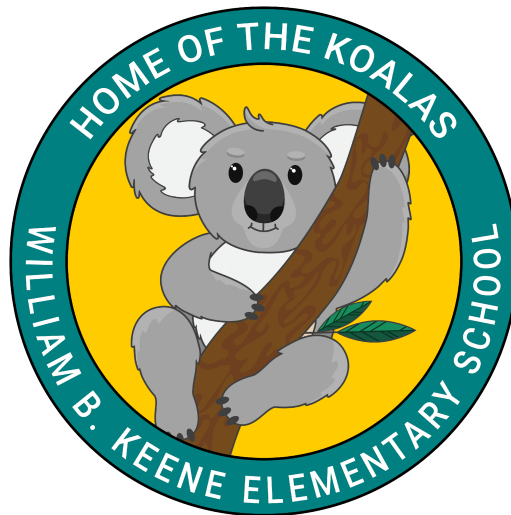


**WILLIAM B. KEENE
ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
“Where Koalaty Counts”**



2022-2023

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WILLIAM B. KEENE ELEMENTARY SCHOOL'S MISSION STATEMENT

The **Mission** of William B. Keene Elementary School is to unite the diverse talents of staff, parents, communities, and students into a positive, supportive, caring partnership that seeks academic, social, and emotional success for each child in a safe environment.

SCHOOL TELEPHONE NUMBERS

Main Office	454-2018	Ext. 200
FAX	454-5969	
Nurse		Ext. 204
Cafeteria Manager		Ext. 254
Student Attendance		Ext. 200
Attendance Reporting Line		Ext. 200

SCHOOL HOURS

School hours are 8:50 a.m. to 3:50 p.m.

ATTENDANCE

School attendance is mandated by state law and regulations of the Delaware State Board of Education. Every parent, guardian, or other person having legal control of a child between the ages of 5 and 16 is required to send such child to school. Attendance standards are applicable to all students enrolled in the District. The Student Attendance Policy of the District Board establishes specific regulations related to attendance. Students and their families can refer to Board Policy 02.11. Students are required to attend school 90% of the school year. When your child returns to school, you must send a dated and signed excuse note stating the reason for the absence upon his/her return. Or, you may use the Report Absence Form. This form can be found on the Christina School District Website/Parents & Students/Attendance Form/Report Absence Form. Students will be marked unexcused if an excuse note is not received. The following are **valid reasons** for **absences excused and tardies excused**: (a) illness of child supported by physician's note, if necessary (b) contagious diseases (c) death in the home-immediate family or grandparents-time out of school not to exceed one week. Funerals of other relatives not to exceed one day (d) legal business (i.e.

court hearings, etc.)-Court documents required (e) suspension or expulsion from school. If your child will be out longer than five consecutive days, a doctor's note is required and you should call the teacher during the absence to notify the reason for the absence. **Parents/guardians have up to five (5) days to provide proper documentation for excusable absences. Any notes provided beyond the five (5) day period will not be accepted.** We will enforce the attendance laws.

Children will be marked tardy if they arrive at school after 9:10AM. Late students must be signed in by an adult in the school office. They will receive a "Late Arrival" pass to class.

PROMOTION REQUIREMENT

A state law, called the "Wagner Law", has set the following requirements for promotion:

- In order to be promoted, students in grades 1- 8 must receive a passing grade in English-Language Arts **and** in at least two of their other core academic courses (science, math, or social studies). **Students who do not meet curriculum requirements will be retained in their present grade.**
- Students who miss more than 18 days of the school year may be retained.
- Students must successfully meet standards of promotion as required by the district.

EARLY DISMISSAL PROCEDURES

Late arrivals, release from school and early dismissals are **discouraged** due to the importance of instructional time in the classroom to provide the best education possible for the children. If it is necessary to have a child excused for medical or dental appointments, parents/guardians are asked to follow the procedures below:

1. You may either send a note with your child(ren).
2. **Call the main office** prior to 3PM. Do not leave a message. Class DoJo messages may not be seen in time.
3. The parent must report to the office to sign the child out and **wait** in the **office or school lobby**.
4. **IN ALL CASES, ANY PARENT/ GUARDIAN PICKING UP A CHILD WILL BE ASKED FOR A PHOTO I.D.**

5. If the parent cannot personally pick up the child, they must inform the school in writing about the arrangements made to have the child picked up. **NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN A PARENT/ LEGAL GUARDIAN UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE AND PARENTAL PERMISSION HAS BEEN SECURED WITH THE OFFICE PERSONNEL.**
6. If there are court orders that indicate certain persons cannot pick up a child, a copy of the order must be in the child's permanent record.
7. The office personnel may refuse to release a child if they do not know the adult who is calling for the child or if the proper arrangements have not been made.
8. If all of the above procedures have been followed, you will be required to sign out the student through our computerized system indicating who has accepted responsibility for transporting the child home.

BUS CONDUCT

Students must obey all bus transportation safety rules established by Christina School District Transportation. Observance of these rules will ensure safety, prompt arrivals and departures of buses and proper attitudes on the part of pupils. Good citizenship will be promoted. Violation of these rules may result in the suspension of bus riding privileges.

1. Students can only ride the school bus they are assigned to. If your child is not assigned to any bus, they cannot be issued a pass to ride one.
2. If you need to change your child's school bus due to daycare you must complete a Childcare Transportation form. Once the form is received by the office, transportation will take approximately 3-5 business days to take effect. You will receive confirmation informing you when your child can start taking their new bus. If you need to cancel transportation to the daycare to go back to your child's home bus, the same process will occur, you will have to wait until you get confirmation

from the school informing you that your child can ride the bus.

CHANGE IN AFTER SCHOOL TRANSPORTATION

If your child is a bus rider and you wish for them to be a car rider on a particular day, please either:

1. Send a note with your child(ren).
2. Phone call prior to 3:00p.m. Don't leave a message or a Dojo message for this purpose.

If someone besides yourself will pick up your child(ren), please make sure they have their I.D. and follow the same procedures as above.

CAR RIDER DISMISSAL PROCEDURES

1. Parents picking up car riders will line up outside and drive into the circle in front of the school at dismissal time.
2. Parents will display a car tag with their child's name; which should hang from their rear view mirror.
3. Persons picking up students will be required to show their ID cards.
4. Once you have been identified as authorized to pick up the student, your child will walk to your car to be dismissed..

EMERGENCY CLOSING OF SCHOOL

In case of bad weather or emergency, the school district will announce school closings, early dismissal and delayed openings over the radio:

WDEL-AM...1150 WNRK-AM...1260
WILM-AM...1450 WJBR-FM...995

Information on school closings will also be posted on the district website:

www.christina.k12.org

PARENT LINK

We will inform parents via Parent Link of closings, activities or other events at Keene. Please make every effort to keep telephone numbers current at all times.

PEACHJAR

Our school needs an email address for each student's custodial parent/guardian to send school information electronically. With an email address, parents receive

school-approved flyers through Peachjar, our service provider. You can also click the Peachjar button on the **Keene Elementary School** website under schools, which can be found on the **Christina School District** Webpage to find and view flyers.

HOME ACCESS CENTER (HAC)

You are now able to access your students' records such as attendance, report cards, bus information, change your telephone and email information, etc. through our **Home Access Center (HAC)**. Just log onto <https://hac.doe.k12.de.us/> to access this information. You will need a login and password. Login IDs and Passwords **ARE** case sensitive. If you do not know this information you may contact the school secretary for assistance. Home Access Center is accessible from any computer with an internet connection. Please make sure the office has your current email address.

DRESS CODE

Students shall dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school. Clothing that encourages alcohol, drugs, gang affiliation, violence, profanity or gestures or that can be interpreted as such are prohibited. Hats, sweatshirt hoods, and ear coverings are not to be worn in the building during school hours. Any garments deemed inappropriately tight, short, or revealing (e.g., mesh tops, midriff tops, tank tops, tube tops, short shorts) are prohibited during school hours. Pants worn in "Sag and Drag" fashion (pants worn below the waist to the extent that the underwear and/or skin is/could be exposed) are not permitted in school or at school functions. Students and their families can refer to Board Policy 02.14 Student Dress or request assistance in accessing this information from any school or District administrator. All students are encouraged to follow their school's dress code. Violations of each schools dress code may result in restrictions to participate in school wide activities, for example Positive Behavior Support events.

DAY CARE ARRANGEMENTS

Parents **MUST** make arrangements for childcare on the days school is closed, open late or dismiss early due to inclement weather or emergencies. The staff is not available before **and** after official school hours each day (8:50 -3:50). **Please do not drop your children off until school starts and pick them up promptly when school dismisses.**

VISITOR POLICY

Parents are always welcome to visit the school.

For the protection of the students and security in the school, it is required that every person entering the building must enter through the front doors only and then report directly to the office to sign in and receive a visitor's pass before going to any other part of the school.

If you wish to observe your child's class or to have a conference with a teacher, please be so kind as to call ahead to schedule a time convenient for both the parent and the teacher so that we can minimize disruptions to the instruction of all the children. If you need to visit your child's teacher and you have not scheduled a conference, please adhere to the following procedures:

Oftentimes, parents will want to walk their child(ren) to class. This is allowed the first day of school as students and parents are getting acclimated to the classrooms and teachers. Please let the secretary know that you would like to walk your child to class and she will call to confirm that it is ok with the teacher. After the first day, child(ren) are able to walk to their classroom alone. Staff are positioned at each hallway to assist students to their classrooms. If you wish to walk your child to the door, please park in the front lot.

FIELD TRIP POLICY

Educational trips are part of the instructional programs. They play a valuable role in the development of each pupil. All students are expected to attend class field trips. Motivational field trips serve as a reward for positive social and academic behavior.

Parental permission is required before a student can go on a field trip away from

school. Before each trip, a form will be sent home for the parent's signature. The form will provide details about the trip and will ask for important medical information. This form is a district requirement. Special information will be provided if the trip is extended beyond the regular school day.

In some cases, fees to cover admission and transportation charges will need to be paid by parents. Due to Business Office requirements, it is imperative that funds requested for a field trip be paid by the stipulated date. This allows for the time it takes to process any paperwork necessary for the trip. A child's inability to pay will not be reason for the child's non-participation.

Becoming a Volunteer Field Trip Chaperone

Student safety is our paramount concern. All volunteers must be approved by the District. You can begin this process by completing the school volunteer packet found in the school office or on the Keene website. Information from this paperwork is kept confidential.

REPORT CARDS

Report Cards can also be accessed through our Home Access Center (HAC) by logging onto <https://hac.doe.k12.de.us/>. You will need a login and password. Each child will be issued this information at the beginning of the school year. HAC is accessible from any computer in the world with an internet connection. If there are any questions about your child's report card, please contact his/her teacher. Report cards will be available four times per year. Check the calendar for specific dates.

CONFERENCES

It is important that parents and teachers keep in touch. Communication through conferences will benefit your child. Although conference times are indicated on the school district's calendar, it is strongly recommended that parents feel free to initiate conferences, as needed, by making appointments with the teacher.

HOMEWORK POLICY

At Keene, homework assignments are given to reinforce concepts learned during the day. We do not want to overburden students with homework, however we feel that it is important that students share with parents some of their assignments, so that the parent can also be aware of the instruction going on in their child's classroom. It would be helpful if the parents communicate to the teacher if the child had difficulty with any assignment so that the teacher can take the necessary steps to re-teach the concepts or adjust the assignments for the future. Each student in grades 1-5 receives an Agenda where they can write homework and important information. Parents can communicate with the teacher in the agenda and should look at it daily.

CAFETERIA

The Food Service Department has a computerized system for counting school lunches. An identification number will be given to each student. As the student goes through the cafeteria line he/she will enter his/her number on a keypad which will electronically record the student's meal by category, debit the account or ask for money. The only one who knows the student's status will be the cashier on the line. You may also put money on your child's account by logging onto the district's system. More information will be provided.

BREAKFAST PROGRAM

We offer hot breakfast Tuesday and Thursday and a cold breakfast on Monday, Wednesday and Friday. Breakfast begins at 8:50AM.

LUNCH PROGRAM

All of the children eat lunch in the cafeteria. Forms will be sent home for free or reduced lunches. Please complete the forms and return them promptly. Snacks, juice, white and chocolate milk are available for purchase by the students daily. If there are specific issues regarding food allergies or special food requests, you should talk to the cafeteria manager or an administrator.

Please let us know early about any "food-related" issues.

Cost: Breakfast: .80 Cents
Reduced Breakfast: .25 Cents
Lunch: \$1.50 Dollar
Reduced Lunch: .40 Cents

PRE-PAYS

Our school's prepay policy offers 1 free lunch for every 10 prepaid lunches purchased at one time. We accept checks made payable to "Keene Cafeteria".

CHARGES

District policy states: After two unpaid charges, the student is given a peanut butter or cheese sandwich and white milk, or soup, crackers and white milk, when available.

FIELD TRIPS

Bag lunches are available for purchase from the cafeteria with advance notice sent to the student's teacher.

POLICY REGARDING CELEBRATIONS

These procedures were developed to ensure the health and safety of all of our students.

Student Birthdays:

- Student birthdays will continue to be announced in the morning. Students will be called to the office to receive a birthday book.
- **NO FOOD** will be accepted for birthday celebrations. You can bring a special lunch for your child. **Please note: any food sent in for the class will not be distributed.**
- If you would like to do something for your child's class, here are some ideas:
 - Stickers, tattoos, pencils, pencil grippers, or erasers.
 - Request a short dance party or fun exercise time that the birthday child can lead.
 - Send in a special book that the parent, teacher or child can read to the class.
 - Send in a special item for show and tell by the birthday child.

NURSE'S NOTES

Please send a doctor's note to the school nurse for your child's health record each time the student has a physical examination, immunization or important "happening," (i.e. chicken pox, surgery, fracture, new diagnosis of a chronic medical problem). If your child has any food allergies, please make sure we have an action plan.

If your child is ill and has a fever, he should remain at home until the temperature is normal for **24 hours**. This is a district policy enforced for the safety of your child who is vulnerable to further infection and for the protection of all the children who may "catch" your child's illness.

If the child needs to take medication during the school day, it must be brought to the school nurse in the original container with written permission from the parent for the nurse to administer. The note must state:

1. The dosage to be given.
2. The time the medication is to be given.
3. The reason the child is receiving the medication.

All medication must be kept in the nurse's office and will be administered by the nurse.

In the case of your child getting sick or injured at school, it may be necessary for the school to contact you. Therefore, an emergency card, which has information on it as to where the parents may be reached, must be kept in the nurse's office. We request that these cards be filled out and **if for any reason, the information on the card changes during the school year, please notify the school nurse immediately.**

LOST/DAMAGED INSTRUCTIONAL MATERIALS

By State and district mandate, students are required to care for and return in good condition all instructional materials that have been entrusted to them by the District as part of the instructional program. Instructional materials are defined as textbooks, workbooks, and any other material/items that are used in the instructional program.

When instructional materials are not returned within the time designated by the

school, or returned in an abused condition, the student (parent/guardian) will be required to submit payment for the replacement costs of the instructional materials.

CHROMEBOOKS

The student is responsible for maintaining a working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged, stolen, or lost. In the event of damage the student/parent will be billed for the cost of the damage or the replacement cost of the Chromebook. If the damage is deemed accidental, there will be a \$25.00 charge for the cost of the first repair each school year. This does not apply to warranty repairs. If subsequent repairs are required during the school year, or if the damage is deemed intentional due to neglect, the student/parent will be charged the fees determined by the cost of the replacement parts and labor, not to exceed \$250.00 per year. If the Chromebook is lost, stolen, or damaged beyond repair, the student will be responsible for a replacement cost of \$250.00.

CARES TEAM

Our school provides a wide range of services for students. The CARES team is made up of the School Counselor, Social Worker, Family Crisis Therapist, and Behavior Specialist. The team works to provide interventions and supports to students based on need. Students are referred to the team by staff or parents. Please see any staff member for more information. Small group and individual support is available. We also work with outside agencies to provide additional services.

LEADER IN ME

Keene is a Leader in Me School. Our students practice the 7 Habits in our School:

- Habit 1: Be Proactive
- Habit 2: Begin With the End in Mind
- Habit 3: Put First Things First
- Habit 4: Think Win-Win
- Habit 5: Seek First to Understand, Then to Be Understood
- Habit 6: Synergize

Habit 7: Sharpen the Saw

We are in Year 2 and will continue to work to increase Student Leadership Opportunities as we focus on the School Environment.

RESTORATIVE PRACTICES

Keene Elementary School practices Restorative Practices. The goal of Restorative Practices is to develop community and to manage conflict and tension by repairing harm and building relationships. For effective teaching and learning to take place, good relationships must be at the heart of all that happens at Keene Elementary School.

Restorative Practices include a process that puts repairing harm done to relationships and people over and above blaming and punishing. The focus moves from managing behavior to building and repairing those relationships.

We know that a whole school restorative approach contributes to...

- A happier and safer school by addressing poor behavior
- Mutually respectful relationships by listening to others' views
- More effective teaching and learning

As part of the process students and staff are involved in meetings, circles and conferences to improve or resolve situations. Restorative Practice is about a process that is fair, offers high levels of support as well as challenging poor behavior through accepting responsibility and the setting of clear boundaries.

As part of our commitment to Restorative Practice you may also be asked to contribute to a restorative meeting to support and help us to move forward.

DISCIPLINE

Christina School District Student Manual

This school publication is designed to provide practical information for parents and students about your child's school. The content in this handbook is in no way intended to supersede or to amend Christina School District policy including but not limited to the Christina School District Student Manual. Parents/ Guardians may obtain the Christina School District Student Manual in English or Spanish from their child's school

office, or from the Christina School District website at www.christinak12.org. Questions about the discipline policies of the Christina School District may be directed to Dr. Gina Moody, Director of Student Services and Whole Child Support, 302-552-2600. Questions about the content of this Handbook should be directed to the school Principal. Thank you for working in partnership with your child's school and the Christina School District to ensure safe, secure learning environments for all students.

At Keene we have developed a School-wide Discipline Plan (PBIS) Positive Behavior Interventions Support that we hope your child will utilize throughout their educational and social communities. We have incorporated the Keene Koalaty Principles, which have defined particular behavioral expectations for all. The staff at Keene have all had training in this PBS approach and will teach these concepts and strategies to their students at each grade level and in all settings.

The goal of a classroom discipline plan is to have a fair and consistent way to establish a safe, orderly, positive classroom environment. The overall goal of this initiative is to facilitate effective teaching and successful learning in Keene's classrooms throughout the provisions of positive behavior supports for all students. DE-PBS involves an array of proactive strategies at the building, classroom, and individual levels to teach appropriate adaptive skills and prevent problematic behaviors. Additional components will include teaching students appropriate skills, as replacement behaviors, to replace the behaviors of concern. This will be implemented through Character Education supports that will be taught at all grade levels.

Keene's school-wide discipline program system is part of a Positive Behavior Instructional Support Plan. The Keene Koalaty Principles, developed by core PBIS Team members, during the 2022-2023 school year include:

***SHOW RESPECT**

***FOLLOW DIRECTIONS**

***ACT RESPONSIBLY**

***DO YOUR PERSONAL KOALATY BEST**

All Students and staff will adhere to this plan. In following the plan, the student will know what is expected of him/her and what to expect from the teachers. Each day offers a new beginning of this rule/consequence method.

If your child behaves appropriately, he/she will be rewarded with praise, positive notes and phone calls home, special privileges, extra activities, and behavior awards. This includes the DoJo Points as tangible reinforcement, which may be traded in for purchases at the School Store, social extras, and additional benefits.

We are looking forward to working with your child and hope this will continue to establish an atmosphere of fairness and mutual respect in the classroom and the greater community.

Because we firmly believe that life-long success depends on self-discipline, we have developed the school-wide DE-PBS plan that affords every student the opportunity to manage their behavior. Your child deserves the most positive climate possible for academic growth. Therefore, these principles and plans are in effect at all times in all classrooms. The following standardized rules have been developed for the school as a whole. In addition each teacher has developed specific rules from our Keene Principles for his/her classroom.

General Rules

1. Respect school property.
2. Keep hands, feet, unkind words, objects to yourself.
3. Walk quietly
4. Respect self and others.

Playground Rules

1. Use playground equipment properly.
2. Always walk in the playground equipment area.
3. Keep hands, feet and objects to yourself.
4. Respect self and others.

Cafeteria Rules

1. Use good manners.
2. Raise your hand for permission.
3. Wait quietly in the cafeteria line.
4. Use a quiet voice.