



BRANDYWINE SPRINGS SCHOOL

Parent Student Handbook



BRANDYWINE SPRINGS SCHOOL
2916 Duncan Rd., Wilmington, DE 19808
(302) 636-5681



Administration

Mrs. Nora Wolford, Principal
Dr. Kirsten Belair, Asst. Principal
Mr. Lucio Costantini, Asst. Principal
Mr. Pete Trotto, Student Advisor

School Counseling Staff

Jessica Stead (2,3,4)
Nicole Ballerini (K,1,5)
Taryn Smith (6-8)

Main Office Personnel

Senior Secretary: Ms. Lisa Wilson
Main Office Clerk: Ms. Christy Muhammad
Bilingual Front Office Clerk: Ms. Nicky Cintron

Important Phone Numbers

Main Office: 636-5681
School FAX #: 636-5683
Staff Directory: 636-8787
School Nurse: 636-8788
Cub care (Before & After school care): 463-9530
Transportation: 322-0251
Red Clay District Office: 552-3700

Important Websites/Information

[Brandywine Springs School](#)
[Red Clay Student and Family Handbook 26-27/ Spanish](#)

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WELCOME TO BRANDYWINE SPRINGS 2026-2027

Dear Brandywine Springs Families:

We would like to take this opportunity to welcome you to another exciting year at Brandywine Springs School. The 2026-2027 school year promises to be one full of learning and excitement. We have created a wonderful environment to grow together through a positive and welcoming school climate that encourages students to grow academically, behaviorally, and socially.

The Parent/Student Handbook provides important school information to help guide you. The Red Clay Consolidated School District has adopted an accountability agreement that encourages cooperation among the parents, school, and district. Each has a responsibility to help ensure student growth and achievement. The agreement emphasizes the important role that each parent/guardian has to ensure this success. We ask that you review the contents with your child.

The 2026-2027 school year promises to be a wonderful year with many new opportunities to learn and grow. We invite you to come and be a part of Brandywine Springs and your child's experience. Together we will continue to build a strong professional learning community that serves the needs of our children.

Sincerely,

The Brandywine Springs School Administration

Mrs. Nora Wolford, Principal

Dr. Kirsten Belair, Assistant Principal

Mr. Lucio Costantini, Assistant Principal

BRANDYWINE SPRINGS SCHOOL PROFILE

Brandywine Springs Elementary School re-opened in 2000 after almost 20 years to provide more classroom space and to advance Red Clay's goal of providing K-5 elementary education and schools district wide. A middle school was then added to increase our population to about 980 students in grades K-8.

Brandywine Springs is committed to providing all students with a standards-based, developmentally appropriate curriculum. The key to the quality of our curriculum is our focus on encouraging students to be active learners. The goal of Brandywine Springs is to foster a positive environment for all of our students. The Special Education program focuses on supporting students by offering intervention and providing a learning experience within the classroom by utilizing an inclusion model of instruction.

PTO INFORMATION

Brandywine Springs School prides itself in providing students and families with a variety of activities and fundraisers that are promoted throughout the year including BSS Spiritwear sales! Please consider joining the PTO and getting involved!. Families can also follow BSS PTO on the following social media platforms:

-  Brandywine Springs PTO
-  @brandywine.springs.school

DAILY SCHOOL INFORMATION

School Hours

Parents are responsible for supervising their child when arriving early. Doors open at 7:50 a.m; There is no supervision available for children arriving earlier than 7:50 a.m. unless they are enrolled in the Before/After Care program. Instructional hours are 8:15 a.m.- 3:00 p.m.**
(*BSS will follow the middle school calendar for conference days, early dismissals, etc.)

Tardiness to School

Students reporting to their homerooms after the designated time will be marked tardy. Students coming to school late must report to the office for an admission slip to class. Any student who arrives at school after 12pm, must have a parent/guardian report with them to the main office to sign in. Excused tardies are for medical or dental reasons and require a note. A written note does not automatically mean a tardy is excused. Students must attend at least 50% of the day, exclusive of lunch, or they will be marked absent for the day. Three or more unexcused lates in a marking period may be referred to school administrators for review.

EARLY DISMISSAL PROCEDURES

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

If an early dismissal is necessary we ask that you pick-up your child before 2:20 p.m. We are a closed campus between 2:20 and 3:15 pm.

Early Dismissal K-5

When you come to school to pick-up your child, please report to the office. The school secretary will notify the teacher to dismiss your child. If a person other than the child's parent/guardian is picking up the child, please send a note that contains your child's name, the person picking the student up and the person's relationship to the child, the dismissal time and a signature of the parent/guardian.

We ask anyone who plans to pick up a child early please bring a form of **photo identification**.

Early Dismissal 6-8

Bring a note from a parent or guardian requesting an early dismissal. The student should take the note to their homeroom teacher and they will be issued an early dismissal pass. At the appointed time, the student will show their teacher the pass and report to the office with books, coats, etc., to wait until parent/guardian arrives. For the student's safety and welfare, it is required that the parent/guardian come into the building to sign out their child. If a child waits more than 10-15 minutes they will be sent back to class.

Parents/Guardians, PLEASE NOTE!

If for any reason your child's regular dismissal routine should change, the parent is responsible for notifying the school in writing of such a change. On the written note, please include the name of your child, date, and the change in dismissal routine (i.e., change from bus rider to car rider). A note is also required for your child to ride home with another child's parent. If changes are not put in writing we will follow the regular dismissal procedure for your child.

BSS MIDDLE SCHOOL INFORMATION (6th-8th GRADE)

Brandywine Springs offers an academically oriented 6th, 7th and 8th grade program. BSS stresses the development of the student and offers a rigorous academic curriculum. The courses offered at BSS reflect democratic values. It is the philosophy of the school that there should be a variety of course offerings, enabling the student to have as many different experiences as possible. Students are given the opportunity to explore and search for interests and to begin developing a life goal.

The major focus of the curriculum is the four academic areas:

- English/Language Arts
- Mathematics
- Science
- Social Studies

Extracurricular academic programs to be offered are: National Junior Honor Society, Student Council, Yearbook, Math League, and Science Olympiad. Additional programs may be added based on student interest.

Exploratory Courses

- Art
- Chorus/Band
- Physical Education/Health
- Spanish
- Technology Education

The extent and content of the Exploratory Program will vary according to availability of staff and the needs and interests of the student population.

Special services are delivered to students according to the Individualized Education Plan developed by the parent and teaching staff.

Middle School Honor Roll

Distinguished Honors- straight A's in ELA, Math, Social Studies, Science, and Exploratory Arts.

Honors - An overall B average in Math, Language Arts, Social Studies, Science, and Exploratory Arts.

Lockers

Each student is assigned a hall locker which should be kept neat and clean. Students are permitted to use their lockers at times designated by the teacher.

Lockers belong to the school and will be checked periodically by school officials to assure cleanliness; and , if necessary, to search for items which are prohibited in school.

Middle school students are required to have a lock on their lockers. A combination/key should be given to their homeroom teacher.

Hall Pass Procedures

Students will use "Securely Pass" an electronic hall pass system for leaving the classroom.

Lateness to Class/Class Cut

Students arriving 5 minutes late to class without a pass are considered late. Students missing from a class without teachers permission are considered to be "cutting" class.

If a student does arrive after 5 minutes, the teacher will have a private conversation with the student about their lateness. Subsequent lateness to class without a valid reason will be documented, and a parent phone call will be made.

Administrators will address subsequent infractions according to the Red Clay Student Handbook.

Defiance of Authority

A verbal or non-verbal refusal to comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action that causes either a substantial disruption or material interference with school activities. Defiance of authority may result in disciplinary action according to the Red Clay Student Handbook and Code of Conduct.

School Restrooms and Hallway Traffic

Good order and an atmosphere conducive to learning must be achieved and maintained so that students have the opportunity to learn. Schools are to be free from disruptions that interfere with teaching and learning. To ensure the safety of all students, passage in the corridors should be in an orderly fashion. Students should refrain from yelling in hallways and common areas. Students should walk to the right of the corridor when possible and refrain from running. Behavior and language should be respectful of others and the school environment.

Tobacco/Vape Possession/and or Use

Students have a right to learn in a healthy atmosphere. Smoking/Vaping and possession of tobacco products is illegal for juveniles; therefore, smoking/vaping in school buildings or on school grounds at any time is prohibited. Smoking and/or Vaping is prohibited on school buses, on school-sponsored field trips at all times, and when students are participating in athletic and extracurricular activities. Students possessing or utilizing tobacco products are subject to disciplinary action according to the Red Clay Student Handbook..

MIDDLE SCHOOL ATHLETICS – 6th, 7th and 8th Grade

1. All students are encouraged to participate in these extra-curricular activities. Information and enrollment procedures are announced during homeroom and posted on the sports website.
2. Sports information can be accessed on the [BSS athletic website](http://www.bobcats-sports.com). (www.bobcats-sports.com)
3. DIAA Physical forms are required prior to the start of the season. You will need the DIAA physical form prior to entering your doctor's office. The DIAA form can be downloaded from the BSS athletics website.
4. [Student-Athlete Parent Handbook](#)



Athletic Director

Pete Trotto- Peter.Trotto@redclay.k12.de.us

Athletic Offerings

FALL

- Girls Field Hockey
- Girls Volleyball
- Co-Ed Soccer
- Boys and Girls Cross Country

WINTER:

- Boys and Girls Basketball
- Wrestling
- Cheerleading

SPRING:

- Boys and Girls Lacrosse
- Boys and Girls Track & Field
- Softball
- Baseball
- Boys Volleyball

MIDDLE SCHOOL CLUBS/ACTIVITIES

Student Council

The Student Council is the voice of the student body in the operation of its school. The method of achieving membership on the council is by vote of the student body. The purpose of this organization shall be to (a) improve the school's conception of what is right and just; (b) aid the management of the school; (c) develop and maintain attitudes of honorable citizenship ; (d) promote harmony between the

student body and the faculty; (e) provide orderly direction of school activities; (f) regulate the student fund; and (g) promote the general welfare of the school.

Early in the school year the 6th, 7th, and 8th grades will elect their representatives. In order to become a member a student must possess the qualities of loyalty, leadership, responsibility, dependability, respect for others, and conflict resolution skills.

National Junior Honor Society (8th grade by invitation only)

To qualify for membership in our National Junior Honor Society Chapter, students must meet the following national standards:

- Must make Honor Roll 3 consecutive marking periods.
- Must have at least a 3.5 grade point average.
- Must belong to 3 organizations serving the school and/or community.
- Exhibit qualities of leadership, character, citizenship, service and scholarship

After School Clubs

- Yearbook
- Community Service Opportunities
- Student Government

Possible activities sponsored by both parents and BSS staff (pending student interest and supervision availability):

- Math League
- Odyssey of the Mind
- Science Olympiad
- Lego League

Activity Buses– Middle School Activities Only

Transportation will be provided for students involved in extracurricular activities. The activity buses leave school at approximately 4:30 Monday through Thursday. Parents picking up students after the conclusion of activities are requested to be at the school by 4:30 p.m.

[Activity Bus Stop Locations](#)

TRANSPORTATION

The Red Clay Consolidated School District provides school bus transportation for the Brandywine Springs children. The transportation department (302-322-0251) is responsible for developing routes, hiring drivers and scheduling bus stops. The staff at Brandywine Springs works with the transportation department to provide this safe and reliable service to our children. Safety is of primary concern in bus transportation. Riding the school bus is a privilege, which may be revoked if safety and school rules are not observed. Students should be on time (10 minutes prior to stop time) at their designated school bus

stop and wait until the bus comes to a complete stop before attempting to enter. Students must board and depart the bus at their assigned bus stop. Students may not ride a different bus or ride to a different destination. **The Red Clay School District does not provide personal transportation for social reasons.** In the event you decide to pick up your bus rider from school, please send a note in with your child that morning, then meet them in the assigned dismissal area. Otherwise you should sign them out in the office, **no later than 2:20 pm**. This is a precaution we ask you to take. If there is a school bus emergency, school officials need to know the whereabouts of your child. Safety of the children is top priority.

Request for Changes in Bus Assignment

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



Bus Rules

1. Sit in your seat.
2. Keep hands/feet to self.
3. Keep all body parts inside the bus.
4. Use a quiet voice - NO PROFANITY
5. Do not throw objects either in the bus or out of the windows of the bus.

If a child breaks bus safety rules, the following consequences will be applied according to Red Clay School District guidelines:

1. Verbal warning by the bus driver.
2. Child's seat will be changed.
3. Child will be brought to the office to speak with the principal.
4. "Time Out"
5. Loss of bus riding privilege.
6. Bus contract

If a child is brought to the office to speak with the principal (based on a bus referral), parents will receive written notification.

STUDENT PICK UP/ DROP OFF PROCEDURES

All car riders for drop-off and pick-up must have an assigned carpool number that should be displayed in a visible place in the car.

All pick-up and drop-off riders will enter and exit through the Brandywine Springs Main Entrance.

Note: The Brandywine Springs Main Entrance will be a two-way, enter and exit traffic pattern.

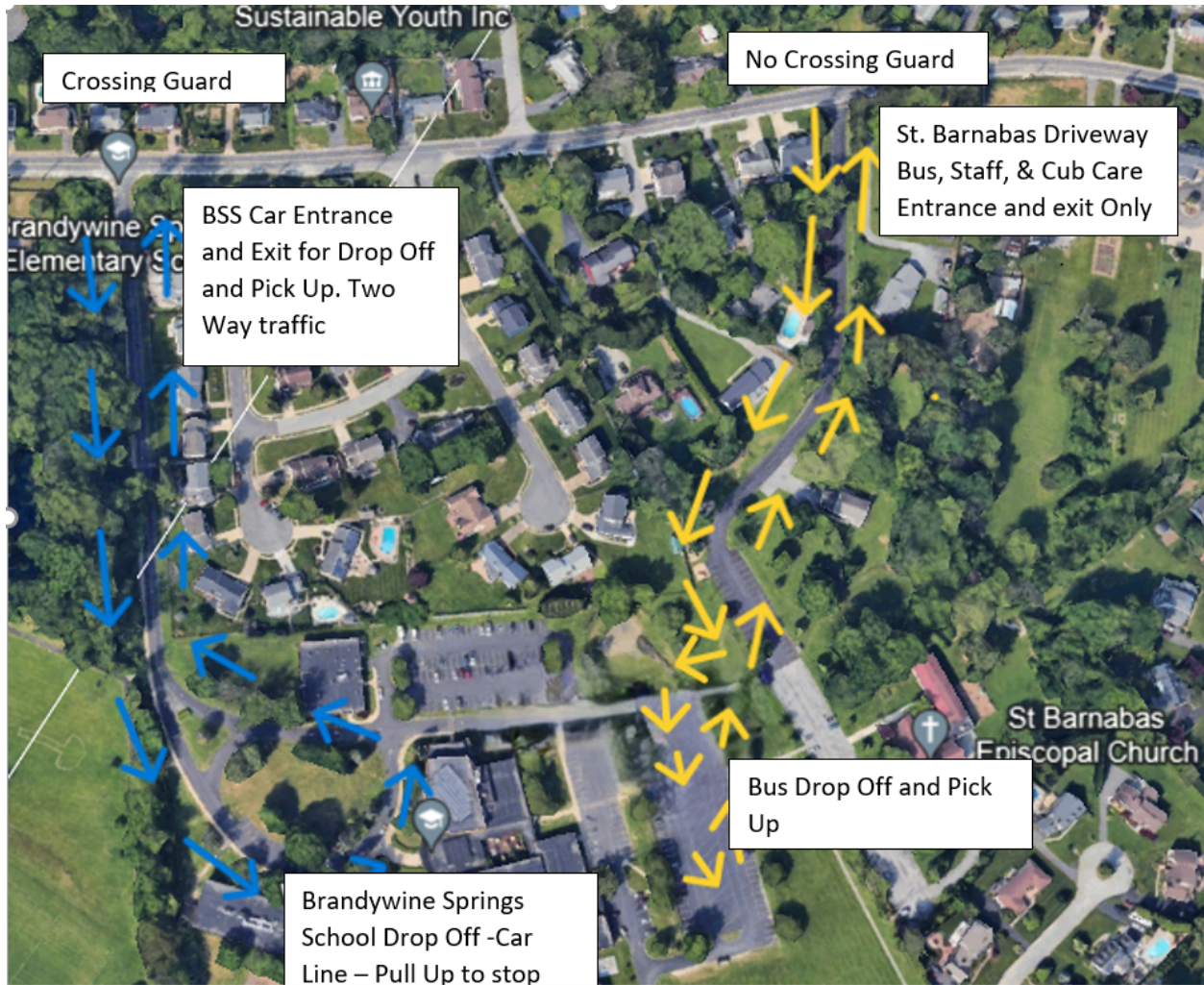
ONLY Buses/Delivery Vehicles will be able to enter/exit Brandywine Springs using the St. Barnabas entrance/exit.

Traffic Flow for Drop-off

1. Enter at the Brandywine Springs Main Entrance.
2. Enter the circle to drop students off—you must be in the “drop-off zone” before opening doors. **DO NOT** drop your student off and drive straight near the technology building. **You must drive around the circle.**
3. Students will exit the cars on the passenger side only.
4. Students will enter the building through the front door.
5. After students have exited, cars must make a left turn at the end of the building and drive back down the main entrance on the right side.
6. Vehicles must exit onto Duncan Road through the Main Entrance entrance/exit.

Traffic Flow for Pick-up

1. After entering the circle, cars will pull up to a specified location along the curb.
2. Students must enter the vehicle on the passenger side of the vehicle.
3. Do not get out of your vehicle on the driver's side.
4. When directed by a staff member, vehicles may exit the circle.
5. If a car enters the “loading zone” and the child is not there, the car will need to wait until a staff member directs the driver to park in the parking lot next to the Technology Annex and wait for the child. The child will be escorted to the car by a staff member.
6. All cars must exit using the two-way, Main Entrance Drive.



Periodic Car Riders

Parents/Guardians of students who bring in a note to be picked up but are not regular car riders must park and enter the building to pick up their child. Please be prepared with a photo ID.

If You Need To Park At Pick-up/Drop-off Time

1. Enter through the Brandywine Springs Main Entrance.
2. Travel through the pick-up/drop-off line and enter the parking lot near the Technology Annex.
3. If parents are parking in the morning, parents must escort the child across the street and to the door (drop-off only).
4. If parents do not intend to walk students to the door, the car system should be used.

Walkers

Students walking to school from the Hyde Park area should enter and exit through the closest open entrance. Crossing guards will be appointed to direct walkers safely across Duncan Road. Children must follow the sidewalk until they reach the closest open entrance. A walkway is available for walkers from the Sherwood Park area. Children may proceed into school using the walkway along the tree line nearest St. Barnabas Church.

Dismissal Walkers

Sherwood Park area walkers using the back walkway will be escorted out of the side entranceway by teachers at the end of each day. Hyde Park area walkers will be assisted by crossing guards at the Main Entrance on their way home. It is the parents' responsibility to plan the walking route for their children. Kindergarten students will be returned to the school if he /she is not met by an adult. The St. Barnabas driveway must never be used as an entrance or exit for children walking to and from school.

Crossing Guards

The crossing guards are responsible for making sure children cross intersections in a safe manner. Children are expected to follow the directions of the crossing guards. Brandywine Springs has a crossing guard at the following location:

- Duncan Road Car Entrance (Near the police substation).

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

CAFETERIA

Breakfast is served daily from 7:50 - 8:10 at the Grab and Go Breakfast cart upon arrival to school. Students are to go to the Grab and Go cart, receive their breakfast and report to their classroom to eat. Trash cans and recycle bins will be available in hallways to discard breakfast trash.

Each day the Food Service Department provides a hot lunch called "A" lunch. This lunch is listed on the menu that is sent home at the beginning of each month. "B" lunch, (assorted sandwich, jamwich, salad, parfait or lunchable) are also available each day.

FREE BREAKFAST AND LUNCH FOR ALL RED CLAY STUDENTS.

A la carte items and second meals/doubles are not included and fees still apply.

Lunch Procedures

If your child is bringing their lunch to school, please put your child's name on their lunch box or bag. Also, for safety reasons, do not send anything in glass containers. A few ala carte lunch items may be purchased individually each day subject to availability.

The classroom teacher (K-5) will escort their class to the cafeteria. They will remain seated at their table until directed to go to the lunch line by staff/administration. Middle school students will report to their table upon entering, and wait for their table to be called to the lunch line.

BSS cafeteria operates on a personal ID number system. Students will receive lanyards during the 1st week of school which will be an easy way for them to scan their lunch number. Teachers will be helping children become familiar with their assigned "PIN" number, how to use their lanyard, as well as how to enter their "PIN" number using the keypad.

Conduct in the cafeteria is to be the same as what is expected in any other eating establishment. The cafeteria staff, and fellow students will appreciate your cooperation in the following:

- Sit at your assigned table.
- Remain seated at your table unless a staff member on duty gives permission.
- Stay in line. Students can not "hold" spots for friends.
- Throwing food is not tolerated.
- Throw away all trash, and respect the adults who are helping clean the cafeteria.
- Remain in the cafeteria until properly dismissed. Table tops and floor must be clean for tables to be dismissed.
- Maintain an appropriate voice level in the cafeteria.

BRANDYWINE SPRINGS SCHOOL/DISTRICT INFORMATION

Red Clay Student and Family Handbook

The Red Clay Board of Education approved the new version of the Student Handbook and Code of Conduct. Please review the documents below:

[Red Clay Student and Family Handbook 26-27/ Spanish](#)

Attendance

Daily attendance and promptness to class is critical in all grade levels. Children with regular daily attendance typically demonstrate a high rate of success in school. If illness or family emergencies occur and your child must stay home, please make sure that you send a written note to school when your child returns. Written notes must include your child's name, date, specific reason for absence, and parent signature. You may call into school to notify the school your child will be absent but a note still must be sent with your child on his or her return. If your child needs additional health care or accommodations upon their return, please call the school office prior to the return. Red Clay has an automated phone

service to notify parents when children are absent for the day. If your child comes in late you may still receive a call from the Red Clay School District . Brandywine Springs does not have control over the automated system.

Before and After Child Care Program-“Cub Care”

HOURS OF OPERATION: 6:30 a.m. to 6:00 p.m. (Cub Care follows district calendar/delays.) Before and after-school care will be provided on-site by The Boys and Girls Club, Inc. is a service available for all students. There is also “casual care” for parents choosing to use the program for occasional use. The program will provide participating students with a wide variety of extracurricular activities, including an education component, a health and lifestyle component, sports and recreation component and an arts program. For information on fees and registration, please contact the Cub Care Office at 302-463-9530.

Attendance and Extra Curricular Activities

Students must attend school the day of the event in order to participate in any extracurricular activity (i.e. dance, sports event). Please note that the District Attendance Policy is printed in the Red Clay Student Code of Conduct that is linked above, and can be found on the district website.:

“Students who do not attend at least half of the periods on a given day will be marked absent for the day. Students absent from school may not participate in after school activities.” Please adhere to the guidelines as printed. Parent understanding, support, and compliance are essential to the success of our attendance policy.

Cellular Phones/Communication Devices

The district acknowledges that electronic communication devices such as cell phones are increasingly common and provide students and their families with a sense of security and safety through immediate and direct communication. However, use of cell phones during the school day disrupts the educational process. In addition, use of cell phones during fire drills or in the case of an emergency may create dangerous situations by disseminating misinformation or interrupting administrative procedures. Students are expected to adhere to their school’s policy in regards to electronic devices.

At Brandywine Springs student cell phones are to be silenced and away from 8:00 a.m - 2:55 p.m

Parents can contact the main office if they need to communicate with their student during the instructional day.

Additionally, earbuds/headphones during transition time creates a potential safety concern. Headphones and earbuds are not to be worn in the hallway, and only used in the classroom at the discretion of the teacher.

Teachers may confiscate student cell phones when students violate the policy. Confiscated phones will be returned to the student after the 1st offense. Subsequent violations of the cell phone policy will result in

parent pick up of the device during main office hours. A teacher or administrator will reach out to the parent/guardian if their student's phone was confiscated.

Vacations

We request that family vacations be taken during regularly scheduled school breaks (winter break, spring break, summer vacation) to minimize the loss of academic time. Requests for other pre-arranged absences at times other than scheduled breaks must be submitted to the school principal. Vacations taken other than during scheduled school breaks will be counted as an unexcused absence.

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

Make-up Work

Make-up work is to be turned in at the next regular meeting of class. It is the responsibility of the student, upon returning from illness, to request the work missed. Students will be given one day for each day missed to complete make up work. Exceptions can be made at the discretion of the teacher. If you are absent for 2 or more days, your parent/guardian may call the office to request homework assignments. **Please note: we require 24 hours to assemble all the material therefore; we suggest you call/email prior to picking up the requested assignments.** However, it is at the discretion of the teacher if make-up work will be provided. Students are responsible for obtaining the assignments for the work missed due to any excused absences.(e.g. attending Band, Chorus, sports).

Visitor/Volunteer Policy

To ensure a safe learning environment we require parents, volunteers, and visitors to first provide a photo identification which will be filed at the main office, sign in and obtain a visitor's badge. Upon the conclusion of your visit, please return to the office to sign out and collect your photo identification. The District policy on School Visitation is outlined below.

The Red Clay Consolidated School District welcomes visitors to its schools. It recognizes the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships. The District also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe, secure learning environment in each of the District's schools.

For the purpose of this policy, the term "visitor" shall be defined as any individual who is not an employee or student of the Red Clay Consolidated School District. (Contractors and vendors are to sign in, wear badges, and follow the same guidelines as other school visitors.)

Visitation Guidelines:

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

1. All visitors are required to use the main entrance to the building.
2. All visitors are required to report to the main office immediately upon entering any school building.
3. All visitors, including those whose visits are pre-arranged, will be asked to sign a visitors' log and will be issued a visitor's badge.
4. Visitors are required to wear the badge during all times while in the school building.
5. Visitors are required to sign out in the visitors' log and return the visitor's badge.
6. If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the main office. The office staff will make arrangements to get the item to the student.
7. If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrator and teacher, who will indicate the best time for such activities and required training.
8. Parents/guardians are welcome to visit their child's classroom to view a lesson. However, in order to ensure that the educational process is not interrupted, the District requires that parents/guardians make arrangements through the principal at least 24 hours in advance. Teachers may request that an administrator attend during the classroom visit.
9. Visitor badges are valid to/from the location noted in the visitor's log. The badge does not denote permission to travel to other areas of the building without authorization.
10. Visits to areas other than classrooms (cafeteria, gymnasium, etc.) require permission of a building administrator.
11. District staff may ask for photo identification. Visitors are assured that this safeguard is for the protection of all students.

Limitation of Visits:

1. Administrators are authorized to limit the visiting of school/classes when, in their judgment, the visiting by an individual is disruptive/inappropriate to the classroom learning or the orderly school process.
Failure to comply with this policy subjects violators to arrest for trespass on school grounds and facilities in violation of Delaware Code, Title 11, Section 821 of the Delaware Criminal Code.

Withdrawal of Students

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

Textbooks, Equipment and Library Books

Students are responsible for returning all books and equipment issued to them. If lost or damaged, students will be expected to pay replacement costs. Textbooks, lab manuals, library books, and other non-expendable supplies and equipment are distributed to students with the understanding that they will be well cared for and returned in the same condition as when received. During the school year, students who lose or damage books, materials and equipment or who incur other obligations, shall, along with their parents, be notified regarding such obligations. Obligations must be met as soon as possible. Students not meeting obligations will not be allowed to participate in extracurricular activities until obligations are paid in full. The average cost to replace a textbook or workbook ranges from \$10.00 to \$60.00+. The cost to replace library books could be over \$10.00.

Chromebook Technology

Students in grades K-3 will be issued a Chromebook that they will keep stored in their classroom. They will not take them home. Students in grade 4-8 will be issued a Chromebook which they are responsible for keeping safe and bringing it (charged) to school each day. A \$20 insurance fee and signed agreement form is due prior to the Chromebook being issued for all students. Please see the [Red Clay Technology](#) page for more information pertaining to Chromebooks, and paying the insurance fee online.

Assemblies

Assemblies for educational and entertainment purposes are held during the school year. Conduct should include courtesy and appreciation at all times. Reasonable applause is acceptable to show appreciation. Whistling and “booing” will not be tolerated as means of expression. Attending assemblies is a privilege. Students abusing this privilege will be removed from the assembly.

Elementary Recess- K-5

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

Weather Emergencies

Weather conditions and unexpected events sometimes necessitate school closings, opening delays or early dismissals. If the school hours are going to be altered in any way, a School Messenger call will be made by our district office; therefore it is imperative that your phone numbers are up to date in our system. It

will also be announced via email, on red clay social media accounts and will be posted on the Red Clay District Website.

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

Please do not call the school on inclement weather days; once a decision is made by the district office a School Messenger call will be made and information will be made available to families.

Emergency/School Safety Procedures

We pride ourselves on the safe, secure atmosphere of the Brandywine Springs facility.

One reason for this is because we have emergency procedures in case of natural disasters or fire. Fire drills are held once a month practicing evacuation procedures. Such procedures are posted throughout the building. In case of an emergency situation involving your child, you will be notified as soon as possible. Please make sure that you keep the main office and school nurse informed of current home, work and emergency numbers throughout the school year.

Field Trips

All trips must be approved by the principal and district office. A field trip is an extension of the school day, and the Red Clay student handbook and code of conduct. Parents may be asked to chaperone their child if the student is not able to maintain appropriate behavior while in school. A student's behavior could impact his/her field trip participation.

GRADE LEVEL CURRICULUM/DISTRICT GRADING POLICY

Kindergarten through 5th grade students work in self-contained classrooms. Instructional areas include reading, language arts, mathematics, social studies, and science. Elementary students participate in a variety of "specials" which include art, technology, library, music, and physical education. Secondary students will be grouped for instruction according to performance level for Language Arts and Math. Science and Social Studies are heterogeneously mixed as much as possible. BSS fosters inclusion (with support) in those areas. All secondary students will meet state requirements by participating in health/physical education and computer literacy. Chorus and Band are available. Information regarding grade level organization, procedures, and curriculum is available on the district website's [teaching and learning department](#), or from your classroom teacher. This information will help you better understand what is expected at a particular grade level.

Promotion and Retention (Grades K-3) | [7011.5](#)

The following administrative memo is in accordance with Board Policy 7011 Promotion and, Retention, this administrative memo establishes the District's promotion and retention guidelines for grades K-3.

Guidelines for Report Cards (K-3)

1. In Grades K-3, the Elementary Progress Report is issued four times per year, following the designated instructional marking periods.
2. Student progress is assessed through demonstrated, on-going documentation of understanding of content standards in ELA, Mathematics, Social Studies, Science and the various Unified Arts.
3. Standards based assessments/assignments are used to indicate progress.
4. On the Elementary Progress Report, narratives may be used to further describe student progress and share additional information. Narratives are required for students who are consistently demonstrating Limited Progress across reporting categories in core content areas. It is recommended that narratives be provided for all students as a tool to communicate additional information to parents/guardians.
5. If a non-special education student is consistently demonstrating limited progress in meeting standards in ELA, the student's promotion will be discussed with the parent, teacher, and administrator. In such a case, a student could be administratively assigned or retained.
6. Parent-teacher conferences are a vital part of the process to communicate student progress. Evidence of progress should be shared with parents/guardians.

Online Gradebook (Grades 4-5) | [7011.3](#)

All grade 4-5 schools are required to use the online grade book component of eSchool. This tool will officially house all teacher subject area grades. The tool includes a Home Access Center (HAC), which allows parents/guardians to access grade information about their students' academic performance thus providing more constant and frequent communication between school and home.

To ensure timely and consistent reporting of grade information across schools and to parents, staff shall adhere to the following guidelines for online grade book for grades 4-5:

1. All core content teachers and related arts teachers will use the online grade book.
2. Core content teachers will enter a minimum of 10 grades each marking period. One of the 10 grades must be a summative assessment.
3. Related arts teachers will enter a minimum of three grades each marking period. One of the three grades must be a summative assessment.
4. Teachers will have a varied number of workdays to enter grades. The number of workdays by type of assignment/assessment is as follows: a. Five workdays for quizzes, tests, and daily assignments b. Ten workdays for essay tests, research papers, and marking period projects.
5. Grades entered in eSchool during the marking period will be electronically converted to a report card grade at the end of each marking period and the end of the year. Comments for both grades and behavior must be entered manually.
6. The grade scale used by the online grade book will conform to the District's existing report card scale.

Promotion and Retention (Grades 6-8) | [7011.7](#)

As defined by State Board Regulation, each local school district is to have a promotion policy for kindergarten through grade 12. The promotion policy for grades 1–8 must also, at a minimum, include the following:

1. Students in grades 1–8 must receive instruction in English Language Arts (ELA) or its equivalent, Mathematics, Social Studies, and Science each year as defined in the Delaware content standards.
2. Students in grades 1–8 must pass 50% of their instructional program each year (excluding physical education) to be promoted to the next grade level. One of the subject areas that must be passed is ELA or its equivalent. ELA or its equivalent includes English as a Second Language (ESL), and bilingual classes that are designed to develop the English language proficiency of students who have been identified as English Language Learners (ELL). Classes in ELA, Mathematics, Social Studies, and Science include those, which employ alternative instructional methodologies designed to meet the needs of ELL students in the content areas.

In accordance with Board Policy 7011 Promotion and Retention, this administrative memorandum establishes the District's promotion and retention guidelines for grades 6–8.

Guidelines for Report Cards

1. In grades 6–8, the Report Card is issued four times each year, following the designated nine week instructional periods.
2. Performance will be reported by percentage in each marking period. Final grade determination will be represented with a letter grade.

A = Excellent = 90–100 = 4 Quality Points
B = Very Good = 80–89 = 3 Quality Points
C = Satisfactory = 70–79 = 2 Quality Points
D = Poor = 60–69 = 1 Quality Point
F = Failure = 50–59 = 0 Quality Points

Determining a final course grade: In determining the actual letter grade based on quality points, a .5 or greater will indicate the next higher grade, with the exception of a grade of F.

≤0.5=F 0.6 = D 1.5 = C 2.5 = B 3.5 =A

The following factors will be used as guidelines in determining level of achievement:

- 30% Process- Formative evaluation of student work used for the purpose of providing feedback to the student and teacher regarding progress toward standards. This may include but is not limited to: homework, classwork, participation, quizzes, summer reading, writing process, lab participation, preparation for performance based assignments. (at least seven grades per marking period must be formative in nature)
- 70%- Product- Summative assessment used to measure the degree to which a standard has been attained. This may include but is not limited to: tests, essays, projects, rubric scored presentations, lab reports, and performance based assignments. (at least three grades per marking period must be summative in nature)

3. Academic interim warning(s) shall be given to students and parents at any time during the marking period when there is a question about student progress. Copies will be given to the student, to the parent and one copy will be retained by the teacher for the cumulative record.
4. Teachers shall indicate the reason for failure or low grades on the Comment Sheet or use the Remarks Codes available through the grade reporting system.
5. Students receiving a series of grades that show a downward trend during the marking period or for the year must be identified, counseled, and assisted by the teacher and other appropriate school personnel. A downward trend is defined as dropping two letter grades in a marking period. Parent(s)/guardian(s) must be notified of the aforementioned assistance.
6. Parents of students who are being considered for retention or placement must be notified in writing of the reason(s) for this recommended placement. Personal contact (documented conference, phone call, or written correspondence) with the parent/guardian must occur as a result of teacher and/or principal efforts. Notification of the potential for required summer school must be shared during this contact.

Retention

Students in grades 1–8 must pass 50% of their instructional program each year (excluding physical education) to be promoted to the next grade level. One of the subject areas that must be passed is ELA or its equivalent.

In addition to State code, 50% of the passing grade must include ELA and one other core subject. Students can have no more than two failing grades in exploratory courses (e.g., health, physical education).

Promotion and Placement Requirements for Students with an IEP

For students with an Individualized Education Program (IEP), including students who participate in a functional life skills curriculum, the IEP team will determine promotion and placement according to the provisions of the student's IEP using all available data and in consultation with the student's parent(s)/guardian(s).

Promotion and Placement Requirements for Limited English Proficiency/ELL

Students with limited English proficiency/ELL students, decisions for promotion and placement shall be made by the school principal in consultation with teacher(s) and parent(s)/guardian(s). After one year, promotion decisions for ELL students shall be determined as for other students.

Infinite Campus and Schoology Grades 4-8

[Infinite Campus](#) is a web application that allows guardians and students to examine student academic and registration data. [Schoology](#) is used by students, but can also be accessed by families to monitor student progress.

Homework Policy

The purpose of homework assignments is to reinforce what has been taught in class or to extend the class activity into purposeful home-community activities. Homework may also be the continuation of unfinished classroom work. Homework shall be assigned at the discretion of the teacher. Parents should

provide a proper place for study and should see that the necessary materials are available. The student should be free from interruptions and conflicting demands during the time required to complete the assignment. The child should be encouraged to do their best, receiving advice and help only when necessary. Effective study habits include:

- WRITE: Record all homework assignments
- PLAN: Schedule home study time,
- PLACE: Have a definite place to study at home away from distractions.
- ORGANIZE: Place completed work in folders and put all material in a bag for the next school day.

School Counseling/Social/Emotional Health Support

Support services are available for our students. These services include help with organization, study skills, peer conflict resolution, family concerns, social skills and many others. Please refer to the [student services](#) information on the district website for more information. If a student is in need of support, please reach out to the school counselor who can direct you to the proper support.

RED CLAY DRESS CODE POLICY

Student Appearance

At Brandywine Springs, we take pride in the dress, neatness, and general appearance of our students and staff. A neat appearance promotes a strong work ethic, good conduct, self-esteem and a positive school climate. Help us promote these ideas by monitoring the dress and appearance of your child as he/she prepares for school. As with most school matters, cooperation and good judgment by parents, students and school staff are the keys to a disciplined, inviting, and successful school.

The following information is directly from the Red Clay Student Handbook and Code of Conduct as it relates to student dress code:

The RCCSD believes that:

- All students should be provided the environment, resources and commitment necessary to ensure that they succeed.
- Students and their parents/guardians hold the primary responsibility in determining their personal attire, hairstyle, jewelry, etc.
- Schools are responsible for ensuring that student dress does not interfere with the health or safety of any student and does not contribute to a hostile or intimidating environment for any student.
- Schools are responsible for the safety of the school community.
- Students should be able to dress in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Students and staff are responsible for managing their own personal distractions.
- Students should not face unnecessary barriers to attending school.

Specialized Classes/Programs

- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, CTE classes, and other activities where unique hazards or specialized attire or safety gear is required.

Dress Code

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent.
- The torso must be covered and undergarments must not be visible.
- Students must wear shoes with a sole.
- Hats and other head coverings are not to be worn in schools except in cases of medical, and religious reasons.

Clothing may not:

- depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- depict pornography, nudity or sexual acts.
- share or depict hate speech.
- Depict violence or threaten the health or safety of any other student or staff member.

Parents, please note:

1. Students are not to bring personal toys/electronics such as miniature cars, play guns/knives, airplanes, dolls, handheld electronic gaming devices, or other personal toys to school. Approved fidgets will be at the discretion of the school support staff. Any electronic devices (including cell phones/airpods/earbuds) must be silenced and secured out of sight during the school day and designated school events.
2. Students are not to bring “extra” money to school. Any needed money, such as lunch money, is to be kept on each student's person. The school and school district is not responsible for valuables lost or stolen.
3. Students are not to bring canned or bottled soda, energy drinks, candy, or gum. Eating food is permitted only in the cafeteria. EXCEPTIONS are teacher-led parties on designated days and in class snack opportunities.
4. Students may bring personal water bottles.
5. Coats, book bags, band instruments, and other articles of value should be labeled.

HEALTH SERVICES/SCHOOL NURSE

Our school nurse has the responsibility for coordinating health services for our students while at school. In the event of sudden illness or injury, our school nurse administers first aid. If there is an emergency, parents are contacted. Please complete the emergency card sent home in the first few days of the school year to insure that we have the correct contact numbers in case of emergency. Your signature on the back of the card is extremely important and allows prompt care to be given at the hospital should we be unable to contact you. Please be sure to notify the nurse of any medical conditions or allergies to medication that your child has.

1. If a child is sent home with a fever or illness, it is recommended that he/she stay at home until normal body temperature is present for 24 hours and symptoms of illness have diminished. This helps to keep classmates and teachers healthy.
2. Children may not keep medication of any kind on their person. If medication needs to be given to your child during the school day, the nurse may administer it if it is properly labeled and a note is sent in with the medicine. The prescription label must include the child's name, current date, dosage, name of the medication and the physician's name. All medication should be sent to school in the original bottle. Non-prescription medication may be administered at the discretion of the nurse, however, this medication must also be in its original container (as purchased) and be accompanied by a request from the parent. Certain medications and/or treatments also require a note from the physician. Forms are available on the school website or in the nurse's office.
3. Certain medications are controlled substances (i.e., Adderall, Ritalin, Codeine). These medications are to be brought in monthly supplies only by the parent or guardian and are to be counted with the nurse
4. It is recommended that medications be given at home whenever possible. For example, if medication is prescribed to be given 3 times a day, it is better to give it before school, after school and before bed. This keeps the medication level more consistent. If medication is to be given 4 times a day, the child will need to receive the mid-day dose at school. An exception to this would be medications such as Adderall and Ritalin that benefit the child when administered during school hours.
5. When students attend a field trip and need medications there are two options for families. The parent is encouraged to serve as a chaperone for the field trip and administer the medication to his/her child. For teacher assistance with medication, parents must complete the Field Trip Medication Permission Slip and send in one dose of the medication in the original container.
6. Screening programs for vision and hearing are completed annually at Brandywine Springs for grades K, 2, and 4. Postural screenings for scoliosis are done for grade 5 and 6. Height, weight, and body mass index measurements are also done. Parents are notified with a letter and/or phone call of findings that need attention by a specialist.
7. Discretionary use of "Quick Relief Inhalers" for asthmatic children may be considered, along with self-carrying Epi-Pens for those with life threatening allergies. Parents must provide permission for possession and use, in addition to the proper prescription labeling on the canister of the medication. Permission from the physician for self-administration is also required. Parents must sign a release of any and all liability arising from the student's discretionary use and possession of an inhaler or Epi-Pen. The school nurse also requires a "student contract" and may impose reasonable limitations or restrictions as necessary based on age, level or maturity, and behavior.

Special Notes—Along with proper parent notes for all medications and treatments, please be sure to send in notes if your child needs to be excused from recess and/or physical education (i.e. sprains, fractures, asthmatic conditions, etc.).

BULLYING PREVENTION

The Red Clay Consolidated 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. In order to accomplish that goal, the District requires that each school implement and monitor a Bullying Prevention and Response Policy which meets the requirements of 14 DEL C. 4112D as well as the physical and emotional needs of each and every one of our students.

The 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 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 entire prevention plan can be accessed below:

[Board Policy 8023: Bullying Prevention](#)

[Brandywine Springs Bullying Prevention Plan](#)

MULTI TIERED SYSTEMS OF SUPPORT (MTSS)

Bobcats' 5 Be's ("Give Me 5!")

At Brandywine Springs, Bobcats are given high expectations to:

1. Be Safe, 2. Be Polite, 3. Be Cooperative, 4. Be Responsible, 5. Be Kind

Delaware School Climate Survey

Each school year, families can choose to participate in the Delaware School Climate Survey. Below is information about the survey. It is anonymous, and the feedback helps our school community better serve our students.

The *Delaware School Climate Surveys* are designed to provide schools with a brief, useful measure of school climate. The surveys assess a critical aspect of school climate – how students, teachers/staff, and parents perceive the school environment. They measure perceptions of relationships among the school community members (e.g., teacher-student relationships, teacher-parent relationships, and student relationships), school safety, and fairness and clarity of rules and behavioral expectations.

Bobcat Bucks (K-2) and Bobcat Points (3-8)

Students at BSS will acquire Bobcat bucks (paper), and points (electronic) to earn rewards and incentives when they follow behavior expectations. There will be an opportunity to use points for PBS incentives and a “store” where students have the opportunity to “buy” prizes. Homerooms can also earn Class Compliments to earn class rewards.

Brandywine Springs School Pledge

Today is a new beginning at Brandywine Springs.

I am responsible for making today great.

I will —

Respect myself, others and the world around me.

Always do my best.

Look for the goodness in others.

Be a trustworthy person.

Joining with others in learning, I will help make our school a fun place to be.

Tier 2 Procedures- Student Support

Parents who are concerned about their child's academic progress, social/emotional health, and or behavior in school should contact their child’s teacher, and copy the school counseling staff, and grade level administrator: Dr. Kirsten Belair K-5 and Mr. Lucio Costantini 6-8.