

NORTH STAR ELEMENTARY SCHOOL

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1340 Little Baltimore Road, Hockessin, DE 19707

(302) 234-7200 phone

(302) 234-7212 fax



Student Handbook 2017 – 2018

Karin Jakubowski, Ed.D, *Acting Principal*
Mrs. Tylisha Saunders, *Assistant Principal*

Our Mission

At North Star, we are committed to guiding all children to reach their full potential. Working as a collaborative team, our students will achieve academic excellence through creative and independent thinking, and learn the value of respect for all. We will provide a supportive environment that nurtures the desire for lifelong learning.

RED CLAY CONSOLIDATED SCHOOL DISTRICT

District Offices
1502 Spruce Street
Wilmington, DE. 19805
552-3700



DISTRICT ADMINISTRATION

Merv Daugherty, Ed.D.
Superintendent
Hugh Broomall, Ed.D.
Deputy Superintendent, Curriculum & Instruction
Ted Ammann, Ed.D.
Assistant Superintendent, School Operations
Amy Grundy, Ed.D.
Director of Elementary Operations

BOARD of EDUCATION

Michael Piccio, *President*
Adriana L. Bohm
Faith R. Newton
Catherine H. Thompson
Martin A. Wilson, Sr.
Kenneth R. Woods

IMPORTANT PHONE NUMBERS

Main Office 234-7200
Megan Stewart, *Secretary*
Voni Netta, *Clerk*
Fax # 234-7212
School Nurse 234-7210
Nurse Fax 996-1249
Bear Care Director 463-6188
Transportation 322-0251

NORTH STAR PTA EXECUTIVE BOARD

Kristen Roebke, *President*
Ann Pollock, *Past President*
Kristin Dassel, *Vice President*
Frankie Kutsch, *Secretary*
Mary Ruth Nich, *Treasurer*
Ashley Sokira, *Director of Fundraising*
Cara Clucas, *Student Services*
Taresa Schmidt, *School Support*

We are pleased to provide this Parent/Student Handbook to you and we hope it is helpful. Additional information, including calendars, schedules, school supplies, lunch menus and all activities can be found on the websites listed below.

Red Clay Consolidated School District	http://www.redclay.k12.de.us
North Star Elementary School	http://www.edline.net/pages/RCNorthStar
North Star PTA	http://www.nspta.com

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North Star Parent Teacher Association

The North Star Elementary PTA promotes the concepts of a partnership between home and school, and organizes fundraisers and events to provide many enrichment activities. The PTA welcomes your suggestions, and hope that you will support and participate in your child's education by joining the PTA.

Family Membership \$15.00

Individual Membership \$10.00

WELCOME TO NORTH STAR

Our Vision: North Star Elementary School exists to nurture children's love of learning and celebrate the development of the whole child. In our family of learners, students, teachers, administrators, and parents work together to achieve success in a safe, challenging, and encouraging environment.

Dear Family Members of North Star,

On behalf of our North Star Staff, welcome to the 2017-2018 school year!

As we all return to school well-rested, refreshed, and eager for what lies ahead, we hope everyone enjoyed a safe and fun-filled summer vacation. This year promises to be an amazing experience for all members of our North Star Family. Under the guidance of our talented and dedicated staff, students will embark upon an array of academic challenges, be afforded ample opportunities to develop habits of good citizenship and strong work ethic, and explore their own unique interests and abilities by strengthening their creative and critical thinking skills.

At North Star Elementary School, we are committed to nurturing the whole child, with careful attention paid to our students' academic, behavioral, and social needs. A strong home-school connection is paramount to each child's individual success. We ask that you familiarize yourself with this Student Handbook and review its content with your child, as well. Together, we look forward to sharing common goals and expectations to ensure that all of our students reach their fullest potential, taking pride in their work and their school community.

Sincerely,

Karin Jakubowski, Ed.D, *Acting Principal*
Mrs. Tylisha Saunders, *Assistant Principal*



North Star Staff 2017-2018

Office Staff

Megan Stewart, *Building Secretary*
Voni Netta, *Clerk*

Kindergarten

Heather Forester
Janna Kane
Jessica McCarthy
John McIntyre
Susan Reichle

Grade 1

Stephanie Clark
Michelle Mash
Christine McGovern
Erin Metrisko
Sarah Oberle

Grade 2

Joy Brogan
Cherie Huhn
Linsann Kaplan
Holly Little
Michelle Scott

Grade 3

Natalie Alexander
Abbey Cooper
Karen Cooper
Alyssa Lieber
Keely Maegerle
Elizabeth Spinelli

Grade 4

Erin Rivera
Alexis Tiberi
Michael Watkins
Cristen Whittaker

Grade 5

Carrie Conner
Athena Fullerton
Amy Joseph
Emily Brown
Catherine Stack

Special Education

Stephanie Green
Audrey Harding
Kara Patti

Unified Arts Teachers

Jennifer Browell, *Music*
Heather Hughes, *Band*
Janay Freebery, *Phys.Ed.*
Steve Fackenthall, *Strings*
Kristin Becker, *TAG/Enrichment*
Jennifer Minchini, *Library*
Patricia Slesinski, *Art*
Kelly Westcott, *Guidance Counselor*

Support Staff

Rachel Vanderslice, *Speech-Language*
Kathy Baxter, *Occupational Therapy*
Kathleen Bugbee, *Nurse*
MaryJane Gallagher, *Physical Therapy*
Kelly Graybill, *Educational Diagnostician*
Ruth Cain, *Behavior Interventionist*
Dan Rynkiewicz, *Psychologist*
Lana Quinn, *ELL tutor*

Paraprofessionals

Laura Dunbar	Barbara Trader
Lashawn Ferguson	Emily Laughlin
Aaron Walker	Linda Scarola
Anne Thompson	

Custodial Staff

James Pankowski, <i>Chief</i>	
James Irwin	Jon Won Lee
Mark Cale	Rick Rainey
Miles Coddling	

Cafeteria Staff

Judy Dickerson, *Manager*
Ranee Patterson, *Lead*

(as of 8/3/17)

Whom to Call

To ensure you get the information you need as quickly and efficiently as possible, please consult the following list of recommended contacts.



Please Contact...	Regarding...
Your child's teacher	All questions pertaining to your child and his/her classroom, school work, and behavior.
Our Educational Diagnostician <i>Kelly Graybill</i>	Any questions or concerns about the Special Education Program or student evaluation.
Our Psychologist <i>Dan Rynkiewicz</i>	Concerns regarding educational testing and evaluation.
Our Speech Clinician <i>Rachel Vanderslice</i>	Concerns regarding your child's speech and language development.
Our TAG Teacher <i>Kristin Becker</i>	Any questions or concerns about the Talented and Gifted Program.
Our Guidance Counselor <i>Kelly Westcott</i>	Concerns regarding social situations, peer relationships, and children's emotional health
Our School Nurse <i>Kathleen Bugbee</i> 234-7210	To report a child's illness, if he/she will be absent from school due to a contagious disease or prolonged illness, to request special medication or attention during school hours, for information on physical education and immunizations.
The Transportation Office 322-0251	All questions or issues regarding student transportation.
The District Office 552-3700	Any questions of a district-wide nature and for general information.
The Choice Office 552-3789	Any questions regarding the Choice Program.

School Profile

- ✚ North Star Elementary School opened in 2005, with a commitment to providing all students with a standards-based, developmentally appropriate curriculum.
 - Instructional strategies focus on promotion of conceptual understanding, higher-level thinking, and real world applications. Such pedagogical approaches are in alignment with rigor of the Common Core State Standards.
 - Reading, writing, listening, thinking and speaking skills are integrated throughout all curricular areas.
 - Our faculty utilizes research-based best instructional practices in order to actively engage all students in the learning process.
 - Where appropriate, technology is infused into instruction.
 - We employ ongoing assessment as a tool to inform our instruction in order to best meet the needs of individual learners.
 - Our teaching staff values collaboration and peer learning as they plan together in Professional Learning Communities to provide optimal differentiated instructional practice in an inclusive school community.
 - Parents are invited to be active partners in their children’s learning.
- ✚ North Star believes that the foundation of a truly effective education is a strong commitment to shared values.



North Star Elementary School was named one of
The 50 Best American Public Elementary Schools.

Read more at...

<http://www.thebestschools.org/features/50-best-american-public-elementary-schools/>

School Hours

Students are expected *in their classroom* by **8:45 am** so that classes may begin promptly at 8:50.

Doors open	8:35 a.m.
<i>Marked Tardy</i>	<i>8:50a.m.</i>
School hours	8:50 a.m. – 3:40 p.m.*

There is no supervision available for children arriving earlier than 8:35 a.m. unless they are enrolled in the Before/After Care program. Parents are responsible for supervising their child when arriving early.

(*On days designated as Early Dismissal, the dismissal time will be at 1:00 pm for grades K-5.)

Late Arrival

If your child is late for school, *please bring him/her to the office with a written note stating the reason for his/her lateness*. Your child will then be issued a pass to be admitted to class. Tardiness is an interruption to the instructional day; and, chronic tardiness can have a negative impact on children's overall classroom experience. *One of the simplest ways to eliminate this concern is to be sure children ride their assigned school bus to school each morning.*

Dismissal Procedure

At North Star, we believe the entire instructional day is important; therefore, we discourage early dismissals. However, when you must pick-up your child early, we ask that a note be sent to school on the day of the early dismissal and be given to the classroom teacher.

Also, *if an early dismissal is necessary we ask that you pick-up your child before 3:00 p.m.* so as not to interfere with the overall dismissal of all the children.

NSE is a closed campus from 3:00pm – 3:45pm. No visitors will be permitted into the building during this time unless specifically requested by the school nurse.



When you come to school to pick-up your child, please report to the office and sign the student dismissal book. The school secretary will notify the teacher to dismiss your child. If a person other than the child's parent/guardian is picking up the child, please send a note including this information.

Students are not permitted back in the building after dismissal. Any items left behind must be retrieved the following day.

If for any reason your child's regular dismissal routine should change, the parent is responsible for notifying the school in writing of such a change. On the written note, please include the name of your child, date, and the change in dismissal routine (ex: change from bus rider to car rider). A note is also required for your child to ride home with another child's parent. If changes are not put in writing we will follow the regular dismissal procedure for your child. If you need to change your child's dismissal during the school day, we ask that you fax a note to the office indicating the change prior to 3:00 P.M.

Before & After Child Care Program: "Bear Care"

Before and after-school care will be provided on-site by The Boys and Girls Club, Inc.

HOURS OF OPERATION: 6:30 a.m. TO 6:00 p.m.

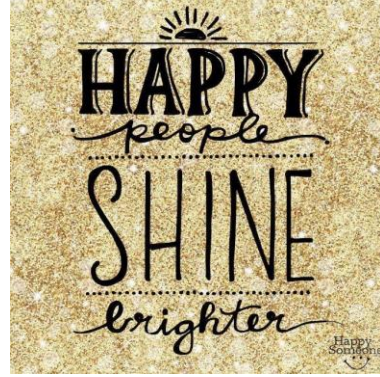
There is also "casual care" for parents choosing to use the program for occasional use. The program will provide students with a wide variety of extracurricular activities, including an education component, a health and lifestyles component, a sports and recreation component and an arts program.

For information on fees and registration, please contact the Bear Care Office at 463 – 6188.

School Theme

Our school theme for 2017-2018 will be:
SMILE Bright & Shine Your Light!

Share of him/herself
Make a difference
Inspire others
Learn to give
Expand his/her horizons.



School Spirit

Students and staff wear the school colors to show their school spirit on announced School Spirit Days. On each Spirit Day, classroom teachers will select the most spirited student to report to the office for a photo with Polaris the Bear!

School Colors: royal blue and lime green

Mascot: Polaris the Bear

Spirit Days

- ☆ Friday, September 29th
- ☆ Friday, October 27th
- ☆ Friday, November 17th
- ☆ Friday, December 21st
- ☆ Thursday, January 25th
- ☆ Friday, February 23rd
- ☆ Friday, March 23rd
- ☆ Thursday, April 26th
- ☆ Friday, May 25th



School Songs:

Be sure to ask Ms. Browell to share our North Star School songs with your class.

One song has been with our school since opening day.

The second was written for us by Jonathan Sprout and debuted, live, at the ribbon cutting of our Outdoor Classroom in June, 2016.

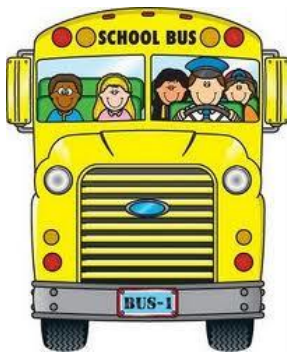
Transportation

The Red Clay Transportation Department provides school bus transportation for our North Star children. The transportation department (322-0251) is responsible for developing routes, hiring drivers and scheduling bus stops. The staff at North Star works with the transportation department to provide safe and reliable service to our children.

In the event you decide to pick-up your bus rider from school, please sign him/her out in the office. This is a precaution we ask you to take. If there is a school bus emergency, school officials need to know the whereabouts of your child. The safety of the children is top priority. It is vital that parents, students and teachers review these simple rules and cooperate with the bus drivers.

ALL students must submit a RCCSD Daycare Transportation Request Form each school year, as this information does not roll-up from year to year. This form is available on the District website.

http://www.redclayschools.com/files/_tXBmM_/5c0e587db62d3c4e3745a49013852ec4/Daycareform.pdf



Bus Rules

1. **Sit in your seat.**
2. **Keep all body parts inside the bus.**
3. **Use a quiet voice – NO PROFANITY.**

Breaking the Rules

If a child breaks bus safety rules, the following consequences will be applied:

1. **Verbal warning by the bus driver.**
2. **Child's seat will be changed.**
3. **Child will receive a bus behavior referral and will speak with an administrator.**
4. **Loss of bus riding privilege.**

If a child receives a bus behavior referral, parents will receive written notification.

Request for Changes in Bus Assignment

Drivers and teachers are instructed to allow children to ride only the bus that the transportation department assigned to them based on their residence or daily childcare facility. If you need to change your child's bus stop due to childcare arrangements and/or an emergency situation, a bus change form must be completed at the school office.

Permission to change buses for other reasons will not be granted.

We ask that you review the *Bus Transportation* section of the **Student Code of Conduct** with your bus rider.

Drop Off / Pick Up Procedures

Bus Riders

All children are encouraged to ride their assigned school bus each day to ensure timely arrival and minimize the long line of car traffic in the morning and afternoon.

Car Riders

Drop Off: Please plan to arrive between 8:35 and 8:45.

Pick Up: Please plan to arrive between 3:30 and 3:40.

Using a dark marker write your child's last name on the blue North Star parking card. Display this card in your front window on the passenger side.



DO

- ✓ prepare your child to exit car from passenger side
- ✓ exit children on pedestrian sidewalk within designated zone
- ✓ follow the flow of traffic
- ✓ follow the directions of staff

DO NOT

- ✓ enter area designated for buses
- ✓ park your car & walk with child
- ✓ exit the car to assist your child
- ✓ pass / cut ahead of other cars
- ✓ exit children on Little Baltimore Road



Walkers

Students walking to/from school from Hockessin Hunt cross only when a crossing guard is present. Children must walk along the paved sidewalk and into the front lobby of the school. Crossing guards will be appointed to direct walkers safely to the Main Entrance. At the end of the day, children will be escorted out of the front entranceway by teachers, and will be assisted by crossing guards at the intersection of Little Baltimore Road and the entrance to Hockessin Hunt. The crossing guards are responsible for making sure children cross intersections in a safe manner. Children are expected to follow the directions of the crossing guards.

It is the parents' responsibility to plan the walking route for their children.

Any time there is a requested change in transportation, it must be in writing from the parent on the day of requested change.

Red Clay Policy prohibits students from riding buses other than their assigned buses.

This includes attendance of regular after-school activities.

A separate note must be provided for each day students are remaining in the building for these clubs.

Cafeteria

Each day the Food Service Department provides a hot lunch called “A” lunch. This lunch is listed on the menu that is on the Red Clay webpage. “B” lunch, (soup, sandwich, milk and dessert) is also available each day. The cafeteria allows your child to prepay for their lunch. This can be very helpful so that your child does not need to bring lunch money on a daily basis. Pre-pay for School Meals at www.PayPams.com.

For specific information regarding menus and pricing, please visit the RCCSD website.

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

Click on *What's for Lunch?* on the left-side of the page to access Nutrition Services.



If your child is bringing their lunch to school, please put their name on their lunch box or bag. We encourage our brown-bagging families to pack healthy, well-balanced lunches, and we appreciate efforts to limit the amount of sugary drinks and candies included.

If you have any questions concerning Nutrition Service, please call 992-5580. Forms for free/reduced meals are sent home during the first week of school. If you are in need of this form, please contact the nurse's office.

Lunch Period Procedures

The classroom teacher escorts the children to the cafeteria. They are seated at the tables until directed to go to the lunch line by the teacher supervising the cafeteria period. We expect children to talk quietly during the lunch period, remain in their seat and follow all school rules.

The district utilizes a PCS electronic cash register system. This system assigns all students a “PIN” number and requires all students purchasing lunch platters to use their “PIN” number. During the first week of school, teachers will be helping children become familiar with their assigned “PIN” number, as well as how to enter their “PIN” number using the key pad.

If your child is planning to buy lunch, but forgets his/her lunch money, the food service department will allow the child to charge the platter. **Payment for the charge is expected the following day.**

Our cafeteria encourages recycling on a daily basis, and our students and staff are proud of the positive impact these practices have on our environment.

Cafeteria Guests

While parents are welcome to join their child for lunch in our cafeteria, we ask that such visits occur after Monday, September 25th. This schedule allows our cafeteria staff ample time to “teach” children our cafeteria procedures and establish a smooth routine for positive and efficient operations.

On days designated for Early Dismissal or Delayed Opening, the cafeteria will not be open to guests, as our lunch schedule is altered to accommodate an abbreviated day.

Guests will be directed to exit the cafeteria through the external doors to the bus parking lot, rather than walk with classes through the hallways.

You may have up to two family members join your child for lunch due to space limitations. Lunch is with your child only. There is a designated area at a table in the back of the café where you may sit with your child. Siblings are welcome, provided their presence does not cause a disruption. Due to space constraints, strollers and car seats are not permitted in the cafeteria.

RCCSD School Visitation Policy

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

- All visitors are required to use the main entrance to the building.
- All visitors are required to report to the main office immediately upon entering any school building.
- All visitors, including those whose visits are pre-arranged, will be asked to sign a visitors’ log.
- Visitors are required to produce a valid driver’s license (or other form of picture ID).
- Visitors are required to wear school-provided identification (ie: sticker, lanyard) while in the building.
- Visitors are required to sign out in the visitors’ log, at which point their identification will be returned.

While volunteers are welcome and appreciated, we **require** all volunteers to submit a completed Volunteer Packet (available in the Main Office). Volunteer Packets are required for:

- Classroom volunteers
- PTA volunteers
- Field trip chaperones (off-site and on-site)

Additions may be made to this list as new opportunities arise.

Volunteer Packets must be completed each year, in accordance with District and State regulations.

We ask that parent volunteers refrain from bringing younger siblings into school, as this may be disruptive to the learning process.

Attendance

Daily attendance and promptness to class is critical in all grade levels! Children with regular daily attendance usually demonstrate a high rate of success in school. Conversely, students with 25 or more absences within a school year will find their promotion in jeopardy, as per the District's Code of Conduct. If illness or family emergencies occur and your child must stay home, **please make sure that you send a written note to school when your child returns.** *Please note that emails between parents and teachers do not constitute communication with the school office.* Notes must be received by the office on the first or second day of the student's return in order to be considered an excused absence.

Written notes must include:

- ✓ your child's name
- ✓ date of absence(s)
- ✓ specific reason for absence
- ✓ parent signature

For your convenience, all students have been provided with pre-printed attendance notes which can be used for absences, tardies, & early dismissals.



We request that family vacations be taken during regularly scheduled school breaks (winter break, spring break, summer vacation) to minimize the loss of academic time. Requests for other pre-arranged absences at times other than scheduled breaks must be submitted to the school principal at least one week in advance of the scheduled absence. Requests will be reviewed by the principal who will determine if the request is granted as an excused or unexcused absence. Per Red Clay School District Policy, vacations are considered unexcused.

Please note that teachers are not required to supply advance work for students who are granted pre-arranged absences. Work missed during the absence is to be made up when the student returns to school.

We believe that the attendance guidelines are consistent with State law and the parent accountability agreement of the Red Clay Consolidated School District. Please note that a new District Attendance Policy is printed in the District's Code of Conduct. Please adhere to the guidelines as printed. Parent understanding, support, and compliance are essential to the success of our attendance policy.

Withdrawal of Students

If you plan to withdraw your child from school, please inform the office as soon as possible. Give the date of withdrawal and name of the new school your child will attend. A release form must be signed by one parent in order for our school to send the records to the new school. Please return all textbooks, library books, and other loaned material to each teacher. Any outstanding obligations (lunch money, etc.) should be met before the final day.

Grade Level Organization and Curriculum

Kindergarten through fifth grade students work primarily in inclusive academic homerooms. Instructional areas include English Language Arts, mathematics, social studies, and science. All students receive weekly instruction through our Unified Arts program. Classes include art, enrichment, library, music, and physical education.

Textbooks and Library Books

Textbooks are loaned to children in satisfactory condition. Book covers should be used for all textbooks that are taken home for assignments. If a book is lost or damaged, payment for replacement is required. If the obligation is not met, report cards will be held. The average cost to replace a textbook or workbook ranges from \$25.00 to \$45.00. The cost to replace library books could be over \$15.00.

Grading Policies

Reports of student progress are issued four times a year. The following marking guides are used for:

Grades K-1	Grades 2-3	Grades 4-5
O = outstanding	4 = exceeding proficiency of standard	A = excellent (90-100)
G = good	3 = meeting proficiency of standard	B = very good (80-89)
S = satisfactory	2 = progress towards proficiency of standard	C = satisfactory (70-79)
N = needs improvement	1 = limited progress towards proficiency of standard	D = poor (60-69)
X = not yet introduced		F = failure (50-59)

Parents may access their student's grades for 4th and 5th grade from any computer at

<https://hac.doe.k12.de.us/HomeAccess/>

Parents will receive a letter from Data Service Center with their child's username and password.

Assemblies & Field Trips

A variety of education programs will be scheduled throughout the school year. These programs will be aligned with our elementary curriculum. Students are expected to demonstrate appropriate and respectful assembly behavior and adhere to the North Star Pledge at all school functions and events.

Please note **that parent chaperones for off-site Field Trips are expected to ride the district-arranged transportation** (ie: bus) with their child. If you are unable/unwilling to ride the bus with your child, you will not be asked to serve as a chaperone. Chaperones must complete a Volunteer Packet.



The North Star Pledge



Today is a bright new day at North Star!

I will let me star shine by **showing respect, being kind to others, and being the best learner I can be.** Working together, we will reach for the stars!

	Classroom Voice Scale: 0-4	Pod Voice Scale: 0-2	Hallway Voice Scale: 0	Playground Voice Scale: 0-4	Cafeteria Voice Scale: 0-3 (0-1 for line-up)	Restroom Voice Scale: 0-1
Showing Respect	Follow directions the 1 st time. Be aware of personal space. Be responsible with materials. Focus on yourself.	Limit of 12 students working in pod at a time. Clean up work area before returning to classroom.	Greet people with a silent smiles. Close your locker quietly. Pick up papers on the floor. Keep your hands to yourself.	Use equipment safely. Throw trash in the trash can.	Use restaurant manners. Eat & drink appropriately. Listen for directions. Show patience in line. Use finger signals.	Flush the toilet. Toilet paper goes in the toilet, only. No vandalism. Soap is for handwashing. Water is for handwashing.
Being Kind to Others	Think before speaking & acting. Keep quiet hands & feet to yourself. Always use manners. Support classmates & teacher. Show patience.	Share the space. Passers-through are silent, careful not to disturb those at work.	Walk with silent voices & feet. Keep quiet hands & feet to yourself.	Think before speaking & acting. Keep hands & feet to yourself. Be inclusive of all friends. Keep play off of grass near the building. Share & take turns.	Say please & thank you. Use spacers while in lunch line. Keep quiet hands & feet to yourself. Keep your food in front of you. Include all tablemates in conversation.	Wash & dry hands. Give others privacy. Leave the facility ready for the next person.
Being the Best Learner I Can Be	Be prepared for roles, routines & responsibilities. Listen actively to understand. Use time wisely. Always give 100%.	Use the space as directed. Remain on-task. Return to classroom upon completion.	Walk in single file line. Stand straight & tall. Go directly to your destination with purpose.	Follow playground rules. Play fair. Leave nature where you found it. Leave mulch alone. Whistle 1: STOP, Whistle 2: Line Up.	Know your menu choice before entering the line. Know your lunch number. Eat only your food. Trash & recycling in proper bins. Table clear & wiped.	Refrain from socializing & loitering. Return to class promptly. Refrain from grooming. Report accidents to the nearest adult.

Excellence, Engagement & Effort ~ That's how you live the *North Star Pledge!*

Anti-Bullying Policy

The North Star Elementary Anti-Bullying Program is designed to complement school-wide initiatives that support positive student behaviors in the classroom, cafeteria and playground. The North Star Community celebrates the North Star pledge each morning as a review of the expectations for student behavior in school.

The North Star staff is trained to recognize undesirable behaviors associated with bullying in school. Teachers use class meetings as a teaching opportunity to educate students in strategies for solving peer conflicts. Additionally, teachers are in-serviced in the procedures for reporting bullying behaviors at North Star. Grades 4 & 5 use the anti-bullying KiVa program.

The North Star administration upholds the Red Clay Consolidated School District's administrative guidelines with reference to bullying, as per the Student Code of Conduct and following the Delaware Code 4112 (D) Delaware's Bully Prevention Law.

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

The consequences for students exhibiting behaviors associated with bullying are typically incremental* and may include:

- Oral reprimand
- Removal from setting
- Parent contact and/or conference
- Refer to administration
- Assignment of a reflective learning exercise
- School-based counseling
- Detention, probation, suspension, and/or expulsion
- Referral to the police or courts

* Depending on the severity of the occurrence, administration reserves the right to advance to the more serious consequences on this continuum in the interest of students' safety and well-being.

Anti-Bullying Program Committee Members: Karin Jakubowski, Ed.D., Tylisha Saunders, Athena Fullerton, Jen Minchini, Keely Maegerle, Michelle Mash, Jessica McCarthy, Erin Rivera, Linsann Kaplan, Kelly Westcott

* Parent participants vary according to availability.



Resource Guide on Bullying

Behaviors that constitute bullying form an identifiable constellation of characteristics. These characteristics distinguish bullying from mere disagreement or fighting. Definitions vary among researchers, but there are common areas of agreement on what behavior constitutes bullying:

- Harm or hurt is intended rather than the results of a mistake or negligence.
- A power imbalance exists between the target and the perpetrator.
- The perpetrator enjoys carrying out the action.
- The perpetrator repeats the behavior, often in a systematic way.
- The victim is hurt physically or psychologically and has a sense of being persecuted or oppressed.

Bullying can often be categorized as:

- Physical: Harm to another's person or property
- Emotional: Harm to another's self-concept
- Relational: Harm to another through damage (or threat of damage) to relationships or to feelings of acceptance, friendship, or group inclusion

Bullying may be:

- Direct: examples may include hitting, taunting, or name calling
- Indirect: examples may include rumors, exclusion, or cyber-bullying

As we work to empower our students with appropriate and effective strategies in response to bullying, it is important that we recognize the differences between normal conflict and bullying.

Normal Conflict	Bullying
Equal power	Imbalance of power
Happens occasionally	Repeated negative and/or covert actions
Accidental	Purposeful
Not serious	Serious acts of physical and/or emotional harm; Attempts to hurt through humiliation and/or exclusion that affect social status and relationships of victim
Equal emotional reaction	Strong emotional reaction from the victim; Little or no reaction from the bully
Not seeking power or attention	Seeking power or control
Remorse: takes responsibility	Bully shows little or no remorse and may blame the victim or discount the victim's feelings
Interest in mediation; effort to resolve conflict	Bully may deny the existence of any problem, oppose mediation, and/or challenge the accusation with defensive actions or comments

Delaware Department of Justice Bullying Prevention & School Crime Contact (Ombudsperson)

Anonymous Tip Line

1-800-220-5414

Reporting Procedures

Any school employee with 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.

- Once the behavior is brought to the attention of the administration, and an assessment is conducted to determine the appropriate next steps.
- All observable behavior is documented on a Students Behavior Referral.
- All submitted Student Behavior Referral are logged onto the district's RAP system. All suspensions are logged onto the State E-school system.
- Administrative action according to the Student Code of Conduct is initiated when:
 - a pattern of bullying or harassment shows up in the tracking system
 - there is a referral by a teacher or staff member
 - an injury has occurred

Mandatory Parental / Guardian Contact

Parental / guardian contact will be made upon each suspension whether the suspendable behavior is associated with bullying or not. A mandatory in-school conference will be held when a student's behaviors are associated with bullying. Parents will be invited to review and sign a behavior contract for their students. Parents will attend additional mandatory conferences for each subsequent incident of bullying.

Reporting to Police

Reports of bullying at North Star may be reported to the police when the following incidents take place:

- sexual harassment
- racial harassment
- illegal or criminal activity (assault)
- a pattern of taunting and harassment over time by the same perpetrators and/or toward the same victim
- severe, persistent or persuasive behavior

Report to DOE

The principal/assistant principal will report allegations as well as confirmed bullying incidents within five working days.

Practices for Preventing, Detecting, and Reducing Bullying and Harassment in Schools

- 1) Be proactive, rather than reactive. Emphasize and expect respect to be at the core of all interactions. Model these types of behaviors in a positive, purposeful way.
- 2) Empower students with the skills and confidence necessary to assert for their own rights. Every child has the right to feel safe and secure in their school.
- 3) Be observant and document what is seen. Actively monitor the playground, classroom, hallways, and cafeteria. Take notice of any changes in mood or demeanor among students, and avail yourself to children who your suspect may be involved in a bullying dynamic.
- 4) Encourage children to report incidents that they experience or observe in a timely manner. The sooner a situation is brought to our attention, the sooner it can be addressed. Teach children to report facts, rather than rumors or assumptions. Listen carefully to what is being said by taking all complaints seriously.
- 5) Keep the lines of communication open. Teachers, parents, counselors, students, and administrators are all vital members of a student's support team and should take advantage of one another's expertise and assistance.

Homework

Homework may be assigned with the same level of planning as classroom lessons, differentiated based on student need. Homework, if assigned, will consist of purposeful, authentic, relevant learning activities which students should be able to complete independently.

Homework guidelines for all students, grades Kindergarten through 5th:

- Limit to 30-minutes per night
- Limit to 1 subject or assignment per night
- No homework on weekends or school holidays
- Homework will not be graded
- Homework will be reviewed & students will receive feedback
- Homework will not consist of at-home projects
- Homework will provide choice & flexibility
- Student/Family Feedback forms are welcomed for any incomplete assignments



Student/Family Feedback Form

Date _____

I worked on my homework for _____ minutes last night. Just like in class, I tried my best! 😊

I did not finish the assignment because:

- I could no longer focus on the task.
- I was too tired.
- I didn't understand the assignment.
- I didn't have the necessary materials to complete the assignment.
- I didn't have enough time due to other outside activities.
- Other reason: _____

Student's Name _____

Parent's Signature _____

Make-up Work

Students are responsible for making up work missed when absent from class. If a student is absent one or two days, work can be made up when he/she returns. If absent two or more days, parents should request homework by contacting the teacher. Assignments and books can be picked up in the school office within 24 hours.

Teachers are not required to send homework with students prior to taking unexcused family trips during regularly scheduled school hours.

Student Appearance

We, at North Star, take pride in the dress, neatness and general appearance of our students and staff. A neat appearance promotes neat work, good conduct, self-esteem and a positive school climate. Help us promote these ideas by monitoring the dress and appearance of your child as he/she prepares for school.

As with most school matters, cooperation and good judgment by parents, students and school staff are the keys to a disciplined, inviting, and successful school.

Guidelines for Dress Code

The following regulations shall govern the dress and grooming of students in all grades. Student dress may vary with instructional activity and special events when announced by the principal.

1. Appropriate and safe footwear must be worn at all times. Students should refrain from wearing flip-flops or sneakers with wheels.
2. Hats are not to be worn in the building. Coats may not be worn during class.
3. Any garment deemed inappropriately tight, short, revealing or disruptive to the educational process is prohibited during school hours. No bare midriff.
4. Shirts with inappropriate language or graphics/symbols are prohibited.
5. The teaching team on duty will use their discretion in deciding if a student's coat may be removed at recess or dismissal.
6. Removal of accessories during physical education is required for safety.

Lavatory

Students must have permission to use the bathrooms.

Personal Possessions

Students are expected to bring appropriate school supplies as directed by the teacher. Parents, please note:

- Students are not to bring personal toys or electronic devices to school.
- Students are not to bring "extra" amounts of money to school. Any needed money, such as lunch money, is to be kept on each student.
- Student lockers do not lock and may be accessed by school staff, as necessary.

Lost and Found

Your child is responsible to check the Lost and Found for missing items.

Please make sure all possessions and clothing are marked with your child's name.

All unclaimed items will be donated to local charities at the end of each month.

Recess

At North Star, we view our outside recess as an integral part of our curriculum. The opportunity to develop gross motor skills is important to the development of the whole child. Students go outside each day for approximately 20-30 minutes, with the exception of inclement weather and extremely cold temperatures (below 20 degrees) where caution is being advised. With this philosophy in mind, we ask that you dress your child appropriately for the weather. In winter, hats, gloves, etc. are advised. On days when there is snow on the ground, please have your child wear boots or send an extra pair of shoes for your child to change into after being outside. ***Children will be excused from recess when accompanied by a physician's note indicating recess restrictions due to health conditions.***

North Star Elementary school assumes a leadership role in the promotion of healthy children. The recess time improves a child's health status by strengthening and enhancing mental, social and emotional skills, along with physical fitness.



North Star Health Initiative

At North Star we are dedicated to teaching the “whole child.” The North Star Health Initiative is an essential element of our school curriculum. Because we know there is a strong correlation between healthy eating/living habits and academic performance, we would ask for your support in adhering to our snack policy and party policy.

Daily Snack Policy

We know that when students are hungry they are not going to perform at their best. In order to avoid “hunger attacks” teachers will be sending home information regarding the opportunity for children to enjoy small healthy snacks in the classroom. **We ask that you avoid sending nuts or any product containing nuts, as we have many students who have nut allergies.** Additionally, students are invited to bring in water bottles daily, to remain hydrated throughout the day.

School Celebrations

If asked to send in treats for class celebrations (ie: publication parties, holiday celebrations aligned to the curriculum, etc.) we are asking teachers to work with their classroom parents to assure compliance with the District's Guidelines for Managing Students with Food Allergies and all other related nutrition mandates.

Birthday Policy

In keeping with our healthy school initiative and the District's commitment to providing a safe learning environment for students with food allergies, individual student birthdays will not be celebrated with food. Please do not send food items (ie: cupcakes, cookies, rice krispie treats, goodie bags, etc.) in with your child, as they will not be distributed. School-wide, birthdays will be acknowledged through Morning Announcements, a visit from the Principal to the birthday classroom, birthday pencils, and buttons. Additionally, your classroom teacher will be communicating a host of alternative celebration ideas, in lieu of food products.

If you are having a private party, please do not send invitations to school unless the entire class is invited.

Health Services/ School Nurse

Please send in an extra change of clothing for your K, 1, and/or 2nd grade student. The clothes are just in case the children have bathroom accidents, lunch spills, mud from outside, bloody noses, etc. They will keep the clothes in a bag in their locker. Please label the clothes or the bag that they are in.

Our school nurse has the responsibility for coordinating health services for our students while at school. In the event of sudden illness or injury, our school nurse administers first aid. If there is an emergency, parents are contacted.

We request that you complete the Red Clay Student Data Card sent home in the first few days of the school year to insure that we have the correct contact information. Your signature on the back of the card is extremely important and allows prompt care to be given at the hospital should we be unable to contact you. Please be sure to notify the nurse of any allergies to medication that your child has.

Please be advised:

- If a child is sent home with a fever, it is required that he/she stay at home until normal body temperature is present for 24 hours without antipyretic medications (Tylenol, Ibuprofen)
- Children may not keep medicine of any kind on their person. If medication needs to be given to your child during the school day, the nurse may administer it if it is properly labeled and a parent note is sent in with the medicine. The prescription label must include the child's name, current date, and dosage, name of the medication and the physician's name. All medication should be sent to school in the **original bottle**. Non-prescription medication may be administered at the discretion of the nurse; however, this medication must also be in its original container (as purchased) and be accompanied by a request from the parent. In addition, the School Nurse, at her discretion, may request a physician's note.
- Certain medications are controlled substances (i.e., Adderall, Ritalin, and Codeine). These medications are to be brought in monthly supplies only by the parent or guardian and are to be counted with the nurse.
- It is recommended that medications be given at home whenever possible. For example, if medication is prescribed to be given 3 times a day, it is better to give it before school, after school and before bed. This keeps the medication level more consistent. If medication is to be given 4 times a day, the child will need to receive the mid-day dose at school. An exception to this would be medications such as Adderall and Ritalin that benefit the child when administered during school hours.
- When students attend a field trip and need medications there are two options. The parent may serve as a chaperone for the field trip and administer the medication to his/her child. The teacher, at his/her discretion, may assist the student with self-administration of the medication. For teacher assistance with medication, parents must complete the **Field Trip Medication Permission Slip** and send in one dose of the medication in the original container to the classroom teacher.
- Screening programs for vision and hearing are done annually at North Star for grades K, 2 and 4 and/or 1, grade 3, and grade 5. Orthopedic screenings for scoliosis are done for grade 5. Parents are notified with a letter and/or phone call of findings that need attention by a specialist.
- Discretionary use of "Quick Relief Inhalers" for asthmatic children may be considered. Parents must provide permission for possession and use in addition to the proper prescription labeling on the canister of the medication. Permission from the physician for self-administration is also required. Parents must also sign a release of any and all liability arising from the student's discretionary use and possession of an inhaler. The school nurse also requires a "student contract" and may impose reasonable limitations or restrictions as necessary based on age, level of maturity, and behavior.

Pediculosis in the School Community

At North Star Elementary, ‘best practices’ of lice management are followed according the National Association of School Nurses, American Academy of Pediatrics and American Academy of Family Physicians.

Children found with live head lice will be referred to their parents for treatment. Data does not support school exclusion for nits. If appropriate, further monitoring for signs of re-infestation will occur in the school setting, but head lice screening programs have not had a significant effect on the incidence of head lice at school and disrupt the educational process (American Academy of Pediatrics, 2003).

Communicable Disease

If a family or Physician reports a communicable disease of a North Star student, an information sheet from the Division of Public Health or CDC, will be brought home by all students in the homeroom. Sometimes several will come home over a period of a week or month, this means that more incidents have occurred, and monitoring should continue for illness. Please feel free to consult with the school nurse anytime about concerns.

Children with Allergies at School

In an effort to provide a safe environment and minimize the risk of accidental exposure to a food allergen in the school setting, North Star Elementary School is following the Red Clay School District’s Food Allergy Policy.

It is the responsibility of the parent or guardian of the food-allergic student to provide a Food Allergy Action Plan (FAAP) and prescribed medication to the School Nurse at the beginning of every school year. The FAAP is completed by a licensed Healthcare Provider and shared with the school Nutrition Supervisor and appropriate school personnel.

All food sent in to share with students must be prepackaged and contain a commercial ingredient label.

No homemade items will be allowed.

FRESH fruits and vegetables are a healthy alternative to manufactured foods.



We encourage designated seating in the cafeteria for our severe food allergy students. This area will be considered a “safe zone”. Other classmates may sit in this area when invited, provided they are not consuming any allergen of concern. As such, non-allergic guests to the “safe zone” tables must buy a school lunch, as this ensures our staff’s complete and accurate knowledge of all ingredients.

Latex allergies affect 1.5% of the general population. Although most of these are contact allergies, latex products tend to create airborne particles which can trigger a life-threatening reaction. **For this reason, latex gloves and balloons must not be used in RCCSD schools.** (Mylar balloons may be substituted.)

Emergency Procedures

The safety and security of our North Star facility is of paramount importance to us all. To ensure that all members of our school community know how to respond in an emergency, fire drills, lockdowns drills, and other appropriate emergency procedures are practiced throughout the year. In the case of an actual emergency situation involving your child, you will be notified as soon as possible. **Please make sure that you keep the main office and school nurse informed of current home, work and emergency numbers throughout the school year.**

Snow Emergencies

Weather conditions and unexpected events sometimes necessitate school closing, opening delays or early dismissals. If the school hours are going to be altered in any way, it will be announced over local radio stations. Additionally, North Star families can access the RCCSD website, www.redclay.k12.de.us, for information regarding school closings, opening delays or early dismissals.

In case of snow emergency days, the transportation department identifies snow emergency bus stops. This information is provided by the transportation department and will be given to your child by the bus driver as the winter months approach. If snow emergency bus stops are in place in the morning, these same bus stops will be used at dismissal time regardless of the weather conditions.

Please do not call the school on inclement weather days; access the RCCSD website or local newscasts for all weather related closing information.

Placement Requests

North Star Elementary School does NOT accept placement requests for specific teachers. We do, however, appreciate input regarding children's learning style and the teaching style best suited for a student's success. For example, you may describe your child as:

- a predominantly visual, auditory, or kinesthetic learner
- an independent thinker or a cooperative problem solver
- responsive to a firm & structured environment or benefiting from a more relaxed classroom atmosphere
- an anxious or an eager learner
- in need of academic support or academic challenges

Should a parent choose to offer this type of input for consideration, it must be received by the Principal/Assistant Principal by July 1st.

Please note that placements requests for specific teachers and placement requests received after July 1st will not be considered.

RCCSD Nondiscrimination Notices

Red Clay Consolidated School District *Nondiscrimination Notices*

Nondiscrimination and Section 504 Notice

All parties, procedures, and policies of the Red Clay Consolidated School District shall clearly exemplify that there is no discrimination in the recruitment, employment, and subsequent placement, training, promotion, compensation, tenure, and all other terms and conditions of employment over which the Red Clay Consolidated School District Board of Education shall have jurisdiction, or in the educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, handicap, genetic information, veteran status, or any legally protected characteristic. Inquiries into compliance for Title IX or Section 504 are to be directed to Debra Davenport, Human Resources Development, 1502 Spruce Avenue, Wilmington, DE 19805.