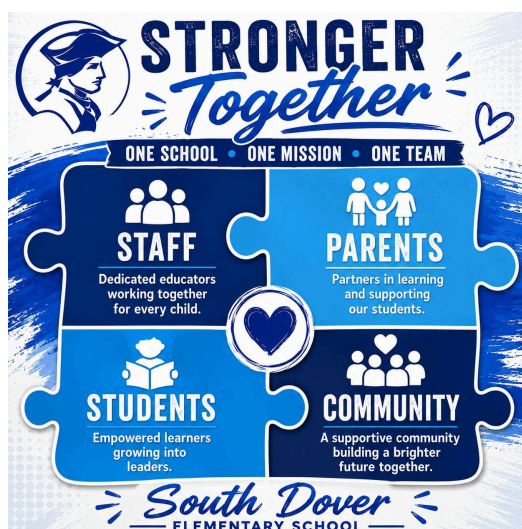
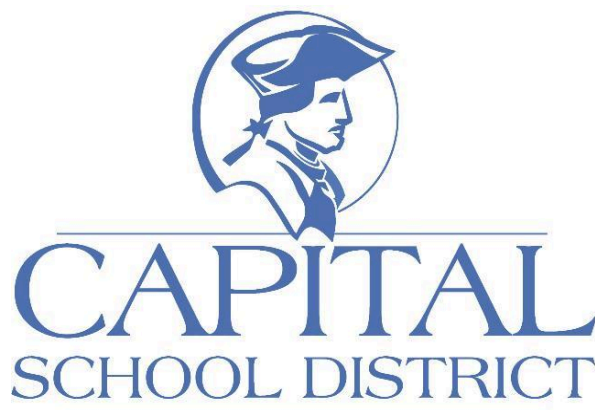


South Dover Elementary School Handbook



One School, One Team, One Mission

2026-2027

Dear South Dover Families,

Welcome to another exciting school year at South Dover! It is with great pride and enthusiasm that I welcome both our returning families and those joining us for the first time. Each new school year brings new opportunities to learn, lead, and shine. I am so honored to serve as the principal of such an incredible school community.

At South Dover, our commitment remains steadfast: ensuring every student experiences academic success in a safe, supportive, and engaging learning environment. We believe that every child has unique strengths and unlimited potential, and it is our responsibility to nurture those strengths while providing the support and encouragement needed for them to thrive.

As a proud Leader in Me School, we are committed to developing the whole child. Through the 7 Habits of Highly Effective People, we empower students to become confident leaders, responsible decision-makers, and compassionate citizens.. We encourage our students to discover their voices, set meaningful goals, work collaboratively, and positively impact those around them.

This year, our focus will continue to center on four key priorities:

- ***Student Success: Providing high-quality instruction, meaningful learning experiences, and the support necessary for every child to achieve academic excellence.***
- ***Safety: Maintaining a secure environment where students feel physically and emotionally safe each day.***
- ***Positive School Climate: Fostering a culture built on kindness, respect, belonging, and high expectations so every student knows they are valued.***
- ***Community Partnerships: Strengthening relationships with our families and community organizations because we know student success is greatest when schools, families, and communities work together.***

I firmly believe that educating children is a shared responsibility. When families and schools partner together, there is no limit to what our students can accomplish. I encourage you to stay connected, communicate with us, volunteer when possible, and participate in the many opportunities we will provide throughout the year.

Thank you for entrusting us with your child's education. I look forward to partnering with you as we empower our students to become tomorrow's leaders—today. Together, let's make this an outstanding school year filled with learning and leadership, as our students shine with success because we are STRONGER TOGETHER!

***Lenita R. McIntyre
Principal***

Vision Statement

At South Dover Elementary School, we envision a safe, student-centered learning community where every child is empowered to lead and learn. Through high-quality instruction, meaningful relationships, and strong partnerships with families and the community, every student will demonstrate at or above grade level proficiency in reading and mathematics while developing leadership and life skills.

Mission Statement

At South Dover Elementary, we choose to be safe, work hard, respect others, and show kindness. Together, we learn, and lead to make a positive difference in our school and community.

BASIC INFORMATION

Phone Number

672-1690 ext 1105	Lenita R. McIntyre, Principal
672-1690 ext 4133	Dr. Amanda Holman, Associate Principal
672- 1690 ext 1107	April Taborda, Associate Principal
672-1690 ext. 1100	Corina Benson, Senior Secretary
672-1692 ext 1112	Cynthia Couch, School Nurse

Address: 955 South State Street
Dover, DE 19904

Email for notes or dismissal changes : **southattendance@capital.k12.de.us**.

Office Hours: The school office is open daily from 7:30 a.m. to 4:00 p.m.

Pupil Day: The student day begins at 8:55 a.m. and ends at 3:35 p.m

South Dover Elementary School 2026-2027 Calendar

*All Dates and Times are subject to change.

Month	Time	Event
August		Meet the Teacher
25	2:00 - 4:00pm	
27		Spirit Bus
31		1st Day of School for Students
September		
7		No School- Labor Day
10	5:00 7:00pm	Open House
18		Million Father March
25		Community Read Day
28		Homecoming Spirit Week Begins
October		
2		Half Day for Students / Homecoming Parade
2		National Custodian Day
7	6:00 - 6:30pm	Parent Lighthouse Team Meeting (In Person)
8		Donuts for Grown - Ups and Grandparents Day Celebration
9		No School for Students- Teacher PL
12		Scholastic Book Fair Week
15		Picture Day
13	5:30 - 7:30pm	Hispanic Cultural Night
26		Community Read Day
28	5:30 - 7:30pm	Academic Night and SEL Night
30		Vocabulary Parade/ Fall Festival
November		
3		No School Election Day
4	6:00 - 6:30pm	Parent Lighthouse Team Meeting- (In-person)
11		No School - Veterans Day
12		Veterans Honor Breakfast
13		Asynchronous Day for students
19		Report Cards
20		Community Read Day
23-24		No School - Parent Conferences
25-27		Thanksgiving Break
December		
2	6:00 - 6:30pm	Parent Lighthouse Team Meeting (Virtual)
8		Picture Retake Day
14-18		Winter Spirit Week

14-18		Holiday Shop Open
9		Winter Concert
21-31		No School: Winter Break
January		
1		No School- Winter Break
4		School Re-Opens
6	6:00pm	Parent Lighthouse Team Meeting (In Person)
9		
15		No School - Martin Luther King Day
22		Community Read Day
February		
1-4		National School Counseling Week
4		Data & Dessert
5		Asynchrons Day for Students
11		Report Cards
15		No School - President's Day & School Resource Officer Appreciation Day
16 & 17	4:00-6:00pm	Parent Conferences
16 & 17	6:00-6:30pm	Data & Dessert
22-26		Black History Month Spirit Week
24		Black History Month Celebration
26		Greek Read Day/Community Read Day
March		
3	6:00pm	Parent Lighthouse Team Meeting (virtual)
5		No School for Students
11		Progress Reports
8-12		National School Social Worker Week
13		Science and Career Day
15 -19		Book Fair Week
17	5:30pm	South Dover's Got Talent
19		Community Read Day
25		Science & Career Day
26 - Apr 2		Spring Break
April		
7	6:00pm	Parent Lighthouse Team Meeting (In Person)
15		Report Cards Spring Carnival
16		Asynchronous Day for Students
19 - 23		Book Fair Week
28		South Dover Leadership Day
30		Community Read Day
May		

3-7		Teacher Appreciation Week
5	6:00pm	Parent Lighthouse Team Meeting (virtual)
6		School Nurse Appreciation Day
7		National Lunch Hero Day
17 - 21		Multicultural Week
19		Progress Reports
28		Field Day(Rain Date June 1)
21		No School: Memorial Day
		Community Read Day
June		
7		WIGs Celebration- Wildly Important Goals
8		Grades 1-2 End of Year Awards
9		Grades 3-4 End of Year Awards
10		5th Grade Moving Up Ceremony
11		Half Day/ Last Day for Students

STUDENT REGISTRATION AND RECORDS

Student Records

Student records are confidential and may be examined only by parents or persons to whom parents have given written permission to and by appropriate school personnel.

HEALTH

- **In the event that your child becomes ill at school and must go home, it is very important that you or your emergency contact be available to pick up your child.**
- **Your child must be vomit and fever free for 24 hours without the assistance of medication before being permitted to return to school.**
- In cases of extreme emergency, 911 will be called. Parents will be notified, and the child will be taken to Bayhealth/Medical Center.
- A note is required each day a child is absent. You may send in a hand written note or send an email to southattendance@capital.k12.de.us.
- **Any absence from school for 3 or more days due to illness requires a doctor's excuse upon return to school.**

Emergency Treatment and Contact Information Card

In order to properly care for your child in an emergency, an emergency card will be given to all parents at the beginning of the school year and upon registration thereafter. Please complete this card and return it to your child's teacher immediately.

If your phone number or residence changes during the school year, please notify the school office with the current information.

Medications

- * **Only a school nurse is permitted to administer any medications to be given during school hours.**
- * **Medications prescribed by the doctor must be brought to school by a parent, guardian, or other responsible adult in the original container with the proper labeling.**

Non-prescription drugs may be administered by the school nurse if the following guidelines are met: The medication must be in the original container. The parent, guardian, or other responsible adult must bring the medication to school with the CSD form giving permission to administer the medication. The school nurse will also use her best judgment in the administration of any non-prescription medications. **It is strictly forbidden for children to carry any medications, be it prescription or non-prescription, with them during school hours. This includes cough drops and throat lozenges.**

Parents/guardians must complete a field trip medication permission form **yearly**.

The "*over the counter medication permission form*" gives permission to the nurse to administer over the counter meds for the duration of the school year.

The main function of the nurse's office is to take care of health-related problems and needs which occur during normal school hours. Injuries or other conditions occurring on weekends need to be treated by the family physician. Please do not wait for the school nurse to diagnose or treat the injury or illness. Injuries and illness should be attended to immediately as complications can arise which could result in a greater loss of time from school.

We request that you advise the nurse and principal if your child's health condition warrants special attention.

Screening Program

During the school year, health screening is provided for children at selected grade levels. This includes testing the child's vision and hearing. When conditions are found which merit attention, parents are notified.

Physical Exams

All students must have a physical exam within the past two years of enrollment date and signed by a doctor.

Immunizations

IMMUNIZATIONS – All pupils must present documented proof and complete dates (mo./day/yr.) of the following:

- **DTP , POLIO, MEASLES, MUMPS , RUBELLA, HEPATITIS B, VARICELLA, TUBERCULOSIS SKIN TEST , LEAD SCREEING**

Written documentation from a doctor must be presented if a child cannot receive any of the above immunizations due to medical reasons or a notarized affidavit of religious belief must be presented if you are seeking a religious exemption.

Failure to comply with the Delaware Code regarding the examinations and immunizations will result in your child being excluded from school.

STUDENT ARRIVAL AND DISMISSAL

Arrival at School

- **The instructional day begins at 8:55 a.m. and ends at 3:35 p.m..**
- **Childcare is provided by the YMCA each day. If you are interested in enrolling, please contact the YMCA at 302-674-3000.**
- **There is no supervision for students on campus before 8:40 a.m.**

Students arriving late, after 8:55 a.m., must report to the main office before going to their classroom. If you bring your child to school after 8:55 a.m., please bring him/her to the office to sign for a late slip.

Release/Early Dismissal

- In order to provide for the safety of our students, we will not release your child/children to **any** adult without prior **written authorization** from you, the parent or legal guardian.
- Please be advised that the adult authorized to pick up your child will be required to show photo identification. Your child's safety and welfare are our primary concern.

Early Dismissal/Appointments

Check-out procedures:

1. If a student leaves during the school day, parents must check him/her out through the office.
2. Students will be called to the office by the school secretary.
3. Parents are encouraged to make dental and medical appointments after school hours.
4. **There will be no early dismissals after 2:45**

According to district policy, and for the safety of our students, all parents entering the building must report to the office. Please wait for your child to come to the office when picking him/her up for early dismissal.

Changes in Dismissal

ANY TIME YOU NEED TO CHANGE YOUR CHILD'S DISMISSAL ROUTINE, YOU MUST NOTIFY US.

If you make any changes in his/her normal procedure, your **written permission is required**. Please send us a note when this is to occur. You may also send an email to southattendance@capital.k12.de.us. Please contact Capital School District's Transportation Director at 302-857-4221 for any busing changes.

Student Drop Off/Pick-up

- Parents dropping off and picking up their child will drive in and around to the front of the school.
- All cars should pull up and around to drop-off or pick-up a student.
- Parents are to remain in the car in the drop off lane only and follow all signs to stop or pull forward.
- All drivers will remain in cars in the lane.
- Please do **not** park in a parking space.
- Parents are not permitted to park in the fire lane.
- Students remaining at school after 3:45 will not be supervised. Please make arrangements to have your children picked up from school at their dismissal time.

Emergency School Openings and Closings

- When it is necessary to open late or close school early due to inclement weather or any other reason, the announcement will be posted on the Capital School District Website (www.capital.k12.de.us). **Families will also be contacted using the School Messenger System and Talking Points. Please be sure your contact information is kept current.**
- **Do not drop your child off early on a late opening morning.** Have a back-up plan for your child's care for these times. When school is closed early, children are to be picked up at the emergency dismissal time. School may be closed or delayed due to fog, storm threat, ice storms and extreme temperatures (hot or cold).

Attendance

Excused and Unexcused Absences

- **Upon returning from an absence, a student is to bring a note, either from a doctor, dentist, or parent stating the reason for being absent. A written note from the child's parent/guardian or an email to southattendance@capital.k12.de.us is acceptable.**
- Students who are absent will be given the opportunity to make up work or tests missed within a reasonable amount of time.

Family vacations are not a valid reason for absence. We encourage all parents to try to schedule vacations when school is not in session. Students who have more than 3 unexcused absences will be referred to the visiting teacher who may ultimately refer the student to Truancy Court.

Tardiness

- A student is tardy after 8:55 a.m.
- Students must report to the office when arriving late.
- Parents are expected to sign their children into school when reporting late. An adult will bring the child into the building to sign a tardy slip.
- **In accordance with the Capital School District Attendance Policy, the district computer will generate letters that will be sent to you when your child has missed more than five days, ten days, fifteen days, and twenty days of school so that parents are informed.**
- Regular attendance is critical for student success. More than ten days of unexcused absences could result in the district filing truancy charges. Frequent unexcused absences and tardiness will be addressed in accordance with the Capital School District Attendance Regulations.

Homework Policy

Purpose:

The Capital School District Board of Education recognizes regular, purposeful homework as an essential component of the instructional process. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community.

Responsibility for homework should gradually increase for students in grades one through five.

Frequency and Quality of Homework Assignments

Grade 1: 4 days a week of home work between 20 -30 min daily

Grades 2-4: 4 days a week plus reading/ projects for weekend 30 - 45 minutes daily

Grade 5 : 4 days a week plus reading/ projects for weekend / 60 minutes daily

Homework not completed or late work:

1. Students will be given a reasonable amount of time to complete their homework. Schools will be responsible to come up with a plan to aid students to accomplish this.
2. Parents should be notified if a student demonstrates a pattern of incomplete and/or late work.

Field Trips

Field trips are a vital part of our education program and are used to enhance our curriculum. We expect students to participate in this learning experience. The teacher will send home a permission slip for each trip asking permission for your child to take part in the learning experience. The permission slip must be signed by a parent or legal guardian and returned to school on its due day stated on the permission slip. Students are not permitted to go on a field trip without this written permission.

Parents may be requested to attend field trips by teachers if there are safety and/or behavior concerns.

If you choose not to send your child on a field trip, you are to call the school or send the teacher a note when you receive the permission slip. If a student does not participate for reasons other than medical, he/she must report to school on the day of the field trip. Not reporting will be considered an unexcused absence.

All parents MUST complete the Volunteer Application Form in order to serve as a chaperone for field trips every year. Background checks are good for as long as your child attends South Dover. (up to five years) Forms are available in the school office. Parent chaperones are always needed to assist teachers on trips. The number of chaperones required will be determined by the Capital School District Policy (#700-04). Chaperones are not permitted to bring other children on field trips. Some field trips may require students to pack a lunch. However, they may not bring glass bottles or containers.

Responsibility for Books, Chromebooks and Materials

Throughout the school year, your child will be issued books, a chromebook and materials. There is no charge for the normal use of these items. We do expect each child to exercise reasonable care in handling books, materials, and especially the chromebook. **If property and material assigned to or used by your child is lost or damaged, you will be responsible for replacing or paying for the item. Even if your child damages another student's materials.**

Students may borrow books from the school library for one week. The student is responsible for the item borrowed, and must return the book on library day. If a book is lost or damaged, the student will be expected to pay for that item.

REPORTING STUDENT PROGRESS

Report Cards and Progress Reports

Progress report and report cards are issued each marking period in grades 1 – 5.

1st-5th grade students can access their child's gradebooks will be available on the Infinite Campus Parent Portal (The app can be downloaded) Teachers are required to contact parents either by telephone or in writing anytime a child's work becomes unsatisfactory.

Parents are also invited to attend a parent/teacher conference during elementary conference days in November and February. Parents may request a conference at any time during the school year. A conference may be arranged by calling the school office (672-1690).

Progress Reports Out:	Report Cards Out:
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10/8/26	Distributed at November parent conference
12/18/26	02/11/27
03/11/27	04/22/27
05/19/27	Mailed at the end of the school year

Grades

Grade 1 3 = Meets or Exceeds the Standard 2 = Approaches the Standard 1 = Needs Reinforcement	Grades 2-5 A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59 Well Below the Standard - Failure (Parent Conference Required)
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At the end of each marking period, cumulative averages below 50 will be converted to a 50. This adjustment still reflects that a student has failed and is Well Below the Standard. However, with hard work, the student has the opportunity to recover by earning a passing grade.

PARENTAL INVOLVEMENT

Parental involvement is crucial to the education of children. Cooperation between parents and teachers is necessary in order to ensure success in the educational process. Parents are encouraged to visit and volunteer to help in the classroom, participate in special activities and serve on building committees.

Visits and Classroom Observations

In compliance with Delaware State Law, all parents and/or visitors are **required** to report to the main office for permission to go anywhere in the building. All messages and information will be relayed from the office to the appropriate person/class. If you wish to meet with your child's teacher, please arrange an appointment with your child's teacher. For the safety and security of our students, we require all visitors to check in at the office and obtain a visitor's pass.

Volunteer Program

All volunteers must complete the Volunteer Application Form in order to serve as a volunteer. This form is available in the school office. A volunteer survey form is distributed at the beginning of the year for parents/guardians to complete. This form must be completed each year.

P.L.T. – Parent Lighthouse Team

Our school has an active Parent Lighthouse Team, which is a concept of our schoolwide framework of Leader in Me.. The P.L.T. consists of parents and teachers who work together to promote closer relations between the home and the school through three action teams, Academic, Leadership and Culture. The P.L.T. is concerned with improving the general welfare of all of the students at South Dover Elementary. Participation in the Parent Lighthouse team is an excellent way to become acquainted with the school program, personnel, and other parents. Parents are encouraged to attend our P.L.T. meetings which are

held monthly alternating virtual and in-person. Please refer to the South Dover Elementary School's calendar for specific meeting dates/times.

School Rules and Expectations :

Please see Capital School District Student Success Guide for 2026-2027

Electronic devices such as: cellular phones, video games, etc.. are not permitted in school unless authorized by the school administration.

In accordance with the state law, the following are not permitted in school:

- guns, knives, or other weapons, **real or toy. (See Gun Free School Policy in the Student Success Guide).**
- drugs, or look-alike drugs/ alcohol/ tobacco products.
- lighters, matches or firecrackers

Interventions

Student regulations, classroom rules and expected behaviors are explained to the children. Please review these at home. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted, or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

- ❖ Teacher/student conference.
- ❖ Loss of privileges or preferred activities.
- ❖ Time-out in the classroom or office.
- ❖ Communication with parents via note, telephone, or conference.
- ❖ Referral to counselor.
- ❖ Referral to principal.
- ❖ In-school suspension or out-of-school suspension.

For specific violations/consequences, refer to Capital School District's Student Success Guide.

Other Interventions

- **Small Group and Individual Support Programs** - Interventions which are intended to assist students in their social, emotional, and academic development.
- **Counseling** - Individual and group counseling by appropriate personnel. The Student Intervention Team will monitor student assignments for counseling and follow-up of services.

- **Mentoring** -The mentoring will include volunteers from the community and school staff who offer to spend school time to provide specific students guidance and support on an individual basis.
- **Individual Behavioral Contracts/ Point Sheets** - This support will be provided to students who need it.

BUS TRANSPORTATION

The safety and care of children riding the school bus is a major concern and requires a high degree of responsible behavior from each child. Parental cooperation is vital. It is important that:

- ❖ ***Parents/Guardians monitor their children while they wait for the bus.***

Bus Rules/Procedures

- ❖ Be seated immediately after boarding the bus.
- ❖ Keep heads and arms inside the bus, never out the window.
- ❖ Help keep the bus clean. No objects are to be thrown in or out of the bus.
- ❖ Obey the bus driver at all times.
- ❖ No fighting on the bus for any reason.

Children violating these rules of safety will be reported to the principal by the bus driver. Capital School District Policy will then dictate whether the child's/children's riding privileges will be suspended and for how long. All concerns regarding bus schedules and/or pick-up times should be addressed with the Capital School District Transportation Office at (302)857-4221.

In the event of problem behaviors on the bus, procedures will be:

- 1) The driver communicates with students and parents by telephone.
- 2) If the problem persists, the driver shall report the student to the school principal or his/her designee using the student bus conduct form.
- 3) If the parent has been informed and the incident investigated, the school principal or his/her designee may suspend the student's bus riding privileges.
- 4) If problems persist, the student can be suspended until a conference is held or can be suspended for a longer period of time.
- 5) **If a student has been suspended from the bus for five (5) days or more in a school year, that student and parent must have a hearing. The student and parent will be given the option of signing a behavioral contract. If the student violates the contract it will result in the loss of bus riding privileges for the remainder of the school year.** *This last action needs the approval of the Supervisor of Transportation, with appeal rights to the Superintendent.*

Minor Violation

1 st written report	Warning
2 nd written report	1 -2 days loss of bus privilege
3 rd written report	2 -3 days loss of bus privilege; parent meeting will be requested
4 th written report	3 -5 days loss of bus privilege; parent meeting will be requested

Major Violation – *Any major violation could result in longer suspension of bus privileges pending investigation and Student Success Guide required action*

1 st written report	1 – 3 days loss of bus privilege
2 nd written report	2 – 3 days loss of bus privilege
3 rd written report	2 – 4 days loss of bus privilege; parent meeting may be requested
4 th written report	3 – 5 days loss of bus privilege; parent meeting will be requested

Department of Education regulations state that a student may not be put off a bus at any place other than home or school.

In the event a student becomes so unruly as to be a hazard to the other students, the driver, or any further progress of the bus run, the driver should pull to the side of the road and stop. If the student cannot be brought under control the driver should call for assistance using the following order:

1. School
2. Bus Contractor
3. The Supervisor of Transportation
4. Or, if necessary, the police

Home-School Communication

Parent-teacher communication is a partnership requiring each to fully inform the other of the child's progress. This partnership has a significant influence on student success. Therefore, we encourage on-going communication to meet all student needs. The Teachers and school will use Talking Points to communicate with families. Additional information is available through our website, www.south.capital.k12.de.us and our South Dover Weekly Newsletter that is sent via Talking Points. All students will bring home important information in their Wednesday folders (White Envelopes) .

Parents are urged to contact the teacher whenever the need arises via a note, a phone call or a message on Talking Points. Parent conferences can be scheduled as needed with the teacher at a mutually convenient time. Parent conferences are scheduled with all parents at the end of the first marking period. We strongly encourage our parents to visit South Dover Elementary School early in the school year. You may arrange for classroom observations by calling the office or contacting the classroom teacher to determine the time and date of the observation.

Breakfast and Lunch Program

Breakfast and lunch will be provided for all students at no cost through Capital School District's participation in the Community Eligibility Provision (CEP).

- Students can not share food at school.
- Soda or energy drinks can not be brought to school.
- Staff will not accommodate items requiring refrigeration or heating.

Dress Code

				
NO SEE-THROUGH TOPS	NO CLOTHING WITH IMAGES OF WEAPONS (GUNS, KNIVES, BOMBS, ETC.)	NO BAGGY JEANS OR SHORTS ITEMS MUST BE AT THE WAIST NO UNDERWEAR SHOWING	NO STRAPLESS SHIRTS, including off shoulder shirts without straps. No BARE Midriiffs or Torsos shown	NO SLIPPERS WORN AS SHOES
				
NO CLOTHING ADVERTISING DRUG OR ALCOHOL BRANDS	NO BANDANAS OR DO RAGS OF ANY COLOR	NO BARE FEET or Flip Flops Shoes must be worn at all times.	NO HOODS ON INDOORS,	NO MINI SKIRTS or SHORT SHORTS (INSEAM MUST BE MINIMUM 5")

If the student is considered to be out of the dress code, the student will be asked to remove or cover the inappropriate clothing. The student may be sent to the school nurse to obtain more appropriate attire. If this is not possible, a parent will be called and asked to bring proper clothing or to take the child home.

- ❖ Appropriate footwear with socks must be worn at all times.
- ❖ Pants/shorts must be secured at the waist or use a belt.
- ❖ Undergarments must be covered.
- ❖ Clothing should be in good repair.(no holes in exposing areas)
- ❖ Skirts, dresses and shorts must be not shorter than mid-thigh.
- ❖ Dresses, blouses, and shirts must cover the back and midriff.

- ❖ Clothing with offensive language/pictures or references to drugs/alcohol/sex or other offensive themes will not be accepted.
- ❖ Hats or other headgear are not to be worn in the school building. (Including Do Rags and Wave Caps)
- ❖ Sunglasses are not to be worn in the building.
- ❖ Jewelry which may present a safety hazard or which may present a distraction is not suitable for school wear.
- ❖ Shoes should be safe for play; **flip flops and high heels are not permitted.**

Valuables

- The school administrator and staff can't be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home, **including cell phones.**

Lost and Found

- **Please label all outer clothing, lunch boxes and bags, book bags, and items brought to school.**
- **Expensive items or items with great sentimental value to a child or the family should not be sent to school with a child. Lost and found is located in the main hallway.**
- **All items not claimed at the end of the month will be donated.**

Recess Policy

During the school day your child/children will receive one twenty-five minute recess. The purpose of recess is to provide your child/children a break, fresh air, and informal participation in positive social and physical activities.

All recess will be held outside, except in extreme weather situations. Balls from home are not permitted in school. Please be sure that your child is dressed appropriately for the weather. **Parent requests for inside recess impose a supervision problem, as teachers must be out with the children.** If you have a particular concern, please contact the school nurse.

Emergency, Outreach, and Attendance Calls

- The Capital School District uses an automated notification service, which allows us to send telephone, text, and email messages to you providing important information about school events or emergencies.
- This system will be used to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, progress reports and more.
- In the event of an emergency at school, you can have the peace of mind knowing that you will be informed immediately by phone.

The successful delivery of information is dependent upon **ACCURATE** contact information for each student, so please make certain that we have your most **current** phone number. These details are collected on the Capital School District Emergency Treatment and Contact Information Form. **If this information changes during the school year, please notify the school immediately.**

The Home Phone number for each Parent/Guardian listed receives all calls. During emergencies all contacts listed will receive an automated call. Please contact the building to make any adjustments required.

Parent Concern Procedures

Occasionally, a persistent concern may arise, which is not or cannot be, quickly resolved at the point of origin. Under these circumstances, the District wishes to make certain that adequate avenues are open for the parent to pursue the concern. The following procedure is established to provide direction for parents attempting to resolve such concerns.

INFORMAL PROCEDURE

1. The parent shall first try to settle the concern on an informal basis with the employee involved or responsible.
2. If, however, the complaint is filed with the employee's immediate supervisor, instead of the employee, the employee will be notified immediately. Within five (5) school days, the employee shall confer informally with the parent alone or at the request of the employee, or the parent, with the parent and immediate supervisor or his/her designee.

FORMAL PROCEDURE

If the matter is not resolved at the informal level by the end of the fifth school day and the parent desires to file a formal concern, the parent must file the concern in writing on the form provided by the district. The forms are available in the District Office. Parents may pick up the form or the form will be mailed upon request.

1. The written concern must be filed with the employee's immediate supervisor within ten (10) school days.
2. The employee shall be notified immediately and within (5) school days of the receipt of a written complaint. The supervisor shall arrange a meeting with the individual parent and the employee. The employee may, however, authorize the supervisor to solve the complaint within the five (5) school day period.

Please be advised that, to protect the privacy of all families, the school will not provide parents with the contact information of other parents regarding situations involving their children. Additionally, the school will not facilitate or arrange meetings between parents on campus to discuss incidents between students. All concerns should be directed through the appropriate school staff or administration.

Grading and Reporting of Student Progress



Capital School District Board of Education Policy

Section: Instruction
Title: Grading and Reporting of Student Progress
Policy #: 600-10
Date Approved: 05/11/16
Date Revised: 05/05/16

Purpose:

The purpose of the Capital School District Grading Policy is to articulate a framework that promotes consistency in grading and the reporting of student progress. This policy facilitates the implementation of a grading philosophy that is aligned with research based practices and standards based instruction. It shall be consistently applied and clearly communicated to all students, teachers, parents/guardians, and administrators.

Definitions:

Grading is an integral part of the teaching and learning process. It includes establishing clear learning goals, setting standards and evaluative criteria, constructing formative and summative measures that assess learning, implementing changes in instruction that are based on assessment data, and providing meaningful feedback to students. Grades are the number and/or letter given as a summary statement of student performance.

Reporting is the process by which the teacher communicates information to parents/guardians about student progress (what they have learned and are able to do). The reporting process may include a combination of report cards, progress reports, e-mails, telephone conversations, Home Access Center (secondary schools) and conferences. Reporting will be done in a clear and timely manner so that parents/guardians may support their child's learning.

Goals:

Grading will help the teacher to:

- Communicate learning progress to the student and parent.
- Appraise the effectiveness of teaching strategies and modes of instruction.
- Evaluate strengths and needs of each student.

Grading will help the parents/guardians to:

- Understand their child as a learner
- Be knowledgeable about the student's learning
- Guide the student in making academic progress
- Encourage the student to give maximum performance in academic areas.

Grading will help the student to:

- Evaluate and see personal progress in their learning.
- Recognize how work may be improved.

At the end of a year-long course, cumulative averages below 50 will be converted to a 50 for marking periods 1 and 2. At the end of a semester course, cumulative averages below 50 will be converted to a 50 for marking period 1. This adjustment reflects that a student has failed and is Well Below the Standard. However, with hard work, the student still has the opportunity to recover by earning a passing grade.

Teachers will enter grades into the electronic grading programs as formative or summative measures. Weighting will be as follows:

	Formative	Summative
Grades 2-4	60%	40%
Grades 5-12	40%	60%

Formative assessments should be frequent and ongoing, completed in route to mastery. They are “checkpoints” on students’ progress and the foundation for feedback given. The purpose of formative assessments is not to judge a student’s final achievement of a topic, but to evaluate where he or she is in the learning process, diagnose any problems, and aid in getting the help needed to learn the material. Examples of formative assessments may include quizzes, drafts of writing, homework (grades 5-12), quick writes or anything in the early stages of learning content or concepts.

Summative assessments are completed after the learning experiences, usually requiring students to demonstrate mastery of essential understandings after sufficient instruction and practice has been given. Examples of summative assessments may include tests/exams (performance, oral or written), final writing pieces (research papers, essays, stories, poems), projects, and quarterly assessments.

Department Chairs/Grade Level Teams/Administrators will assist teachers in determining whether student assignments are summative or formative measures.

Grades should be sufficient in number and category (quizzes, tests, projects, etc.) to reflect an accurate measure of a student’s progress.

As no single grade shall count more than 20% of the nine weeks or semester grade, there must be a minimum of four summative assessments for grades 9-12, minimum of three summative assessments for grades 5-8, and a minimum of three summatives for grades 2-4. There is a minimum of two formative assessments for grades 5-12 and a minimum of 5 formative assessments for grades 2-4.

Behavior, participation, effort, and attitude will not be factored into grades.

Grades will be based on what a student knows and understands based on the identified learning objective.

Teachers must adhere to Capital School District’s Student Attendance Regulations Policy #700-02 which dictates that students who are absent, whether excused or unexcused, will be given the opportunity to make up work or tests missed within a *reasonable amount of time*. A reasonable amount of time is defined for each class session missed the student will have two class sessions to make up the missing assignments. A teacher may extend this time if the student is making progress towards completing assignments.

While students are making up work due to an absence or absences, teachers may use the following codes in eSchool Grade Book:

- a. ABS – Absent from Class – it assigns a zero for the assignment until the grade is entered.
- b. EX – Exemption – it excludes the assignment from being included in the student average if the teacher determines an exemption is needed.

Extra credit opportunities are limited to additional student work that provides extended learning that directly matches the content standards or grade level expectations and should be offered to all students. Activities such as bringing school supplies, attending an event, or completing a task not directly related to achievement does not meet the guidelines.

Teachers must adhere to the guidelines for homework established in the Capital School District Homework Policy #600-03. The guidelines outline factors in making assignments, principal, teacher, student & parent responsibilities, frequency and quality of assignments, and procedures for handling homework not completed or turned in late

(a maximum of one letter grade below what a student would have received had the assignment been completed on time or in a reasonable amount of time as determined in #11 above).

For grades 2-4, homework will be reflected in a separate section of the report card, not in the formative category as in grades 5.

Teachers will inform students and parents of how grades will be determined in a particular class. This will include the weight that each component or the academic work carries, grading criteria, procedures for redoing work for credit, and rubrics used for major assignments. This communication will take place in class, during open house events, and conferences. Grading practices may also be shared via teacher websites.

Teachers are encouraged to grade work promptly (within a week of submission is a good rule of thumb), enter it into eSchool, and return it to students for review.

Teachers will retain evidence upon which the reporting (grade) is based in a portfolio or other folder until at least two weeks following the end of the reporting period. Evidence may include rubrics, copies of tests, etc.