

**APPOQUINIMINK SCHOOL DISTRICT**  
**Our Pride: Our Schools**

**Mission**

The Appoquinimink School District will provide opportunities and resources in a safe, nurturing and positive learning environment for all students to acquire and develop the knowledge, understanding, skills and attitudes to be responsible and contributing members in a rapidly changing and complex global society.

**Vision**

The vision of the Appoquinimink School District is to provide a modern, student centered school system where all will be prepared academically, technologically, physically and socially to adapt to a diverse global society.

**SCHOOL HOURS**

BME, CLE, OBL, SLE, TES - **Grades 1-5 8:50am – 3:38pm**

**Late Openings/Early Closings**

Whenever these conditions are necessary, the information is reported on the following radio stations:

WAMS 1380AM	WNRK 1260AM	WDSB 92.9FM
WILM 1450AM	WDEL 1150AM	WSTW 93.7FM
WDOV 1410AM	WJBR 99.5FM	WXDR 91.3FM

**Please do not call the school or District Office for school closing information. Please be sure you have arranged an emergency plan with your child in preparation for early dismissals due to inclement weather or unforeseen circumstances. We will make every attempt to ensure the safety and well-being of your child.**

**Transportation Information**

Every Appoquinimink student who is eligible, will be assigned **one bus and one bus stop** according to Delaware State Law. Any changes in bus stop are to be considered permanent changes and will have a five (5) day processing time. The reason for the length of time is to notify drivers and to update bus listings. Please keep in mind that this is for the safety of your child.

Please be aware that when your child is riding the bus to school there is a 10 minute plus (+) or minus (-) pick up time. This means that if your child's stop time is 8:25, the child should be at the bus stop no later than 8:15. Depending on traffic or road conditions, the bus may be there by 8:15 or as late as 8:35. Please make sure that your child is at the stop 10 minutes early. If the child is not there, the bus will not wait.

**APPOQUINIMINK SCHOOL BOARD OF EDUCATION**

Mrs. Edna Cale  
Mrs. Joanne Christian  
Mr. Edward Czerwinski  
Mr. Kevin Hensley  
Mrs. Donna Skinner

**APPOQUINIMINK SCHOOL DISTRICT ADMINISTRATORS**

Dr. Tony Marchio – Superintendent	376-4101
Dr. Marion Proffitt – Assistant Superintendent	376-4105
Mrs. Mary Ann Mieczkowski - Spec. Ed. Supervisor	376-4111
Mrs. Kittie Rehrig – Student Svcs. Supervisor	376-4111
Ms. Maryellen Brown - Business Manager	376-4122
Mrs. Janice VanderDecker - Food Service	378-5032
Mr. Robert Hershey - Facilities Supervisor	376-4125
Mr. Matthias Fallis - Human Resources	376-4128
Mrs. Debbie Panchisin - Curriculum	376-4270
Mr. Gregg Tulowitzky – Transportation	376-4132

## SCHOOL NUTRITION SERVICES INFORMATION – Mrs. Janice VanderDecker

The Appoquinimink School District is committed to protecting and enhancing children's health and well being. One important way in which school contributes is by providing a nutritious school nutrition service program. Child nutrition programs are an integral part of the school environment. Nutrition influences a child's development, lifelong health status, and potential for learning. School nutrition service programs achieve this goal by providing students with nutritious and appetizing meals served courteously, in a sanitary and pleasant dining environment. Nutrition education activities in the classrooms and the dining rooms support the comprehensive school health education program.

The cost of breakfast and lunch in the Appoquinimink School District elementary schools for the current school year may be found on the district website ([www.apposchooldistrict.com](http://www.apposchooldistrict.com)) under the district profile section, beginning in August.

Our cafeterias utilize a computerized cash register system and your student will be provided with a confidential PIN number at the beginning of the school year to use when they go through the serving line. The use of this system has greatly improved the confidentiality of the meal status for our students, as well as has provided a means whereby meals may be prepaid for your student(s). We have generally found that meal prepayment greatly expedites the speed of our meal service to the students, thus the avoidance of a long wait in the serving line.

Elementary school students may charge for meals in the cafeterias, in the case of forgotten money, etc.; however, they may **not** accumulate charges in excess of two (2) meals. Any student requesting a charge will receive the regular menu for the first charge. For all subsequent "same occasion" charges, the student will receive an American cheese sandwich (or acceptable substitute), juice, fruit, and white milk. The latter still constitutes a lunch, however, and payment of this meal is necessary. The School Nutrition Manager at the school will send a notice home weekly to the parent/ guardian of those students with outstanding meal charges, listing the charges owed by the student. Prompt payment of these charges is expected upon receipt of this notice.

As the primary objective of the School Nutrition Services is to assure that all students have access to appropriate and nutritious foods during the school day, snack items may **not** be purchased by students unless they have consumed a lunch for the day.

### ATTENDANCE PROCEDURES

(Regular attendance is stressed and is vital to a child's success in school.)

#### ARRIVAL TIME

Students who walk or who are being driven to school **should not arrive prior to 8:40 am**. Any students arriving earlier than 8:40 am may need to wait outside the school until that time. The school does not have supervision for your children prior to 8:40 am.

#### HOMEROOM PROCEDURES

1. All students are to be in their homerooms by **8:50 AM**.
2. Daily homeroom activities/announcements will be conducted in the first five to ten minutes of class.
3. **Late students (after 8:55a.m.)** must report directly to the office **accompanied by the adult dropping them off** to sign in and receive a late slip admitting them to class.

#### STUDENT ABSENCES

If your child is ill, please keep him/her at home. A note explaining the reasons for absence, signed by the parent or guardian, is required for all absences upon return to school. The attendance clerk will mark the absence excused or unexcused. **If no note is presented, the absence will be unexcused.** Notes need to be sent in within 24 hours of the absence.

Excused absences are permitted for:

1. Illness of the child, attested, if necessary, by physician's certificate.
2. Death in the immediate family.
3. Funeral of other relative or friend.
4. Other absences as authorized by the superintendent or building administrator in response to written request by the custodial parent or guardian. In the event that an emergency situation precludes prior written request, the custodial parent or guardian will be asked to supply a written note reiterating the oral request for the absence.
5. Observation of a religious holiday.

**For all notes, please indicate the child's first and last name, homeroom teacher, date of absence and reason. If there is no reason stated, the absence will not be excused. No phone calls will be accepted for excuse information.**

## **EXCESSIVE ABSENCES**

The attendance clerk and school nurse will monitor absences and will refer cases of excessive absences to the District Social Worker.

## **LATE TO SCHOOL**

The same reasons acceptable for excused absences shall also apply to students reporting late to school. **Students arriving late to school must be accompanied into the building and signed in by an adult.** It is the responsibility of the parent to present a note explaining the lateness to the school clerk, who will issue a pass admitting the student to class. A note from the family doctor or dentist will be accepted. **If no note is presented, the lateness will be unexcused.**

## **PREARRANGED ABSENCES**

In the event that students must be absent for reasons not mentioned above, the superintendent or principal may authorize the absence for just cause. However, all work missed must be made up within the number of days the student was absent after returning unless an extension is granted for just cause. **NOTE : VACATIONS ARE NOT EXCUSED ABSENCES.**

## **EARLY DISMISSALS**

Whenever a child is to leave school early, to leave in a different manner than usual, or to remain at school for some event, a note from the child's parent must be sent to school, including telephone number and reason for the early dismissal. The note is submitted to the homeroom teacher on the morning of the early dismissal. Notes may be verified by telephone between 9:00 and 11:30 AM. Students will not be dismissed without written permission from a parent. Students leaving school early must be signed out and picked up from the main office. Please do not go to the classroom to pick up your child. **Parents should park in the main lot, not the bus loading circle in front of the main entrance.**

Reasons accepted for an excused absence or lateness shall be accepted for early dismissals. Other reasons shall be termed unexcused unless approved by the principal for extenuating circumstances. Students who are not signed out with an approved early excuse will be recorded as an unexcused absence.

## **MAKE UP WORK**

All class work missed because of an excused absence must be made up within ten days after returning to school. Teachers will advise and assist students in completion of missed work. Please give teachers 24 hours notice prior to picking up school work.

## **HOMEBOUND INSTRUCTION**

Homebound instruction can be arranged for students with a long-term illness. Medical certification from a doctor is required to initiate this process. The regular classroom teacher is responsible for coordinating the homebound child's education with the teacher of homebound students.

## **CHANGE OF ADDRESS/PHONE NUMBER**

Please inform the school office immediately if there is any change in your address, home phone number or work location. We must have updated information to be able to contact you in case of any emergency.

## **ELEMENTARY DRESS CODE**

The school requires students to dress appropriately for school and extracurricular activities and does not permit clothing, shoes, or jewelry – or articles worn as such – that are distracting, hinder the educational process, or are inappropriate. School attire should be clean and neat. Appropriate clothing should be worn on physical education days (sneakers). Please dress your child for the weather – hats, coats, and gloves when necessary. If at all possible, your child will be going out for recess.

- Headwear of any type may not be worn – male and female (exception – documented religious reasons). This includes hats, sweatbands, bandanas, scarves, sunglasses, or head covering of any type.
- Outwear is not permitted while in the building. Jackets, winter coats, trench coats, leather coats/jackets, or raincoats must be placed in cubbies upon entering the classroom. (Fleece and warm-up jackets will be permitted.)
- Shorts will be permitted when the regional forecasted temperature is to be 70 degrees or higher.
- The length of skirts, skorts, and shorts must be at least mid-thigh.

- Shirts must reach the waist and will not be low cut or see-through. (There will be no tank tops, halter-tops, tube tops, see-through shirts, muscle shirts, lace up tops, or belly shirts.)
- Footwear must be worn at all times. (Flip-flops and bedroom slippers are not permitted.)
- Clothing must be worn as intended:
  - Pants must be worn properly and are to be pulled up and secured at the waist.
  - Undergarments are not to be visible.
  - Shirts must be worn as intended.
  - Pajamas are not permitted.
- Student apparel that advertises, glorifies, or symbolizes any illegal substances or any substances illegal to minors, containing derogatory phrases, profanity, or glorifies violence or criminal behavior are not permitted to be worn.
- Students may not wear lewd, suggestive, or excessively tight clothing, clothing with writing on the buttocks, spiked jewelry or chains.

## **HEALTH SERVICES**

Your child's health is very important. Please be sure your child is dressed to meet the weather conditions, i.e., coats, boots, gloves, etc., with a name label in each. It is assumed that a child well enough to return to school, is well enough to participate in normal school activities, including outside recess or physical education, unless a doctor's statement informs the school of restrictions.

The nurse will periodically check the physical well-being of your child's eyes, ears, skin, scalp, teeth, etc. If problems or concerns arise during the screening process, the nurse will report such findings to you.

## **MEDICATION**

Students are not permitted to take medication of any kind in school unless that medication is given by the nurse. Prescription and non-prescription medication may be administered by the school nurse during school hours, utilizing the instructions outlined in this policy.

**Whenever possible, medication should be administered at home!!**

If your child needs to take medication during the day, these instructions must be followed:

1. The parent/guardian should bring the medication to and from school.
2. When it is necessary to send medication with your child, you must send a note or call the school nurse to convey the required information concerning the medication.
  - A. The medication must be in the original container, with attached prescription label, if applicable.
  - B. The parent must include in the note or phone call the following information:
    1. Name of medication
    2. Amount of medication (quantity of pills or liquid)
    3. Dosage of medication
    4. Time of administration
    5. Reason for medication
  - C. Whenever medication is sent with the student, a note or phone call must accompany the request each and every time. Forms will be made available in the nurse's office.
  - D. Upon arrival at school, the nurse will verify the quantity of pills or liquid. If a discrepancy is encountered, the parent will be notified by the school nurse as soon as possible.
  - E. For those students on a medication regimen year after year, a new physician's order is mandatory at the beginning of each school year.

If you have questions, please contact the school nurse.

Only employees licensed to practice professional or practical nursing under  
24 Delaware Code, Chapter 19, are permitted to administer medication.

## **STUDENT PROGRESS**

Parent-teacher conferences are scheduled for November 22 - 24, 2004, and February 16 - 18, 2005. Our goal is to meet with all parents. Progress Reports and/or report cards will be issued at these conferences and at the end of the year. Please call to arrange a conference with your child's teacher whenever you have a concern.

## **DISTRICT PROMOTION POLICY**

In the event that your child is experiencing difficulties which could result in a recommendation for retention, you will be informed in accordance with Board Policy 5930 on the following dates:

Prior to February 1	Notification by letter
Prior to March 1	Parent/teacher conference
Prior to April 1	Notification by letter
Prior to April 30	Parent/teacher/administrator conference
Prior to May 30	Final decision by letter

If parents wish to appeal this decision, they may do so in accordance with Board Policy 5940 on the following dates:

Prior to July 1	Appeal to the Superintendent or his designee
Prior to August 1	Superintendent or designee/parent/principal/teacher conference. (During the conference, parent or teacher may examine all records and data used as a basis for retention and may present for consideration any data which they wish to offer)
Prior to August 15	Superintendent or designees will notify parent and teacher by letter of the decision.

The exception to this procedure is the ranking on the DSTP for third and fifth graders. Notification will be made as soon as the DSTP scores are available. The Wagner Bill is also a factor in deciding retention.

## **STUDENT PLACEMENT**

A team of educators (classroom teacher, principal, reading specialist, counselor, instructional support teacher) meet to recommend placement for each student in a particular classroom as a child moves from grade to grade. This team uses various academic and social criteria to ensure each student the best possible placement each year. Unless there are extenuating circumstances, this placement will be final. If you wish to inform the school of special circumstances (WITHOUT SPECIFICALLY NAMING A PARTICULAR TEACHER) regarding the placement of your child, you must do so in writing to the building principal by April 1 of the current school year. Please realize there are many circumstances to consider when deciding student placement. The school will consider all input (including that of the parent) and make a final decision based on all of the input.

## **STUDY TIME (Homework)**

### **PURPOSE**

Study time is an extension of regular classroom activities. It is assigned to sharpen a child's desire and capacity to learn and to give practice in using newly acquired knowledge. When study time is voluntary or based on interests, a child learns to use initiative and judgment in selecting realistic tasks.

Study time will teach the child how to follow directions, make judgments and comparisons, raise questions, improve reading skills, organize thoughts for speaking and writing and use research materials.

One result is that a child learns to distinguish himself as an individual. Also, study time provides self-confidence and improvement of self-image. The child learns to meet challenges and gains satisfaction from completing assignments.

Although individual study time assignments are not graded, completion of study time is taken into consideration when evaluating a student's progress.

The suggested time allotment for elementary school children is one to three assignments taking a total of 15 to 30 minutes or less per day.

### **STUDY TIME (Homework) TIPS**

Study time (homework) should be done every night at the same time regardless of whether work has been assigned by school. Each night, your child should engage in some form of educational activity, including reading. In order to make study time more effective, here are some helpful suggestions:

Pick a place and an uninterrupted time when your child may do his/her study time daily. Your child needs to participate in this decision.

Encourage your child when he/she is having difficulty. Refer back to earlier times when a difficult assignment was completed.

Listen to your child's original writing and review the completed project.

Be supportive and make positive comments about effort as well as the finished product.

Help review for tests after your child has finished studying.

## **TEXTBOOKS/LIBRARY BOOKS**

Students are responsible for the care of all their books. Any lost or stolen textbooks must be replaced according to the following rates: excellent = 100%; good = 75%; fair = 50% and poor = 25% of their value. All fees for lost or damaged books must be met before final report cards are issued or records are sent to other districts. All textbooks must be covered.

## **SUPPORTIVE SERVICES**

### **SPECIAL EDUCATION--SPEECH/LANGUAGE THERAPY**

The special education program will follow state and federal guidelines and offer related services.

Based on their needs, special education students are placed and served, if possible, in the regular classroom setting whenever possible.

Any staff member or parent may refer a student for consideration for the special education program by filling out a referral form (available in the office) and returning it to the special education coordinator.

### **GUIDANCE SERVICES**

Students/Parents can meet with our guidance counselor to discuss ways to improve student behavior related to academic and/or social progress.

### **FIELD TRIPS**

Field trips are considered an extension of the classroom. The educational value of all field trips will be maximized by careful pre-planning and follow-up activities in the classroom.

All students are encouraged to participate in trips. A field trip is a privilege and the right to participate is based on appropriate in-school behavior.

The cost of trips is usually paid by the students' parents.

## **CONFLICT RESOLUTION**

All students and staff will be trained in Conflict Resolution. The goal of conflict resolution education is to help students to learn from conflict and use it as a way to grow. The training will stress good listening and "good conflict." Students are taught the following steps to solve conflict:

- A. Ask what the problem is.
- B. Brainstorm solutions.
- C. Choose the best solution.
- D. Do it.

The value of "win-win" solutions, where everyone's needs are met and all parties feel good about the resolution is stressed.

## **IMPORTANT INFORMATION ABOUT EMERGENCIES AT NUCLEAR POWER PLANTS FOR PARENTS AND GUARDIANS OF CHILDREN ATTENDING APPOQUINIMINK ELEMENTARY SCHOOLS**

Our elementary schools, with the exception of Olive B. Loss, are located within the 10-mile Emergency Planning Zone (EPZ) of the Salem and Hope Creek Nuclear Power Generating Stations, which is located just across the Delaware River in New Jersey. Should an emergency occur at the nuclear power plant, detailed plans have been developed to protect the health and safety of Delaware residents.

If an emergency occurs, the elementary schools will be notified by emergency management officials.

If the children must leave the school, they will be assembled and counted by their teachers, then moved by bus to Dover High School, 625 Walker Road, Dover, DE, where they will be cared for until their parents or guardians arrive.

During an emergency, parents and guardians can receive current emergency information on how to pick up their children by listening to their local Emergency Alert System (EAS) Station:

WDEL - 1150 AM	WDOV - 1410 AM
WKEN - 1600 A	WILM - 1450 AM
WJBR - 1290 AM	WNRK - 1260 AM
WSTW - 93.7 FM	WDSD - 92.9 FM
WJBR - 99.5 FM	WXDR - 91.3 FM

If you want more information, call the Delaware Emergency Management Agency at 1-877-729-3362.

## **PARENT VISITATION/VOLUNTEERS**

(The following policy is in effect in most elementary schools. Olive B. Loss' policy may differ. When visiting OBL, please be sure to contact the Main Office.)

Parent support and participation in our programming is a key component to the success of all of our elementary schools. We welcome and encourage volunteers to work in our school. Volunteering can be exciting and rewarding, and is an excellent way of showing your child that you are interested in his/her school. Volunteers may be asked to assist teachers by chaperoning trips, duplicating materials, or working with children to reinforce skills already taught. They may also be asked to help in the library, nurse's office, cafeteria or main office.

Please adhere to the following guidelines so that we can minimize disruptions and maximize safety in the classrooms:

### **VOLUNTEERS:**

1. Visits must be pre-arranged with the teacher/staff member for whom you are volunteering.
2. Volunteering efforts should not be centered on your child and/or children.
3. All volunteers need to sign in at the main office. You will be given a Visitor's Pass at this time. This Pass must be worn during the time of your visit.
4. Contact the PTA/PTO, the Main Office, and/or your child's teacher for information regarding volunteering.

### **PARENT/GUARDIAN(S):**

1. Observations of your child's classroom need to be pre-arranged with your child's teacher.
2. When observing, remember to sign in at the Main Office and obtain a Visitor's Pass.
3. Refrain from interrupting or speaking to the teacher during your observation. If you need to speak to the teacher, set up a non-instructional time to conference with him/her.

### **VISITORS:**

1. Visitors must sign in at the Main Office. A Visitor's Pass will be given to you at this time. The Pass must be worn and visible during the time of your visit.
2. Tours of the building can be set up through the Main Office. (At some schools, tours are set up on specific days at specific times.) If you wish to tour the building, contact the Main Office and it will be scheduled for you.

Due to the safety restrictions on public schools, infants, toddlers and children not enrolled in our elementary schools may NOT accompany a parent to the cafeteria, classroom and/or play activities during school hours. If such a child needs to accompany a parent to the school for another reason (such as picking up a school age child at dismissal or for an appointment), the child must hold the parent's hand in order to maintain a safe atmosphere for all (i.e., accidental pulling of fire alarms, etc.). Children may not run up and down the halls, crawl on the floor or be unattended. If a teacher wishes to include preschool children in a particular activity, approval from the building principal must be obtained.

## **PTA (or in some schools, PTO)**

The PTA/PTO is an excellent opportunity for parents, guardians and family members to establish partnerships with their children's schools. In the past, the PTA/PTO has enhanced educational programs at the schools in various ways, including Enrichment Grants and special programs. These programs help in providing students with a well-rounded elementary education.

Membership is open to anyone who believes in the importance of supporting and speaking on behalf of children in school and those committed to being inclusive in efforts to represent and assist all who nurture and educate children. Parental involvement is the cornerstone of the PTA/PTO. Membership fees are nominal. Although you may join at any time, you are encouraged to join at the beginning of the school year so that students and the school receive the maximum benefit from the PTA/PTO.

## **Section 504 and Title IX**

The Appoquinimink School District does not discriminate on the basis of race, color, gender, religion, age, disability, marital status, national origin, or other legally protected categories in its educational programs, activities, employment, or student admissions policies or practices. Inquires regarding compliance with the above can be directed to:

### **Section 504**

Contact Kittie Rehrig, Supervisor of Student Services, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4111

Section 504 Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with the disability discrimination laws.

### **Title IX**

Contact Matt Fallis, Director of Personnel, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4128

Title IX Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with and carry out the District's responsibilities under Title IX, including any investigation of any complaint alleging noncompliance with Title IX or alleging actions which would be prohibited by Title IX.