

Sunnyside Elementary

Student Handbook

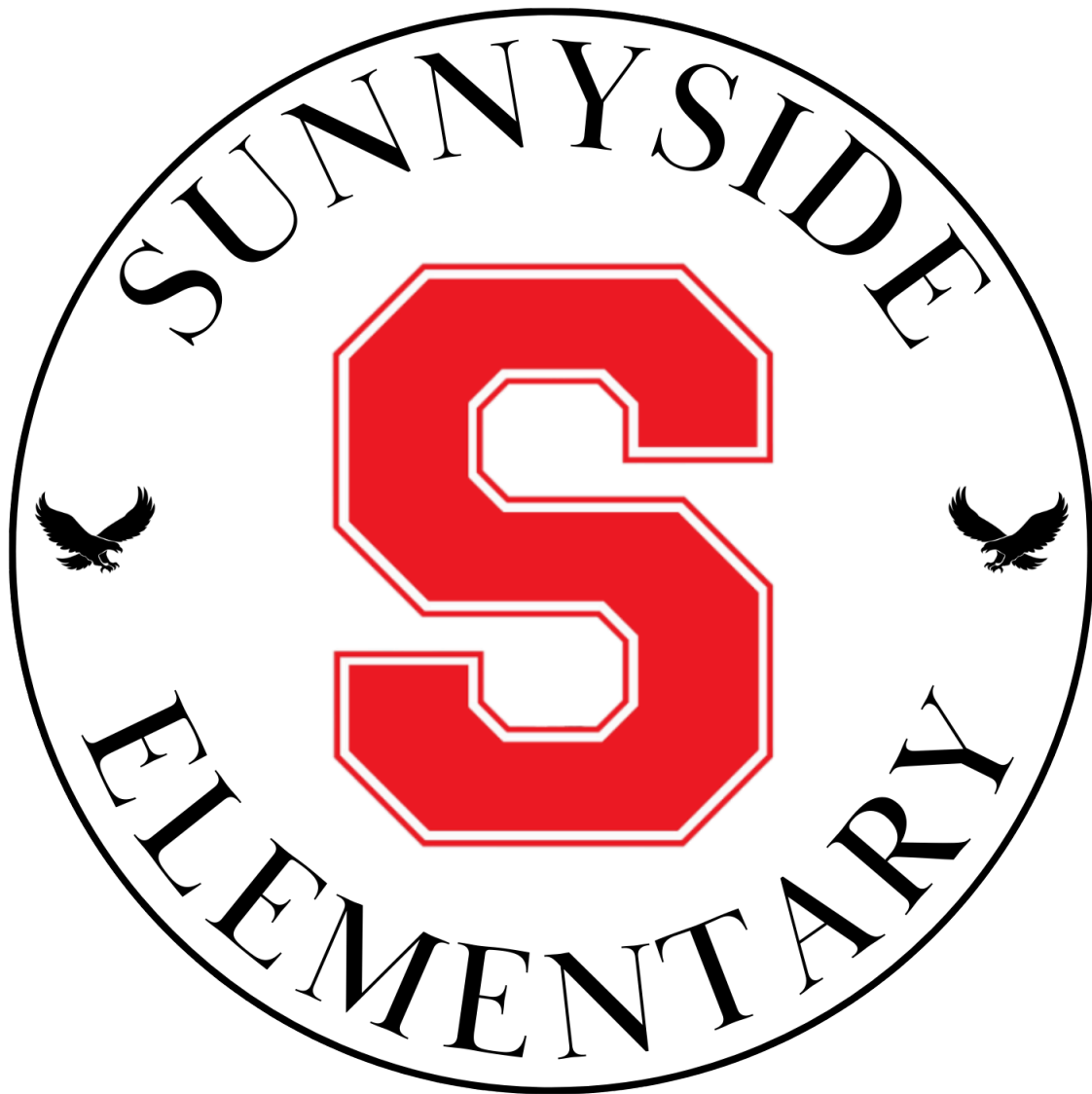


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Administrative Team

Principal - **Dr. Christine Seitz**

Associate Principal - **Mrs. Tabitha Mann**

Financial Admin. Assistant - **Ms. Jennifer Durham**

Registration/Attendance Admin. Assistant - **Ms. Kayla Dean**

School Nurses - **Ms. Staci Simpson & Mrs. Lindsay Karamali**

School Counselor - **Mrs. Dina Pennington**

Educational Diagnostician - **Mrs. Kristen Perez**

Cafeteria Manager - **Mrs. Anastasia Jacobs**

Chief Custodian - **Mr. Antonio Samonte**

Office Hours- 8:00 am to 4:15 pm

Main Office Phone # - 302-653-2808

Fax # - 302-653-5402

Nurse's Phone # - 302-653-2760

Nurse's Fax # - 302-653-2753

Sunnyside Elementary Vision Statement

Sunnyside strives to educate all students to achieve their highest potential and prepare them to become productive and compassionate members of society.

Sunnyside Elementary Mission Statement

Sunnyside Elementary School is an inclusive community of learners, where staff and families work together to ensure that each student excels and is celebrated both academically and socially, in a positive atmosphere.

**#Proud
TO BE SSD
SMYRNA SCHOOL DISTRICT**

Sunnyside Staff

Administration

Dr. Christine Seitz, Principal
Mrs. Tabitha Mann, Associate Principal
Ms. Jennifer Durham, Financial Admin. Asst.
Ms. Kayla Dean, Registration Admin. Asst.
Mrs. Dina Pennington, School Counselor
Mrs. Kristen Perez, Educational Diagnostician
Ms. Staci Simpson, Nurse
Mrs. Lindsay Karamali, Nurse

Kindergarten

Mrs. Maria Correll
Mrs. Jacqueline Cox
Mrs. Mindy Farra
Mrs. Gail Hamblin
Mrs. Lauren Steerman

Second Grade

Mrs. Joanna Cobble
Mrs. Sarah Dempsey
Mrs. Alice Gaston
Mrs. Kerstin Hawkins
Mrs. Laura Morris
Ms. Amanda Waite

Fourth Grade

Mrs. Dawn Conway
Mrs. Shi'erra Hilliard
Mrs. Tracy Pawlikowski
Mrs. Kristin Schreckengost
Mrs. Tiffany Winterstine

Related Arts

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

Support Staff

Mrs. Krista Bivins, MLL
Mrs. Paris Dominic, School Psychologist
Mrs. Pamela Hilliard, Behavior Interventionist
Mrs. Pam Mitchell, Reading Specialist
Mrs. Tricia Ryan, Math Specialist
Ms. April Chow, Special Ed Specialist
Colleen McConnell, Speech Pathologist

First Grade

Mrs. Denise Balcerak
Mrs. Alicia Beaman
Mrs. Aimee Plews
Miss Lily Aurand
Miss Alex Supinski

Third Grade

Mr. Billy Davis
Mrs. Angela Distler
Miss Abigail Hennessy
Mrs. Meghan Woodin

Paraprofessional Support

Mrs. Dawn Asbury
Mrs. Erin Easton
Mrs. Andrea Hartley
Mr. Ron Jackson
Mrs. Heidi Lamb
Mrs. Ronnie Martin
Mrs. Amy McFarlin
Mr. Ty-Key Moore
Mrs. Angela Ringgold
Mrs. Christa Rowlands
Mrs. Eileen Taylor
Miss Jessica Tyndal

SSD Board of Education

President - **Mr. Jonathan Snow**

Vice President - **Dr. Charlie Wilson**

Member - **Mr. Christopher Scuse**

Member - **Mrs. Bobbi Jo Webber**

Member - **Mr. Aaron Wisenberger**

Executive Secretary - **Mrs. Deborah Judy**

Assistant Secretary - **Mrs. Stacy Cook**

Meeting Dates/Locations

Regular Monthly Meetings begin at 6:00pm

August 12, 2025	SSD Board Room
September 10, 2025	Smyrna Elementary
October 8, 2025	JBM Intermediate
November 12, 2025	Smyrna High School
December 10, 2025	Sunnyside Elementary
January 14, 2026	North Smyrna Elementary
February 11, 2026	Smyrna Middle School
March 11, 2026	Clayton Intermediate
April 1, 2026	Clayton Elementary
May 5, 2026	SSD Board Room
June 10, 2026	SSD Board Room

Board of Education Policy Manual

The Smyrna School District Board of Education maintains *The Board of Education Policy Manual*, which sets forth the various policies of the school district. The manual contains policies required by federal and state laws and regulations, as well as other policies determined by the School Board as necessary and suitable for the school district to operate in a lawful, appropriate, and effective manner.



SMYRNA SCHOOL DISTRICT

SSD District Administration

Superintendent - **Mrs. Deborah Judy**
Assistant Superintendent - **Mrs. Stacy Cook**
Director of Operations -
Director of Finance - **Mr. Steven Gott**
Director of Curriculum - **Mrs. Amber Augustus**
Supervisor of Curriculum - **Mr. Ryan Buchanan**
Director of Human Resources - **Mrs. Denise Robbins**
Supervisor of Human Resources - **Dr. Kate Marvel**
Supervisor of Pupil Services - **Mrs. Jennifer Morris**
Supervisor of Special Programs - **Dr. Marcia Mayhew**
Supervisor of Special Services - **Ms. Courtney Casperson**
Supervisor of Child Nutrition - **Mrs. Kristen Kahl**
Acting Supervisor of Buildings and Grounds - **Mr. Ed Stover**
Supervisor of Technology - **Mr. Shandy Wannamaker**
Supervisor of Transportation - **Lorraine Maugle**
Supervisor of School Safety and Climate - **Mr. Phillip Davis**

SSD District Vision and Mission

Vision: *A Smyrna School District learner is a healthy and employable reader, communicator, and problem-solver.*

Mission: *A Smyrna School District provides a high-quality inclusive, innovative, and safe learning environment for all internal and external stakeholders who are valued and treated with civility.*

Daily Schedule

8:00 - 4:15	Office Hours
8:20-3:50	Teacher Workday
8:30	Students Enter the Building for Homeroom/Breakfast
8:45	Late Bell - Instructional Day Begins
3:25	Dismissal - Walkers, Car Riders, and Van Riders
3:35	Dismissal of Bus Riders

Emergency School Closing Information

In the event of inclement weather, school may be delayed for one or two hours, may be dismissed early, or closed for the day. The Smyrna School District will provide an **ALL CALL** using a communication system that will alert families via phone, text, and email. Please make sure your contact information is up to date and in working order to ensure that you receive important information. ***Please plan ahead for your student's supervision. In the event of a school delay or closing, there will be no staff available to supervise students until school resumes operation.*** You may also check our district's website at www.smyrna.k12.de.us or follow the district on social media.

Delay Start Times

1-Hour Delay	Students enter the building at 9:30 No before care Boys and Girls Club and No Breakfast
2-Hour-Delay	Students enter the building at 10:30 No before care Boys and Girls Club and No Breakfast

Boys and Girls Club: Before and after care is available through the Boys and Girls Club of Delaware for Sunnyside students in grade K-4 from 7:00 am until the start of the school day and after school from 3:30-6:00 pm. Registration applications must be completed and turned into the Boys and Girls Club. Limited spots are available for this program.

Transportation Procedures

Arrival

Walkers: Students walking from the neighborhood should arrive at school between 8:30 and 8:45. Once a school staff member is present they will be escorted across the street at the walkway by the 1st/2nd grade entrance.

Car Riders: Please form a single file line along the fire lane by the K-2 playground and then begin to form 2 lanes starting at the merge area and along the backside of the parking lot. When school staff are present, students may exit their vehicles. It is helpful if students are seated on the passenger side of the vehicle picking up and dropping off. Students will all enter the building through the recess doors located by the cafeteria. School staff will be present to assist with traffic flow and supervision of students. **PLEASE STAY IN YOUR VEHICLE.** No students should be dropped off prior to 8:25. If you are dropping off past 8:45, you must go to the front parking lot and sign your student in at the front office.

Bus Riders: Students are to ride their assigned bus to and from school. Parents must provide a written request *in advance* to make any changes to transportation. Students will not be permitted to ride an alternative bus. This ensures that all students will be safely accounted for at the end of the day.

Dismissal

Walkers: Students walking home will be dismissed at 3:25 and will be escorted across the crosswalk.

Car Riders: Students who are car riders will be dismissed at 3:25 and will wait in designated locations for their name to be called to come to the car rider pick up lane. Please follow the signs, forming a single file line at the fire lane and merging “chick-fil-a” style at the start of the fire lane. Two lines should be formed at the back of the parking lot to accommodate the number of cars. With only one entrance and exit to the school building, **it is very important to keep traffic flowing.** Please yield to buses coming in and out of the parking lot. Please do not enter the pick up area until after 3:10. Arriving earlier will cause traffic to back up on Rabbit Chase Lane.

Changes to Dismissal Routines

On occasion, it may be necessary to change your student’s transportation routine at the end of the school day. It is recommended the school be notified **before noon** except in cases of an emergency. **Advanced notification** of the requested change in **writing** is important to ensure a safe transition for your student. Keep in mind the academic day ends at 3:25 and we want to minimize interruptions.

Attendance

School Attendance Law:

[Board Policy 5112](#)

According to 14 Delaware C, 2729 and 2730, “Truancy” or “Truant” shall refer to a pupil enrolled in grades K through 12 inclusive who has been absent from school without a valid excuse for more than three (3) days or the equivalent thereof, without a valid excuse during a given school year.

Tardy: A tardy is defined as a late arrival after the school’s official start time. The instructional day begins at 8:45. **Students arriving after 8:45 are required to be signed in at the front office to receive a late pass.** Arriving after the start time without written documentation of a doctor’s appointment, illness, or legal business will result in an unexcused tardy.

Absence: A student must attend school a minimum of five (5) hours to be credited for a full day of attendance. A student must attend a minimum of 2 1/2 hours to be credited for ½ of a day. Two half days will equal a whole day. **A student is marked unexcused until documentation explaining the absence is received.** Please note that when the nurse sends a student home, this is an excused absence for that time only.

Excused Absence: An excused absence is an absence covered under the nine (9) necessary and legal absences. **A signed note from the parent or guardian stating the reason for the absence and the date will be required. Only 10 (ten) parent notes will be accepted as excused absences**, any after ten will be unexcused.

1. Illness of the child, attested to by a physician, if necessary
2. The presence of contagious disease at the child’s home subject to regulations of the Department of Health and Social Services
3. Death in the immediate family or in the home of grandparents. Excused time will not exceed one week. Excused time allowed for the funeral of other relatives will not exceed one day. Additional time may be allowed when services are held at long distances from the student’s home.
4. Legal business
5. Suspensions or expulsion from school for misconduct
6. Remedial health treatment (includes student pregnancy)
7. Prearranged Administrative Excuses with documented parental knowledge: college visit, participation in other educational experiences, family activities/trips, absences of one day for personal reasons
8. Emergency situations as determined by the school principal
9. Religious holidays

Unexcused Absence: An absence for a reason other than the nine valid reasons listed above, or an absence with no note. Unexcused absences may result in no credit awarded for the missed schoolwork.

Three such unexcused absences could result in truancy charges being placed against parent/guardian(s) as provided for in the Delaware Code.

Truancy: Any unexcused absence will be regarded as an incident of truancy. An accumulation of three (3) unexcused absences is considered a violation of the district policy and Delaware State Law on attendance. The school will notify the visiting teacher and a truancy letter will be sent. Upon continued truancy, the following actions will be taken by the visiting teacher:

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

Early Dismissal: All early dismissals will require a written request from the parent or guardian. Requests will not be granted over the telephone. Persons having legal custody of the student may present themselves at the student's school office to sign an early dismissal. Any early dismissal will be recorded as unexcused unless a parent note, or medical excuse is provided. **If you are sending someone else to pick up your student, please notify the school in writing prior to dismissal. Picture identification is required before students are released.**

Homebound: Instruction furnished by the school district outside of the traditional school day when the student is unable to attend school in a traditional format due to medical, psychiatric, or approved school reasons. Documentation for medical or psychiatric needs must be provided in accordance with district procedure.

Administrative Excuse: Administrative Excuses forms are available by request in the front office. Administrative Excuses are granted only to students who have an appropriate attendance record and who are in good standing with academics and behavior. Admin Excuses (AE) will only be approved prior to the absence(s). An AE entitles the student to be excused up to five (5) days and to make up all work missed within time limits set by each teacher. All days missed count against the total days allowed under Section 5112 of the Smyrna School District Attendance Policy. It is the responsibility of the student to obtain all work before they leave and complete the assignments prior to returning to school.

Releasing Students/Custody Information

[Board Policy 5101](#)

A child may be picked up from the school office by one of two means, **1. a note signed by the parent/guardian, or 2. in the person of a parent or guardian.** Guardians who have not sent in a note, are required to report to the office in person and identify themselves to pick up the student; this right will not be denied unless there is legal documentation on non-visitation within the child's records. A written request of denial from one guardian against another will not be honored. In cases where the principal has sound reason to believe that the student may be placed in imminent danger or that such a release may not be in the student's best interest, they may deny the release until the matter is resolved. Children will not be released by phone call nor will changes to transportation be made unless it is deemed an emergency by administration. In addition, in the instance of **custody litigation**, know

that unless the school has received legal documentation stating that custody has been granted to an individual, the school may release the student to either guardian upon request.

Student Matters

Enrollment:

[Board Policy 5101](#)

A legal guardian is allowed to enroll a student in school. To be designated as a guardian, an adult must have legal documentation such as a birth certificate or guardianship papers from the Family Court of Delaware. A ten (10)-day grace period for procurement of the documents will be granted. Parents/Guardians **MUST** reside in the Smyrna School District, and the residence declared must be the home in which the child resides most of the time. In cases where residence is split between two guardians, bus transportation will only be allowed for one of the established residences. Once a child is assigned to a bus route, he/she will remain on that bus route for the year unless residence changes.

Grading Correspondence:

[Board Policy 5101](#)

Report cards, test scores and other correspondence regarding the student will be sent to the guardian with whom the child primarily resides. Either guardian may set up an appointment to view documentation unless there is a court order contradictory to this practice. Guardians will also have access to online documentation through our Student Services Interface.

Transfer/Withdrawal:

When moving, please notify the school office to complete a withdrawal form. Records cannot be sent without following school checkout procedures (return Chromebook, textbooks, library books, etc.) and upon receiving request for records from the new school. Prompt registration with a new school will avoid delay in forwarding records.

Parent Conferences:

Parent/Teacher conferences are scheduled on the calendar for the two days prior to Thanksgiving Break. If you wish to have a conference with your student's teacher(s) and/or administration, please contact the school via phone or email, and arrangements will be made for a convenient time for all parties. If a conference has been arranged and needs to be rescheduled, canceled, or postponed, please inform the teachers/school in advance.

Guidance:

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

Dress Code

[Board Policy 5102](#)

The Smyrna School District Board of Education's Policy on Dress Code can be found on our school and district website. For a full comprehensive outline of what is expected to be worn and what students may wear during the school day, please visit [Board Policies / Smyrna School District Board Policies/Legal Documents](#). Please remember that elementary students participate in PE and recess on a regular basis,

it is important to wear clothing and shoes that will be appropriate for them to engage in those activities.

Electronic Devices: Electronic devices are not permitted at school. These may include but are not limited to cell phones, smartwatches, DS, iPod, and /or iPad. Any student bringing a device brought to school will be required to put it in their book bag/locker. If the distraction continues, it may be held in the Principal's office until a parent can claim it. We are not responsible for any lost, damaged or stolen items.

Lost Items: Students are responsible for their personal items. Lost items, when found, will be stored in the Lost & Found until claimed. Unclaimed items will be donated periodically throughout the year.

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

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

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

Homework/Make-up Work: Homework may be given at the teacher's discretion. Our teachers are mindful of your time, they understand that homework should be meaningful, and it should either preview information to be taught, practice and reinforce prior student learning, or be an extension of the learning done in school. Here are a few ways to help at home:

- Check student's daily folder
- Provide a quiet place and time for the work to be completed
- Check for accuracy
- Monitor your child's organizational habits as they prepare for the following day.
- Check in with your child's teacher with any questions or concerns you may have regarding your child's academic progress.

Make up work may be requested for students who have excused absences. Parents are encouraged to reach out to their child's teacher requesting make-up work within a timely manner. Parents should understand it is the students responsibility to complete the make-up work. If your student is absent for one (1) day, the classwork can be taken home upon their return to school.

Parents/guardians are generally invited to show interest in all schools by way of visitation. There may be days and occasions designated for visitation. However, for the safety and protection of all of our students and the educational process, parents/guardians who would like to visit the school outside of scheduled classroom/school-wide activities are required to arrange days and times with a school administrator. If you wish to conference with the teacher, contact the teacher to make arrangements for a scheduled visit.

Celebrations/Special Occasions: Each classroom may have holiday-themed parties at the teacher/administrator's discretion. Classroom teachers may also hold data based reward activities at their discretion. Sending in flowers, balloons, and/or gifts to your child during the school day interrupts the educational process and is **not permitted**. Please schedule an appropriate time with your child's teacher if you wish to send in any items for the classroom. All food items brought into school to be shared **must** be store bought, in their original packaging, and with the ingredients listed. Classrooms with food/nut allergies need to have labeled packaging that designates that item for consumption is tree nut/peanut free. Items need to be dropped off at the main office to be delivered to the classroom.

Cafeteria/Nutrition Guidelines: Students will eat school lunch in the cafeteria. They will be assigned a designated area with their class. Students will need to consume their total lunch in the cafeteria. When packing sodas are discouraged and try to refrain from breakable containers. Please be aware that district policy prohibits food from outside sources such as fast food restaurants to be consumed in the cafeteria. Schools play a role in influencing students' dietary behaviors that result in lifelong healthy food choices. To ensure the safety of all students, food served during classroom celebrations must meet the following expectations:

- **With the exception of individual student lunches/snacks brought from home**, food brought into the schools for other student consumption must be prepackaged and commercially prepared with manufacturer's labels for allergen identification. To ensure the safety of all students, no homemade foods are permitted.
- It is highly recommended that foods brought into school for celebrations be nut-free.
- Snacks brought into the classroom should also be mindful of the [Smyrna School District's Wellness Policy](#) and be in original store packaging.

[Free and reduced priced meals](#) are available to families who qualify. Applications are sent home at the start of school, and can be found online or through the district's food service office. Applications are accepted at any time during the school year.

Health and Wellness

Our nursing staff play an integral role in our students' health and well-being during their time at Sunnyside. Nurse Simpson and Nurse Karamali provide a safe space for students to learn to develop good habits for physical, mental, and social health. In the event that a student needs to visit the school nurse during the academic day, they will get a pass from their teacher. Our nurses look forward to working with every student and family to make sure they have everything they need for a safe and healthy school day. As a part of your child's team, please remember the following:

- Emergency cards need to be completed ASAP and returned to the nurse within 2-3 days from the start of school. Contact information should also be current and up to date with our front office staff. Notify the school of any changes to contact information.
- Immunizations are required for the health and protection of all students. Children will not be permitted to attend school until all physical requirements and immunization requirements are met.
- Any time during the school year that your student has a physical exam and/or immunizations, please send a copy to the nurse. This will keep your child's medical record complete.
- Students may **NOT** carry medication to and from school. If your child takes medication, an adult must bring it to school. If medication is required during the day, the nurse will store medication in the nurse's office.
- All medication must be in the original container from the doctor or pharmacy. Prescription medications must have the student's name, current date, and a clear dosage label.
- Over-the counter medication may be left in the nurse's office with written instructions regarding the administration of the medication.
- Students with chicken pox will not be allowed to re-enter school until all blisters are dried completely.
- If your child has an extended illness, please contact the school nurse.
- Students who have a fever must be fever-free for 24 hours before returning to school.
- Familiarize yourself with the symptoms of head lice. Please remember that days missed for head lice will be counted against the students attendance record. In the case of head lice at school, the nurse will contact home to inform of the situation, arrange for students to be picked up, and provide instructions for treatment. Treatment should begin promptly to minimize time away from school. Once treatment has started, the child may return to school.

Behavior/Code of Conduct

The Smyrna School District strives to provide a safe, drug-free, positive school climate that allows students to succeed. To achieve this goal; school personnel and parents/guardians must assume a responsible role in creating a relationship as partners in the educational process of the students we serve. Promoting the values of **responsibility, compassion, integrity, perseverance, and respect** in every school environment in Smyrna will create a positive learning environment and promote behavior that encourages the academic, social, and emotional growth of all students. The Smyrna School District is committed to a restorative and trauma-informed approach to student behavior. Restorative practices are both a preventative and responsive approach to student behavior focused on building and repairing relationships. Our goal is to build healthy communities, increase social learning, decrease anti-social behavior, repair harm, and restore relationships in an effort to educate the whole child. Restorative practices are not just a response to misbehavior, but an inclusive process that engages all members of a school community.

As a part of our school community, we will encourage Sunnyside and Smyrna Pride with our daily pledge.

Sunnyside Elementary School Pledge

I pledge to be a shining example of positive behavior.

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

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

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

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

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

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

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

Smyrna School District Code of Conduct

Occasionally, students will make poor choices and/or display inappropriate behaviors. With this in mind, the District uses the application of the Code of Conduct as a means of social and emotional development. Infractions of the Code of Conduct must be viewed by both the school and parents as serious and as learning opportunities for the students. As teachable moments present themselves when Code of Conduct violations occur, the learning experience for students will only be as valuable as the partnership between the school and home. Working together in partnership ensures better outcomes for students and supports their growth and development as productive members of society. Failure on either party to use violations to teach and improve future outcomes for the students sends mixed messages to the child and significantly impacts the desired growth and development. For this

reason, it is essential that parents and schools work together, through the smallest of infractions to those with significant consequences, to co-teach valuable life lessons to ensure the whole child grows and matures as a result of school experiences.

We understand that a part of the learning is for students to make mistakes and grow in the process. We also understand that students make choices that are not reflective of our core values and display inappropriate behavior. In school we want to support our students as they navigate learning how to interact and work with others. Discipline means teaching children how to; live and work with others, have self-control, show responsible behavior, and how to become independent, well-adjusted young people. The following is a list of general school expectations that reflect good discipline practices:

- Respect and honor reasonable request of all adults
- Walk in a safe orderly fashion throughout the school building.
- Keep hands, feet, and objects to yourself.
- Treat the school building and materials with respect
- Treat others the way you would like to be treated
- Use appropriate language
- Seek help when having difficulty making the right decisions.

Inappropriate behavior can be classified as a minor behavior infraction or a major behavior infraction. Minor infractions typically will be resolved in the classroom through contacting home, restorative practices, and logical consequences based on teacher discretion. Repeated minor infractions, with no resolution based on intervention strategies may result in an official discipline referral that will result in progressive disciplinary action based on the code of conduct. Major behavior infractions such as fighting, bullying, insubordination, disrespect toward staff/student, etc will result in the submission of an official discipline referral with progressive disciplinary action based on the code of conduct and the number of violations for that action.

Parents/guardians will be informed of incidents as soon as possible either by phone verbally, or written notice. **The appeal process for any disciplinary referral is outlined in the code of conduct.**

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

that the student will be suspended and a parent conference will be held to review the students educational placement. The parent conference could take the form of an expulsion hearing.

Prohibition of Bullying and Bullying Prevention

[Board Policy 5103](#)

The Smyrna School District recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students and all employees.

To further these goals and as required by 14 Del. C. 4112D, the Smyrna School District hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school from grades kindergarten through grade twelve. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district and charter school in the same manner as incidents of bullying. The District further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying. **The district's policy on Bullying and Bullying Prevention is outlined in the linked Board Policy 5103.**

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

Encourage riding safety to ensure that your student will have a safe journey to and from school:

- Stay seated (bottom to bottom, and back to back)
- Keeps hands, feet, and objects to themselves and **in the bus** at all times.
- Respect and adhere to the bus driver's request.
- School rules and discipline transfer to the ride to and from school.

The bus driver has the same authority over the students as the classroom teacher. This means that the driver may use reasonable forms of disciplinary action and logical consequences. School bus rules of conduct are displayed on the bus contracted for student transportation.

When inappropriate behavior occurs on the bus:

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

Instruction and Grading

Elementary Grading Scale: Kindergarten - Grade 5

[Board Policy 6100](#)

Effective July 1, 2024, the grading scale, or performance indicators, for all students, in all subjects shall be as follows:

1. **Beginning (1):** Student has a limited grasp of the concepts and is well below end-of-grade-level standards
2. **Developing (2):** Student has an awareness of basic concepts and shows some progress but is behind in reaching end-of-grade-level standards.
3. **Approaching (3):** Student has found success with a majority of the material but has not met end-of-grade-level standards.
4. **Meeting (4):** Student has met end-of-grade-level standards.
5. **NA = Not Assessed:** Student was not assessed on this skill or standard during the reporting period.

Grade Reporting: Elementary and Intermediate schools run three (3) Trimesters throughout the year. Grades are reported through Interim Progress Reports (IPR) at the midway point of each Trimester and through Report Cards (RC) at the end of each Trimester. K-5 will have printed copies sent home and grades will also be available on the Campus Parent Portal: The dates are as follows:

Mid-Trimester IPRs	End of Trimester RC
Thursday, October 17th	Wednesday, December 11
Monday, February 3rd	Wednesday, March 19th
Wednesday, May 7th	Wednesday, June 18th (tentatively mailed home)

High Quality Instructional Material (HQIM): The Smyrna School District has adopted curriculum materials that align with Common Core Standards for Reading and Math, Next Generation Science Standards for Science, and the Delaware Social Studies Standards for Social Studies. All Elementary and Intermediate schools throughout the district use the same HQIM in each grade level. The curriculums for each content are as follows:

- **English Language Arts/Reading/Writing - American Reading Company: ARC Core**
- **Mathematics - The Math Learning Center: Bridges in Mathematics**
- **Science - TWIG Science**
- **Social Studies - Delaware Recommended Curriculum**

Student Chromebooks: Smyrna School District is a One-to-One district. All students beginning in Kindergarten will be given a Chromebook to use during the school year. Upon checkout of the Chromebook, all students and guardians will be required to fill out the [Student and Parent/Guardian Chromebook User Agreement](#). Students will receive their Chromebooks at the beginning of the school year and will be expected to maintain the integrity of both the Chromebook and the charger. Individual school Chromebooks and accessories must be returned to the school at the end of each school year for service and updating. Students who withdraw, are expelled, or terminate enrollment in the Smyrna School District for any reason must return their individual Chromebook on the date of termination.

SSE Student/Parent Handbook Signature Page

Parents/Guardians:

In order to support the Sunnyside mission to be an inclusive community of learners, where our staff and families work together to ensure that each student excels and is celebrated both academically and socially, in a positive atmosphere, we are asking parents/guardians to acquaint themselves with and follow the school and district policies and procedures. The Sunnyside Student/Parent Handbook is located on the **Sunnyside website** <https://www.smyrna.k12.de.us/Domain/15> under the **Family Resources tab**. Also located in the handbook is a link to the Smyrna School District's Code of Conduct. Please take a moment to read and understand the policies and procedures outlined in the Student/Parent Handbook and discuss with your student. Please sign and return this page to your student's teacher. Thank you for your continued support.

Date: _____

Student's First and Last Name: _____

Student's Signature: _____

Parent/Guardian First and Last Name: _____

Parent/Guardian Signature: _____

Policy changes or additions to this handbook and/or code of conduct may be made as circumstances demand. New procedures may be developed or existing rules changed based on the need as identified by teachers, administrators, the Superintendent, and/or the Board of Education. A printed copy of the handbook is available upon request.

