returning to school after an illness.
- Familiarize yourself with the symptoms of head lice. Please remember that days missed for head lice will be counted against the student's attendance record. In the case of head lice at school, the nurse will do the following:
 - quarantine the student in her office
 - notify the parent/guardian, give treatment instructions, and send the student home
 - check other students in the class for head lice
 - check the student upon his/her return to school (A parent/guardian must bring the child to school.)
 - check siblings of the infested student
 - exclude the student from school after treatment if nits are still present
 - check the student 7 days after the condition has cleared

In case of an illness or emergency in school, the nurse will notify parents/guardian by telephone. If the parent/guardian can't be reached, the nurse will call the person(s) that you have designated as emergency contacts. Nurse's Office: 302-653-2760; Nurse's Fax 302-653-2753

School Visits and Classroom Observations

Parents are encouraged to be active participants in the education process. Here are a few guidelines for visiting the school:

- For the safety and protection of our students and the educational process, please know that impromptu classroom visits are prohibited.
- Please contact the teacher in advance of your desire to visit or volunteer. We want to ensure that the time of your visit is appropriate and won't interrupt the educational process in the classroom. Visits will be restricted during testing situations.
- Please sign in at the office. You will be given a visitor's sticker to wear while in the building.
- Please note that your visit is for the stated purpose only.
- Please remember that this is a visit only. If you wish to conference with the teacher, you may call the office or the teacher to arrange a scheduled time.
- Please make other arrangements for the student's sibling(s) so as not to distract from the purpose of the visit.
- Please adhere to classroom rules and refrain from eating or drinking in the classroom.
- If you have messages to deliver to the student, please contact the office.
- If you have items to bring for your child, please plan to leave them at the office.
- The school building and grounds are smoke-free zones. Tobacco Regulation 877 prohibits the use and distribution of tobacco products by all staff, students, visitors, and parents in a school building, on school grounds, in school-leased or school owned vehicles and property, and at all school affiliated functions, both on and off school grounds. Tobacco regulation 877 means a healthier, safe school environment for everyone.
- The building principal reserves the right to re-schedule or terminate a visitation.

Classroom Celebrations:

Classroom Parties: Each classroom in Grades KN-4 may have 3 holiday-themed parties (Halloween, Winter Holiday, Valentine's Day, Spring Holiday) which will be at the teacher's discretion.

Classroom Celebrations: Each classroom teacher may hold data based reward activities at his/her discretion.

Homework

Homework will usually be given four nights a week. Homework is an extension of the class work completed during the day to remediate, reinforce, or enrich the student's understanding. Here are a few ways in which you can help:

- Check the homework folder or point card daily
- Provide a quiet time and place for your child to work
- Check for accuracy
- Monitor your child's organizational habits as he/she prepares for the following day
- Check your teacher's webpage and the Sunnyside Website for information, updates, and additional websites for extended learning practice

Make-up Work

Parents may request make-up work for students who have excused absences due to illness. Parents are asked to call the school office before 9:00 a.m. or within three (3) days of the student's absence. Parents should understand that it is the student's responsibility to complete the make-up work, and the student's grade will reflect a failure to comply. If your child is absent for one day, the class work can be taken home upon his/her return to school.

Lost Items

Personal items are the responsibility of the student. Lost items, when found will be noted on morning announcements. They will be stored with the School Nurse or in the Lost & Found Box until claimed.

Special Occasions

Sending flowers, balloons, and/or gifts to your child during the school day interrupts the educational process and is **not permitted**. Please schedule an appropriate time with your child's teacher if you wish to send any items into school. All food items brought into school to be shared **must** be store bought, in their original package, and the ingredients must be listed. Lighters are not permitted under any circumstances.

*Due to COVID protocols and the health and safety protocols, Sunnyside Elementary may ask that no outside food be sent into school for any occasion.

Nutrition Standards

Schools play a powerful role in influencing students' dietary behaviors that result in lifelong healthy food choices, leading to proper nutrition and fitness.

With an increasing number of students with food allergies in the Smyrna School District, and to ensure the safety of all students, food served during celebratory occasions (such as holidays and birthdays) must follow the guidelines below:

- With the exception of individual student lunches/snacks brought from home, food brought into the schools for student consumption must be pre-packaged and commercially prepared with the manufacturer's label for allergen identification.
- Due to the difficulty in verifying ingredients, and to ensure the safety of all of our students, no homemade foods are permitted.

- It is highly recommended that foods brought in to school for celebrations be nut-free.
- Snacks brought in to the classroom should reflect the guidelines of the Smyrna School District Wellness Policy and should be in the original store packaging.

Healthy Snacks Include:

- Beverages: Water or Juice
- Fresh Fruit, Cut or Whole
 - Cut fruits include strawberries, melons, pineapple
 - Whole fruits include bananas, apples, mandarin oranges, grapes, berries
- Fresh Vegetables
 - Carrot sticks, baby carrots, celery sticks, cucumber slices, broccoli, cauliflower, fresh pepper slices
- Pretzels, baked chips, whole grain crackers, cheese sticks, slices or cubed, graham crackers, animal crackers, whole grain crackers, yogurt.

Chewing gum is not permitted at Sunnyside Elementary, and candy and sodas should only be consumed at lunch or at teacher-sponsored classroom activities.

Selling candy, food, or other items as part of an outside fundraising project requires the permission of the building principal. Students may not sell items to other students.

Cafeteria Guidelines

- In general, students will eat school lunches in the cafeteria. They will have assigned seating that is established to promote appropriate social interaction, relaxation, and healthy eating habits. Students should plan to consume their total lunch in the cafeteria, including snacks and drinks. Sodas are discouraged, and breakable containers are not permitted. You are always welcome to join your child for lunch. Please be aware that district policy prohibits food from outside sources (McDonald's, Wendy's, etc.) to be consumed in the cafeteria.
- **Financial Assistance:** Free and reduced priced meals are available to families who qualify. Applications can be obtained through the district's food service office and are subject to verification. Applications are accepted at any time during the school year

PBiS/SEL

Sunnyside Elementary has adopted the **Smyrna Pride Behavior Support Program**, a school-wide, systems approach designed to enhance the school's capacity to educate all students about behavioral expectations and adapt and sustain the use of best practices for teaching academics and social behavior.

This program provides for regular, predictable, and positive learning and teaching environments, positive adult and peer models, regular positive reinforcement, and academic and social behavior development and successes.

It is the school's expectation that this program will emphasize those positive behaviors that we desire our students to exhibit and decrease undesirable behaviors, thereby allowing the classroom teacher to focus on effective and uninterrupted academic time. The PBS program is based upon the 5 Community Core Values of **Compassion, Respect, Responsibility, Integrity, and Perseverance**. Teachers teach specific lessons about behavioral expectations in targeted areas and review these expectations on a daily basis.

Sunnyside Elementary School Smyrna Pride Pledge

I pledge to be a SHINING example of positive behavior.

I will show respect for myself and others.

I will take responsibility for my words and actions.

I will show compassion by caring about others.

I will let my integrity shine through honest words and actions.

I will persevere and never give up.

This is my pledge to my teachers, my parents, my peers,
and myself.

If it is to be, it is up to me!

Discipline

Discipline means teaching children to live and work with others, teaching children self-controlled, responsible behavior, and teaching children to become independent, well-adjusted young adults. The following is a list of general school rules that reflect good discipline practices:

- Respect and honor requests of all adults
- Walk in an orderly fashion
- Keep hands, feet, and objects to yourself
- Treat the school building with respect
- Treat others the way you would like to be treated
- Use appropriate language

We appreciate your cooperation in supporting these guidelines.

Occasionally, students make mistakes and display inappropriate actions. The following disciplinary consequences may be applied for infractions such as but not limited to *disruption to the educational process, fighting, willful disrespect, weapons, assault, bullying, stealing, extortion, and terrorist threatening*:

- **Time Out:** Students will be sent to the Intervention Specialist for a period of time to complete class work independently. Parents/Guardians will be notified and a discipline referral may be sent.
- **In-School Suspension:** Students will be sent to the Intervention Specialist for one-half to a whole day. Class work will be provided by the classroom teacher. Parents/Guardians will be notified and a discipline referral will be sent.

- **Out-Of-School Suspension:** Students will be excluded from school grounds for a specified period of time. Students may not participate in any school-related functions. Parents/Guardians will be notified and a discipline referral will be sent. A parent conference will occur prior to the students' return to school.
- **Expulsion**
State regulations define expulsion as "...The exclusion from the regular school setting for a period determined by the District Board". This is the most serious disciplinary measure that can be applied as it deprives a student of his/her educational opportunities. The principal, following an investigation of the violation, will recommend expulsion of the student to the superintendent, if appropriate. The superintendent, if supportive, will schedule a hearing before the school board. A decision on expulsion or alternative educational placement will be made at the hearing.

Grievance Process

Students and their parents, as their representatives, have all the rights given to every citizen by the Fifth and Fourth Amendments to the U.S. Constitution. Many of these rights, which pertain specifically to education, are defined in this document. These rights are protected through a procedure called Due Process. This information defines the Due Process procedures for corporal punishment, suspension, and assignment to an alternative program, expulsion, and filing a grievance.

Student Grievance

It is desirable to provide a means for the expression and resolution of student grievances and complaints. Students should be encouraged to discuss their grievance or complaint informally with the person involved. To this end, functional orderly procedures have been established through which consideration of student problems and concerns can be discussed and resolved quickly and equitably.

Grievance Procedure

1. The grievant should request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference fails to resolve the issues, within (5) school days the grievant shall file a written grievance with the principal who shall issue a decision, in writing, no later than five (5) school days following receipt of the written grievance.
3. A grievant wishing to appeal the principal's written document must file a written appeal with the Superintendent or designee no later than five (5) days from the date of the receipt of the Principal's written decision.
4. The Superintendent or designee shall schedule a conference to hear the grievance no later than five (5) school days following receipt of the notice of appeal and shall issue a decision, in writing, no later than five (5) school days following the grievance conference.
5. The decision of the Superintendent shall be the final decision of the school system. A copy of the Superintendent's final decision shall be sent to all involved parties no later than ten (10) school days following receipt of the appeal of the Superintendent.

Mandatory Reports to Police and Superintendent

The Principal by law, via the passage of House Bill No. 85, must report to the local police and the District's Superintendent "any instance where a pupil or parent or guardian of any pupil is found to have committed an assault or an extortion against a pupil or found to have committed an assault, offensive touching, terrorist threatening or an extortion against a school employee..."and "any instance where a pupil is found to have on his person, or concealed among his possessions, or placed elsewhere on the school premises, any controlled substance (unlawful drugs) or any dangerous instrument or deadly weapon." The law also states that the student shall be suspended and that a parent conference will be held. The subsequent passage of House Bill No. 322 directs the principal to report to the local police a situation where a student or school volunteer or school employee has been the victim of a violent felony or an unlawful sexual contact III. Again the law states that the student will be suspended and a parent conference will be held to review the student's educational placement. The parent conference could take the form of an expulsion hearing.

PROHIBITION OF BULLYING

Policy 4112D

To further these goals and as required by 14 Del. C. §4112D, the District hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network, or other electronic technology of a school district from grades kindergarten through twelve. The District further prohibits reprisal, retaliation, or false accusation against a target, witness, or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored public school event.

"School property" means any building, structure, athletic field, sports stadium, or real property that is owned, operated, leased, or rented by any public school district including, but not limited to, any kindergarten, elementary, secondary or vocational-technical school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school.

BULLYING PREVENTION

POLICY 5013

Delaware's Model Policy for Bully Prevention & Cyberbullying

The Smyrna School District/Charter School (hereinafter referred to as "The District/Charter School") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District/Charter School strives to provide safe learning environments for all students and all employees.

Prohibition of Bullying Which Includes Cyberbullying

To further these goals and as required by 14 Del. C. 4112D, the District/Charter School hereby *prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school from grades kindergarten through grade twelve. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each*

school district and charter school in the same manner as incidents of bullying. The District/Charter School further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying. ¹

"School function" includes any field trip or any officially sponsored public or charter school event.

"School property" means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by any public school district or charter school including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school or charter school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school or charter school.

Definition of Bullying & Cyberbullying

- A.** *As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:*
- 1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or*
 - 2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or*
 - 3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or*
 - 4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.*
- B.** *As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.*

1. *Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.*
2. *The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.*

Explanation: Bullying is usually defined as involving **repeated** acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions which may become bullying depending on their reasonably foreseeable effect:

Physical bullying: Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.

Verbal bullying: Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening

Relational Bullying: Isolation of an individual from his or her peer group, spreading rumors.

Cyberbullying: Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:

1. Denigration: spreading information or pictures to embarrass,
2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,
3. Exclusion: isolating an individual from his or her peer group,
4. Impersonation: Using someone else's screen name and pretending to be them
5. Outing or Trickery: forwarding information or pictures meant to be private.

Sexual Bullying: Unwanted touch of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other district/charter school policies or building, classroom or program rules.

School-wide Bully Prevention Program

The District/Charter School is committed to support each school in their adoption of a school-wide bully prevention Program. *Each school is directed to develop or adopt a school-wide bully prevention program that is research-based.*

- A. Each school will strive to meet these goals:
 1. Reduce existing bullying problems among students
 2. Prevent development of new bullying problems
 3. Achieve better peer relations and staff-student connections at school

- B. In order to be a school-wide program, the program must contain:
 1. School-level components
 - a. All school staff will to strive to:
 - i. Treat others with warmth, positive interest and involvement
 - ii. Set firm limits for unacceptable behavior
 - iii. Apply nonphysical, non-hostile negative consequences when rules are broken.
 - iv. Act as authorities and positive role models
 - v. Solve bullying problems in a consistent manner across all grade levels and all school locations.
 - b. *A Coordinating Committee will be created, as described in Section IV of this policy.*
 - c. *The school's supervisory system in non-classroom areas will be reviewed as set forth in Section IV of this policy.*
 - d. The following principles will apply to everyone on school property or at a school function:
 - i. I will not bully others
 - ii. I will try to help anyone that I suspect is being bullied
 - iii. I will try to include students who are left out.
 - iv. If someone is being bullied, I will tell an adult
 - e. School-wide programs may also include a school kick-off event, committee and staff trainings, school-wide questionnaires, staff discussion group meetings, and programs to involve parents, as determined by the Coordinating Committee.
 2. Classroom level components
 - a. Post and enforce principles against bullying
 - b. Regular, ongoing class meetings, discussions, or role playing activities
 - c. Involve parents in bullying prevention
 - d. Find creative ways to incorporate issues involving bullying into the regular curriculum.
 3. Individual Level Components
 - a. Supervise students' activities
 - b. Ensure that all staff intervene appropriately on the spot when suspected bullying occurs
 - c. Discuss bullying behavior with students who bully and (separately) with targets of bullying, and with their parents.
 - e. Develop Behavioral Intervention Plans for involved students, with a graduated response.
 - f. Address bystander involvement.
 4. Community Level Components

- a. Develop partnerships with community members to support your school's program
- b. Help spread anti-bullying message in the community
- c. Involve community members in the Bully Prevention Coordinating Committee.

C. Resources and Curricula

A list of recommended supplemental materials and resources is attached hereto as Exhibit A. The District/Charter School encourages staff to find or create appropriate bullying prevention resources that can be used within the overall structure set forth above without compromising the fidelity of the school-wide program. Classroom curricula may be used as one part of the implementation of the school-wide program, but must not be the sole component of the program.

- D.** When setting up their school wide bully prevention program, each school should avoid the following:
1. Relying on quick fixes. A one-time speaker may be one component of the program but by itself does not meet the requirements of a school wide program.
 2. Providing group treatment or self-esteem programs for students who bully is inappropriate as research shows that these methods are counterproductive.
 3. Focusing on anger control management for those who bully. Bullying is not a result of uncontrolled anger toward the target, but rather proactive aggressive behavior. Anger management may be more appropriate for participants in mutual conflicts or for those who are being bullied.
 4. Providing Mediation/Conflict Resolution for bullying. The power imbalance involved in bullying may make the process intimidating for the victim and therefore inappropriate. These methods are useful only where the peers involved in conflict were formerly friends, or in situations of normal peer conflict that is not based on a power imbalance.
 5. Exposing a specific victim's feelings to the bully or class.

Coordinating Committee

Each School shall establish a site-based committee that is responsible for coordinating the school's bully prevention program including the design, approval and monitoring of the program. A majority of the members of the site-based committee shall be members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for school enrolling students in grades 7 through 12), parents and staff from the before- or after-school program(s). These representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the school principal. The committee shall operate on a 1-person, 1-vote principle. In the event a site-based school discipline committee has been established pursuant to §§ 1605(7) a and b, of Title 14 of the Delaware Code, that committee shall vote whether or not to accept the aforementioned responsibilities.

- A. When setting up the Committee the principal may wish to consider including other persons in addition to those required, such as a school counselor, school psychologist or other school-based mental health professional, a school resource officer, a nurse, a librarian, or a representative from the medical, business or faith-based community who might have a stake in the results of the program. The principal should also decide on an appropriate award system for the committee, within available resources.
- B. The Committee shall:
1. Hold regular meetings
 2. Select a coordinator of the program
 3. Consider, decide upon and coordinate any staff training sessions (beyond the 1 hour gang and bully prevention training required in 14 Del. C. 4123A), as needed.
 4. Create and maintain a training log (either paper or electronic) to keep a record of the school staff which have been trained, and what training they have received. Decide upon the need for and provide short, concise training updates in writing or at staff meetings.
 5. Consider, decide upon and oversee formal or informal evaluation techniques and materials (such as questionnaires), as needed
 6. Consider, decide upon and order materials, as needed
 7. Consider, decide upon and lead staff discussion groups as needed
 8. Consider and decide upon additional guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break them.
 9. Review and refine the school supervisory system.
 10. Plan a school kick-off event
 11. Establish subcommittees, as needed
 12. Decide upon and implement methods of notification to students, parents and the community concerning the school-wide program.

Reporting Requirements

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously.

- A. *Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.*
1. Initial Concerns
 - a. Staff members are encouraged to watch for early signs of bullying and stop them before they worsen.
 - b. Even though there has been no report of bullying to a staff member, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom inappropriate comments are made by other students, or who show signs of peer victimization.
 - c. To confirm their concerns the staff member may choose to take the following steps:

- i. Intensify observations of student in question
 - ii. Confer with colleagues about that student
 - iii. Consult the school's bullying database.
 - iv. Take an informal survey of students about class climate
 - v. Engage in short personal interviews with some students
 - vi. Conduct a brief sociometric survey
 - vii. Contact the parent to see how student likes school
 - viii. Speak privately with the victim
2. Written Report
- a. If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform the principal or designated person immediately and in writing within 24 hours. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:
 - i. Persons involved, designating bully, target, and bystanders roles.
 - ii. Time and place of the conduct and alleged, number of incidents.
 - iii. Potential student or staff witnesses.
 - iv. Any actions taken.
 - b. Short, easy to use forms can be obtained from the school administration or district/charter school office.

Investigative Procedures

- A.** *Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.*
- 1. All complaints must be appropriately investigated and handled consistent with due process requirements.
 - 2. Each principal may designate a person or persons to be responsible for responding to bullying complaints.
 - 3. Neither complainant nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts should be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the bullying from several sources. This prevents the bully, when confronted, from assuming that the victim is the complainant. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.

4. After receiving notice of the suspected bullying, either through a short form, an incident report, or an anonymous or other written complaint, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will 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.
5. Once the principal or designated person has confirmed that a person has been the victim of bullying, the principal or designated person will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The principal or designated person will avoid forewarning the student suspects, and will interview suspects separately and in rapid succession.
6. After identifying those who committed the act or acts of bullying, the principal or designated person will apply disciplinary action, consistent with due process rights, and the range of consequences identified herein. The bully will be informed that graduating consequences will occur if the bullying continues.
7. The principal or designated person will keep a written record of the bullying incident, and any disciplinary actions taken. The principal or designated person will keep any written statements of those committing the bullying, victims and witnesses. Discussions with all parties should be documented as soon as possible after the events. The school will not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.
8. A follow-up will be completed two weeks later to determine whether the bullying has continued, and whether additional consequences are needed. An additional follow-up will occur in two months, regardless of whether new incidents have been reported.
9. Each confirmed incident must be recorded in the School Register of Bullying Incidents.

B. *All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.*

C. *The school administration should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del. C. 4112) are required to be reported to the police and /or the Department of Education.*

Non-Classroom Supervision

To the extent that funding is available, each school must 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.

A. The Coordinating Committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques:

1. Determine the “hot spots” for bullying in the building, and why those hot spots exist.
 2. Consider ways of either keeping certain groups apart during transition, or building positive collaborations between older and younger students.
 3. Consider adult density in hot spots, if necessary.
 4. Consider the attitude and behaviors of supervising adults in hot spots, and determine a way to increase their competence in recognizing and intervening in bullying situations.
 5. Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying.
 6. Develop and provide a method for communication of staff so that staff who observe bullying can intervene and notify other staff involved in supervising the same students during the day.
 7. Develop a consistent and user-friendly school-wide method of logging bullying incidents or observations about students at risk for bullying or being bullied.
 8. Develop or review the policy for hallway supervision before and after school and during the time when students are moving between classes
1. Enthusiastic, concrete, behavior-specific praise
 2. Creative consequences that are truly positive for your students considering their age, sex, and maturity level.

D. *The District/Charter School believes that victims should be given support. If bullying is suspected, staff members will make an effort to:*

1. Find a private opportunity for discussion with victim.
2. Discuss with victim what support they need.
3. Ensure their 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 help in-school.
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.

Training

A. The District/Charter School will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity *pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code.* The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required

by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

- B.** All school employees must either attend the provided training session live or watch the official training materials provided by the district/charter school in lieu of attendance, with written proof in the form of signing in an out of the live session, or signing the film in and out, and providing adequate written answers to questions about the training materials.

Reporting Procedures

A. *The procedures for a student and parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian to provide information on bullying activity will be as follows:*

1. If a child complains of bullying while it is happening, the staff member will 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 incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.
3. A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. Information found in the box must be treated with care and a staff-member or members will be designated to be responsible for this information. Blank "Bullying – request for support forms" will be available to all students, but are not 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. Short, easy to use complaint forms can be obtained from the school administration or district/charter school office.
6. An electronic system will be established whereby a person can email anonymous complaints of bullying that only designated persons will have access to.
7. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.
8. Each principal will designate a person or persons responsible for responding to bullying complaints.
9. Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the

- outcome was satisfactory. Easy to use follow-up forms will be made available.
10. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

Delaware Department of Justice
Bullying Prevention & School Crime Contact
(Ombudsperson)
Hotline: 1-800-220-5414

Anonymous Reports

Formal disciplinary action solely based on an anonymous report is not permitted. Independent verification of the anonymous report is necessary in order for any disciplinary action to be applied.

Notification of Parents, Guardian or Relative Caregiver

A parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another must be notified.

Retaliation

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

Procedure to Communicate with Medical and Mental Health Professionals

- A.** *The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:*
1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to *14 Del. C. § 202(f)* or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPAA and FERPA guidelines.
 2. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.
 3. After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:

- a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
 - b. Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
4. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.

B. *Emergency evaluations can be obtained through Christiana Care Health Services Emergency Center at Christiana or Wilmington Hospital (302)-733-1000, the Rockford Center (866)-847-4357. Crisis services are also available through Prevention and Behavioral Health Services, State of Delaware 24 hour hot line (302)-633-5128. Non-emergent services can be obtained through Children and Families First (800)-734-2388, Catholic Charities (302)-655-9624, and Delaware Guidance (302)-652-3948 in New Castle County or by contacting a medical insurance company for recommended providers in the area.*

Implementation

The school bullying prevention program must be implemented throughout the year, and integrated with the school's discipline policies and 14 Del. C. § 4112.

Accountability

Each school shall notify the District/Charter School Board in writing of their compliance with this policy and submit a copy of the procedures they have adopted under this policy by January 1, of each school year. Each school shall verify for the District/Charter School Board the method and date that the policy has been distributed, to all students, parents, faculty and staff.

Awards

In any year when the Delaware Department of Education provides an awards system for exemplary bullying prevention programs, the District/Charter School shall submit a nomination of one exemplary school and the reasons why it believes that school should receive an award for its Bully Prevention Program, with supporting documentation.

Immunity

A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting bullying in good faith and to the appropriate person or persons using the procedures specified in the school district or charter schools' bullying prevention policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful, or intentional conduct.

Other Defenses

A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district or

charter school initiated under this policy provided there is sufficient school nexus.

- B.** This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district or charter school policy.