

School Address	16 Pleasant Place New Castle, DE 19720
Main Office Phone	302-323-2935
Nurse's Office	302-323-2937
Cafeteria Manager	302-323-2942
Fax Number	302-323-2943
WEBSITE	http://www.colonialschooldistrict.org/pleasantville/
Twitter	#plvbears
Transportation Office Phone Number	302- 323-2851

Stay Connected

School Messenger	<p>Emails and Texts (an sometimes pre-recorded phone calls) Make sure PLV has correct number to Text/Call and email address</p> <p>https://go.schoolmessenger.com/#/home</p>
Class Dojo	<p>Download App and Join PLV & your Child's Teacher's Class</p> <p>https://www.classdojo.com/invite/?s=4eece57df64aa62934ed415c</p>
Colonial & PLV Websites	<p>http://www.colonialschooldistrict.org/</p> <p>http://www.colonialschooldistrict.org/pleasantville/</p>

School Hours

8:00-4:00	School Office Hours
8:45 a.m.	<p>Front (Bus Students & Walkers) & Side (Car Riders) doors open and students may enter the building.</p> <p><i>Prior to 8:45 a.m., students must remain in a car with a parent in the car line. The car line area is the first left turn you come to after you turn at the light. A staff member will start the car line moving at 8:45 each day. (See Arrival and Dismissal Procedures for more details.)</i></p> <p>Parents may NOT drop their child/children off in the front/side before 8:45. There is NO STAFF on duty and your child/children will be UNSUPERVISED!</p>
9:00 a.m.	<p>Students are considered late after 9:00 AM and must be signed in by a Parent at the Main Office.</p> <p><i>Repeated late arrivals affect achievement and may lead to truancy consequences, which may include losing school choice. (if applicable)</i></p>

3:00 p.m.	<p>Early dismissals end.</p> <p><i>More than one or two early dismissals a year should be avoided as there is a great effect on achievement. These also can lead to truancy consequences, which include losing school choice. (if applicable) Please make sure a note is sent in if you would like to pick your child up early.</i></p>
3:25 - 3:45 p.m.	Car rider dismissal <i>*All students must be picked up by 3:50.*</i>
3:35 -3:50 p.m.	Bus rider dismissal

Pleasantville's Elementary's Mission



WE ARE PAWsitively Positive

WE Make Positive Choices
WE Have a Positive Attitude
WE Use Positive Work Habits
WE Build Positive Relationships
WE Are Positively Kind

Pleasantville Elementary's mission is to inspire excellence in ALL of our students to ensure they reach their highest potential in academic achievement, as well as in social and interpersonal skills. We believe that through hard work, perseverance and active engagement in learning, ALL students will succeed.

Focusing on lifelong success traits such as empathy, self-regulation, problem solving and the growth mindset help us to build a strong foundation and educational experience that will positively impact ALL Pleasantville students for the rest of their lives. By partnering with our families and community, we will continue to be PAWsitively Positive now and in the future.



Definition of Terms

EMPATHY

Ability to understand and share the feelings of another.

EQUITY

Fairness or justice in the way people are treated.

GROWTH MINDSET

Believing that their most basic abilities can be developed through dedication and hard work.

INTERPERSONAL SKILLS

Traits you rely on when you interact and communicate with others.

PROBLEM SOLVING

Process of finding solutions to difficult or complex issues.

SELF REGULATION

Controlling one's behavior, emotions, and thoughts in the pursuit of long-term goals.

SOCIAL SKILLS

Skills we use to communicate and interact with each other, both verbally and non verbally, through gestures, body language and our personal appearance.





SCHOOL SAFETY IS OUR PRIORITY.

Know that our students' safety is of the utmost concern to Pleasantville staff and that our goal is not to appear unwelcoming with any of these policies or procedures. In this day and age, we hope you will agree that we have to do whatever we need to in order to ensure we are putting our students' health and safety as a top priority.

CAR RIDER MORNING ARRIVAL

The morning arrival car line will begin at 8:45 a.m. Prior to that time, **all cars** must wait in the Arrival Waiting Area. Look for signs to help.

Come down Pleasant Place and then Veer to your right as you come into the right side parking lot. Form 2 lines along the sidewalk.

See Picture Below

Parents in the 'WAITING CAR LINE' should ensure that their child is unbuckled and ready to exit the vehicle as soon as they pull up to the ACTIVE CAR LINE. This will allow for a steady flow of traffic. A staff member will begin active arrival at 8:45 a.m. and will signal cars to enter the active car line drop off areas. Parents should pull up as far as possible in order to fit as many cars in the active drop off area.

Active arrival will be from 8:45-9:00 a.m. If you have a little one that you feel needs more assistance getting out of the car, please come towards the later end of the time frame after the bulk of parents have dropped off. Breakfast is available until 9:00 a.m.





For safety, students must exit the vehicle on the passenger/curb side of the car.

Once they exit the vehicles, students will enter through the 3-5 entrance. Breakfast kiosks are located at the top of K-2 Wing so students can grab their breakfast and go right to their classroom. 3-5 Students will go through the Cafe line for their Grab & Go breakfast. Staff members are posted throughout the building to assist students.

Once all cars in the active line have dropped off their students, the entire row will be dismissed by a staff member and the next group from the waiting car line will move up. Cars must stay in order so that we can get everyone through the line in a timely manner.

DURING THE DAY

- o The building is locked throughout the entire school day. The main entrance is the only location that visitors can access the building. Photo ID is required when arriving at Pleasantville and entry will be limited for our students' safety.
- o If you do need to enter the building, although it may seem impolite, we ask that you do not hold the door open for someone behind you who have not yet had their ID checked. Instead, let them know, "To keep our students safe, you have to be buzzed in separately," and close the door behind you. Thank you in advance!
- o 'Pop in' visits to classrooms of any type are not able to be accommodated, even during morning arrival time. If you need to communicate with a staff member, feel free to send a note, email, Class Dojo Message or make a call. If you do not get a response within 24 hours, please alert the assistant principal, Mrs. Upperman so she can assist you.
- o Throughout the year, safety drills will occur. These include fire drills, lockdown drills, and shelter-in-place drills. The Pleasantville safety team also meets yearly with the state police and/or other security professionals for 'tabletop exercises' in which we brainstorm responses to potential emergency situations.


DISMISSAL

GENERAL GUIDELINES



One dismissal procedure should be specified as a child's regular routine. By state regulations, each child is scheduled for one seat on one bus. It is against the procedures of the Transportation department that a student is given a bus pass to ride a bus other than their own. Each family will need to choose ONE bus as their dismissal method. In an emergency situation that occurs infrequently, we may be able to provide a bus pass. This will only be done in emergencies and preferably with written notification. For safety reasons, students are not able to alternate between being a bus rider and a car rider.

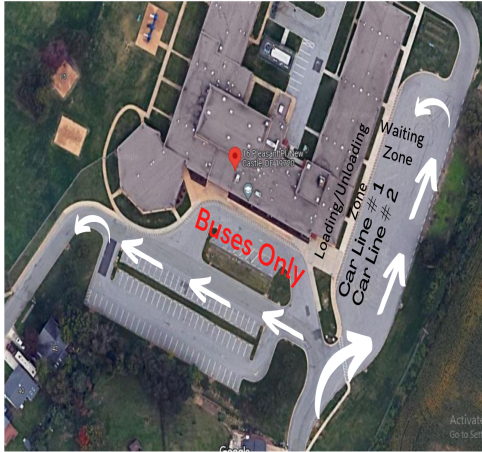
All children will be dismissed their regular way (by bus or as a car rider) UNLESS they contact the Main Office by 3:00. If a student tells us that someone is picking them up, but this has not been done, the child will be dismissed according to his or her usual procedure. Switching dismissal methods between car rider and riding a bus is to be limited to rare emergencies only.

	<p>For the safety and security of your child, and the smooth functioning of dismissal, we are not able to accommodate last minute dismissal changes.</p>
<p>CurbSmart App</p> 	<p>PLV is pleased to announce that we will be using CurbSmart to manage our student release process for Car Riders. CurbSmart is a student dismissal system that synchronizes pick-up lane arrivals, allowing school administrators inside and outside the building to coordinate the safe and organized release of students after school. Administrators enter hang tag numbers into a smartphone or other device in which Inside Administrators view a list of student names on another device at a location where they release the students.</p> <p>You will be issued a hangtag with a number. Please display this hangtag in your vehicle's dashboard or from the rear-view mirror so it is clearly visible for entry by the administrator. - These hang tags will be delivered to Car Riders the first few weeks of school.</p>

CAR RIDER DISMISSAL

Afternoon car rider dismissal begins at 3:30 p.m. Prior to that time, **all cars** must wait in the Dismissal Waiting Area. Look for signs and turn to your right as you come into PLV from Pleasant Place.

Please Do NOT ENTER the Car Rider Lot until 3:00. Students use this lot for Recess.



In the waiting line, please display your PLV Student Placard with your Assigned #. Staff will come out at 3:20 and start entering car placard numbers.

This will help us to speed up the check in process. Also, please make sure your CurbSmart number is visible for our check in staff.

A staff member will begin active dismissal by 3:25 p.m. and will signal cars to enter the active car line pick up areas.

Please remember there is no smoking on school property - even in cars.

PLV Placard numbers will be pre-assigned to your child/ren. These Car Line Placards will be distributed during our Back to School BBQ on Aug 24th and the first few weeks of school.

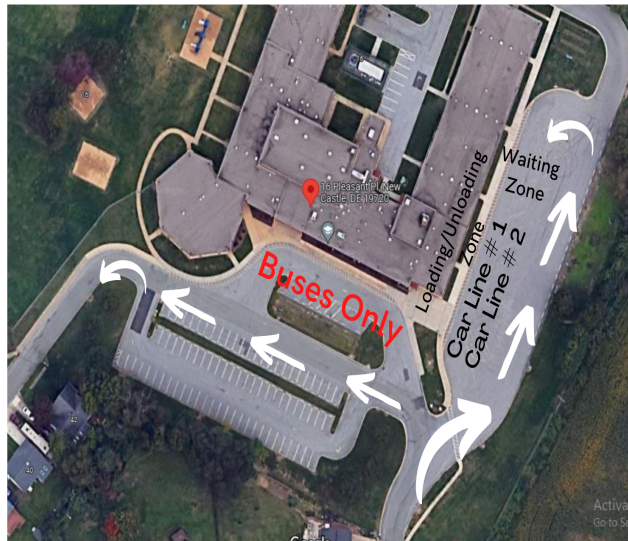
Parents should pull up as far as possible in order to fit as many cars in the active pick up area.

With over one hundred car riders, we can still have a quick dismissal with everyone's cooperation. All parents should remain in cars, and students need to enter from the passenger side quickly. After leaving the car line, you will need to turn right, drive straight through the front parking lot and then exit down Doncaster Road. If you feel your child needs more assistance, please check in towards the later end of the pick up window when most car riders have been picked up.

Once our staff member gives the all clear for the active car line to leave, please do so immediately so we can keep the flow of traffic moving.

Car Line Dismissal will be from 3:25-3:50 p.m.

Cars MUST stop at the stop signs and wait for the school buses once they begin pulling out from the front of the building.



YMCA Parents: The YMCA is located in our PLV Cafeteria. For drop off and pick up, you will drive around the back of the school. (There is a sign there as well marking the area.) You will call the YMCA cell phone to indicate that you have arrived and a Y staff member will meet you outside. Y parents may not go around back until after the buses have departed. (approximately 3:50 p.m.)



ITEMS NOT PERMITTED IN SCHOOL

Toys, electronic devices, and other items (for example, trading cards, etc.) that distract students from learning are not allowed in school. If items such as these are seen at school, they will be taken and an adult will have to come pick them up. If an item reappears, the item will be kept until the end of the school year, when an adult will have to pick it up. The only exception to this rule is if a classroom or grade is having a BYOD (Bring your own device) event where devices will be able to be used as a reward. Written notification will be sent home in these cases. If an inappropriate item is brought to school and is then lost or stolen, school staff will not be involved in helping to resolve the issue. If a student has a cell phone for safety reasons, it

should be powered off and in a book bag at all times. Students must follow bus driver expectations with any use on the bus, and no photos or videos may be taken.

Any item that could be a safety risk will be taken and the parent will be contacted. Title 14, Delaware Code, 4112 requires school personnel to contact police if serious offenses occur. (i.e. carrying weapons - ****even look-alikes or toy weapons**** - and dangerous instruments) The Colonial School District Student Code of Conduct specifies that a student in possession of weapons (**real or look-alike**) be suspended from school and have possible other consequences. See the Colonial School District Code of Conduct online for more information. Please help your child make good choices and take time to check the materials your child gathers for school.

STUDENT BIRTHDAYS AND OTHER CELEBRATIONS

Individual celebrations are not permitted in the classroom due to district policy. The Colonial School District's policy #5404 states that no outside food can be served to students during the school day. Parents who would like to provide a birthday or holiday treat for their child's class will be able to order items directly from the cafeteria. The order form and information about costs of different snacks available can be found on the district website. These will then be pre-packaged for your child's class and distributed at lunchtime. In order to place an order, please turn in the form **at least one week in advance**. If you have questions, call the cafeteria manager at 302-323-2942.



Due to safety and distraction issues, **balloons, flowers, and/or other favors are not allowed in school or on the school bus**. Also, no items for students should be sent to the school by a delivery company. Thanks for your cooperation!

If a child is being recognized at a Pleasantville assembly, or is a part of another presentation or event, siblings that attend Pleasantville are not able to be taken out of class to attend. This would impact learning time for a great number of our students and present a space issue in the Multi-Purpose room!

As well, please understand that we are not able to interrupt classrooms in order to have students called to the office to directly pick up an item or visit with a parent. If an item or message needs to be relayed, a staff member will be happy to assist at a time that doesn't interrupt instruction.

DRESS EXPECTATIONS

On the district website, our superintendent has information that addresses appropriate dress for students. For safety reasons, students may not wear flip flops to participate in P.E. class or recess. Clothing that is inappropriate for a school setting, such as shirts having offensive language or symbols, will not be permitted. Pants need to be at waist level. The principal will find a solution if this is not the case and it will not be very stylish. ☺

SCHOOL WEBSITE, FACEBOOK, and TWITTER PHOTOS

In order to get the word out about positive things that are going on at Pleasantville Elementary, we often spotlight classroom activities on our website, teacher Class Dojo pages, our Facebook Page, Instagram, and on Twitter. Photos are what make activities come to life! We hope that you are open to photos of your child's classroom in action being used to tell our story. We will never use students' full names with a photo. **As stated on the Colonial School District's Student Information Card and registration form, if you do not wish to have your child's photo used in this way, there is a**

District Form that you can request from the Principal. Once this is filled out and returned to the office, your child's teachers will be notified. Also, if you are filling out this form, please alert



your child that he/she will need to move from the area if any photos are being taken throughout the year.

MOVIES IN THE CLASSROOM

Although we do not believe in using instructional time for movies, there are times when a movie will be used as a reward or shown during indoor recess. You may have noticed, as we have, that most children's movies are now rated PG. (Even family favorites like Happy Feet, Madagascar, and The Muppets.) Know that our staff will use professional judgment whenever a movie is chosen to be shown in the classroom. **Please alert your child's homeroom teacher at this time through email if you do not want your child to view any PG-rated movies.** You need only do this if you DO NOT want your child to be a part of the classroom when a movie is being shown.

SCHOOL-WIDE TITLE ONE DESIGNATION

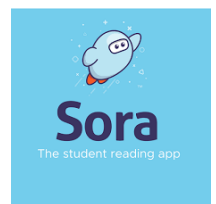
Pleasantville Elementary has been designated as a "School-wide Title One" school. This allows us to be more flexible in providing students with reading interventions. Parental involvement is a key factor in the success of all of our students. Please read the Parent Compact and Parental Involvement Policy and call the school to speak with our Reading Coach about any questions you may have.

EXPLORATORY CLASSES AT Pleasantville

At Pleasantville, we pride ourselves on being innovative and finding creative ways to enhance each student's educational experience.



Specials include: Art, Music, Physical Education, and Library/Technology. For P.E. classes, students must wear sneakers. Students are able to check out library books during their Library/Tech exploratory. Students may also access thousands of books on the SORA App that is on their Chromebook. Sora has free access to Delaware Public Libraries. Students can read and/or listen to books at a variety of age appropriate levels.



SPECIFIC STUDENT NEEDS

The entire staff at Pleasantville Elementary is highly dedicated and committed to the academic achievement of all children. At the end of each year, the administration solicits input from the staff regarding the placements of our students for the following year. We strive to know our students well, and to place them in the learning environment that we feel would best suit them. If your child has specific learning needs, and you feel that it is necessary to provide us with additional information, you may provide a request for a specific teaching **style** (not a specific teacher's name) that would best meet the needs of your child. This request would need to be in writing and submitted to the principal by the **last day of school**. This information will be used to assist the administrative staff when placing students in classes for the following year. If possible, requests,

such as separating your child from a specific student will be honored if they are emailed to the principal **by the last day of school.**

SCHOOL CLOSINGS AND DELAYS: Class Dojo & School Messenger

If school will open late or be closed due to weather conditions or any other emergency, the principal will send a TEXT ALERT right away. The district will also update the websites, Facebook, and local radio stations. PLEASE DO NOT CALL THE SCHOOL TO ASK IF WE ARE OPENING LATE OR CLOSING EARLY. A text is sent as soon as we have the information. It is important to keep our phone lines open to receive any updated information from the district or state. Sign up with Class Dojo at <https://www.classdojo.com/invite/?s=4eece57df64aa62934ed415c>

Please make sure that the school office is informed of all phone number and address changes and make sure that your child knows what to do in case of an unexpected emergency closing.

Intervention and Enrichment Information

Students learn at different rates and may need enrichment or intervention depending on the skills and topics being learned. In addition to the small group instruction that our teachers provide during core reading and math times, we have built into our schedule thirty minutes a day in both math and reading intervention to provide targeted instruction for enrichment or intervention. During this time, students are either grouped according to need and travel to a classroom in their grade level to receive instruction or work on differentiated activities within their normal classroom.

Intervention groupings are determined by the Reading & Math Coaches and grade level teams, and data is reviewed by a School-Based Team (administrators, counselors, coaches, school psychologist, etc.) throughout the year. These groups are fluid and change regularly depending on the students' needs.

As a Pleasantville parent, our reading and math coaches are available to help you as you support your child's learning at home! If you have questions or concerns, feel free to call the main office and ask to speak to Ms. Redding (reading) or Ms. Condit (math).



Nutrition Services

The breakfast program begins at 8:45. Students being dropped off by car in the morning must be in line by 9:00 in order to participate in breakfast. We have a "grab and go" breakfast system at Pleasantville. Kiosks are located at the top of K-2 Hallway and in the Cafe for 3-5 students. Students get their breakfast and bring it to the classroom to eat.

At Pleasantville, due to the Community Provision Act, students receive both breakfast and lunch at no cost to parents. At lunch, along with the many tray choices available, students can purchase snacks if they have money in their account. Parents have the option of blocking this feature, which will not allow the purchase of snacks to be deducted from the child's account balance. If a parent should want to block this



feature, they should notify the cafeteria manager in writing. Kindergarten students will have time periods during the year where no snacks are able to be purchased.

To put money in your child's lunch account for snacks, please sign up using School Cafe at <https://www.schoolcafe.com/>

Because of the district wellness policy, and to limit issues in the cafeterias, we ask that no fast food be brought in for student lunches. If you plan to pack your child's lunch, please send it with them in the morning, rather than bringing it later in the day as this causes interruptions to our classrooms.

OUR CAFETERIAS ARE PEANUT FREE! Please ensure no peanut butter products are sent in packed lunches. Due to severe allergies of some of our students, if your child brings in a peanut butter product, they will be offered a school lunch instead.

Nurse's Office Information

The Colonial School District has full-time registered nurses in each school. All decisions regarding health issues are based upon the State of Delaware and Colonial School District Policies and Procedures.

Emergency Card – Every student must have a completed, **up-to-date** emergency card on file in the nurse's office by the end of the first week of school. **If information changes during the year (phone numbers, emergency contacts, etc.), please email the school nurses and your staff center secretary as soon as possible with updated information** so we can update the computer systems.

PLV Main Office Secretary: Chery Rodriguez at Cheryl.Rodriguez@colonial.k12.de.ud



Dismissal Due to Illness – If it is decided that your child is unable to remain at school due to illness or injury, the nurse will call the numbers given on the emergency card. Please give names and numbers of adults who can come and pick up your child if it is necessary. Your child will not be allowed to ride home on the bus if he/she has any type of contagious disease.

Medication – The nurse is the only person authorized to administer medications in school. **If you are sending medications to school with your child, please contact the nurse first.** Some medications have strict regulations and must be brought to the school nurse by the parent. If a prescription drug is to be given to your child during the school day, it must be sent to the school in its **original container with the correct pharmacy label and a note from the parent** stating why the medicine is to be given and the time the next dose is to be administered. The note must have a **parent and/or legal guardian's signature.**

Illness – **If your child is ill, do not send him/her to school!** Staying home will quicken his or her recovery as well as assure that other students do not become sick. A child must be **free from fever, vomiting, and diarrhea for 24 hours** before returning to school. Please fill out the Colonial Absence form so that the absence can be excused.

Communicable Diseases – Children may not be in school if they have any condition that is highly contagious. Examples include: ringworm, impetigo, scabies, chicken pox, etc. If your child develops a condition that is contagious, he or she may not ride the bus. Children with these conditions, with the exception of head lice, will not be re-admitted without a note from their physician.

Injuries – If your child has a broken bone, or other severe injury, he or she is not able to participate in P.E. or recess. In order for the student to resume these activities, the parent has to provide the school with a doctor's note stating that the child has no restrictions on their activities.



Attendance

It is extremely important for students to be at school every day on time. With our hands-on curriculum, if a child is absent, it is very difficult for them to make up for the learning that was missed. The truancy laws in our state require that we follow certain procedures if a student is absent unexcused. These include:

- At 3 – 5 unexcused absences, a letter will be sent home or a phone call will be made to discuss the issue with parents or guardians. **After three unexcused absences, tardies and early dismissals count towards truancy as well as absences.**
- By 10 unexcused absences, a home visit may be made by school personnel to discuss the absences and/or a letter will be sent home.
- By 10 EXCUSED absences, a letter will be sent home alerting the parent that further absences cannot be excused without a doctor's note.
- By 15 unexcused absences, a certified letter will be sent home alerting parents or guardians about the seriousness of the situation and parents must attend a mandatory conference at the school to sign an attendance contract.
- Above 15 unexcused absences may result in filing of truancy charges.

Excuses recognized as valid by the Colonial School District's Code of Conduct are the following:

- Illness of the student
- Medical diagnosis and or treatment
- Death in the immediate family; funerals of other relatives or close friends, not to exceed one day if in state or three days if outside the state
- Contagious disease in the home of the child (subject to regulations of the Division of Public Health, Department of Health and Social Services)
- Legal business requiring the student's presence
- Suspension from school (NOT including bus suspensions)
- Observance of religious holidays

For any absence, students are required to have a [Colonial Absence form](#) completed by a parent/guardian within 3 days of their return to school. *Even if we receive a form letting us know that your child was on a vacation, or out due to another non-excused reason, we are not able to excuse the absence.*


Absences for any reason other than those outlined above are considered unexcused. If a student is out for more than a half day of school, he or she will be considered absent for that day. Students have the opportunity to make up schoolwork missed due to excused absences, subject to guidelines in the Student Code of Conduct.

Absences longer than 10 days: For students who relocate out of state for any time longer than ten days, the parent/guardian must provide a note explaining the absence and state that the child has relocated out of state. The student must be withdrawn from Wilbur Elementary. The parent/guardian must re-enroll the child once the family returns to the area. The school cannot guarantee that the child will be placed back in the original classroom.

Numerous late arrivals, early dismissals, or late pickups will result in a parent/guardian conference in which the parent will be responsible for providing updated proof of residence and agreeing to a plan of action to address the situation. These situations also put a student's Choice status in jeopardy. *(If applicable.)*

Transportation

District Transportation Office – 323-2851

		On the Bus
EXPECTATIONS	CARE ABOUT YOURSELF	<ul style="list-style-type: none"> • Stay seated • Bookbag on your lap • Use Calm Down Steps & 448 Breathing
	CARE ABOUT OTHERS	<ul style="list-style-type: none"> • Use kind words • Keep hands, feet, and objects to yourself • Follow directions • Use Problem Solving Steps
	CARE ABOUT OUR COMMUNITY	<ul style="list-style-type: none"> • Use a quiet voice • Keep the bus clean • Listen to the driver

Riding a school bus is a privilege, not a right. Your child's safety is our main concern as he/she goes to and from school. Whether your child rides the bus daily or only when going on a field trip, the rules remain the same and are enforced by the teachers, bus drivers, the transportation department and administration.

Each situation is handled on an individual basis with all circumstances taken into account. For instance, even on the first offense, instances of major hands on behavior will result in bus suspension and, possibly, out-of-school suspension. Whenever possible, in order to not impact instructional time, if a student gets a bus referral, they will be called to the office during a non-instructional time. Generally, if a child fails to obey the expectations, the following steps will take place:

A. As soon as there is a concern, the bus driver will speak to the child and explain the expectations, reminding the child of the rules.

B. **First Offense** – The bus driver will complete a bus referral and turn it into an administrator. The child will be reprimanded and a parent will be notified. This will be considered a warning.

C. **Second Offense** – The bus driver will complete a bus referral. The child will be reprimanded and the parent will be notified. Depending on the severity of the offense, other consequences may be given.

D. **Third (and Subsequent) Offense**– As continued offenses occur, consequences may include:

- Bus suspension for one to five day periods of time
- Loss of recess or other privileges
- In-school suspension
- Out-of-school suspension

Continued disregard for bus safety rules may result in your child losing bus riding privileges for an extended period of time.

Due to Transportation policies and procedures, students are not able to ride on a bus other than the one that they are listed on the official bus roster.

For Kindergarten and First Grade parents: Someone must be available at the bus stop to pick up your child. The driver will not drop off our youngest students unless someone is there to meet them. This could result in the child being returned to the school, which would result in a mandatory parent/school meeting and transportation privileges possibly being discontinued in the future.

Homework

Core Beliefs

PLEASANTVILLE ELEMENTARY SCHOOL

1. *We believe that kids work hard at school and need time to play at home.*

At Pleasantville, students may be given at their teacher's discretion, no more than:

- 10 minutes of homework – Kindergarten
- 20 minutes of homework – Grades 1 and 2
- 30 minutes of homework – Grade 3
- 40 minutes of homework – Grades 4 and 5

2. *We believe that **READING** for pleasure is critical to a child's academic achievement.*

At Pleasantville, students will be asked to read *or* be read to each night.

(Reading is included in the time limit listed above.)

3. *We believe that positive interactions, rather than negative consequences, will help our students to learn to love learning.*

At Pleasantville, students will not lose recess time for homework completion. Homework will not be a part of a student's grade.

4. *We believe that students learn to be responsible citizens by being a contributing member to their family household.*

At Pleasantville, we ask parents to give their child a household chore that they can be responsible for daily.



Responsive Classroom School

PLEASANTVILLE ELEMENTARY SCHOOL

PLV is a Responsive Classroom School:

Responsive Classroom is a student-centered, social and emotional learning approach to teaching and discipline. It is composed of a set of research and evidence-based practices designed to create safe, joyful and engaging classrooms and school communities for both students and teachers.

- **Engaging Academics:** Learner-centered lessons that are appropriately challenging, fun, and relevant.
- **Positive Community:** A safe, predictable, joyful and inclusive environment where all students have a sense of belonging and significance.
- **Effective Management:** A calm and orderly learning environment that promotes autonomy, responsibility, and high engagement in learning.
- **Developmentally Responsive Teaching:** Basing all decisions for teaching and discipline upon knowledge of students' social, emotional, physical, and cognitive development.

Here at Pleasantville we will take the First 6 Weeks of school to teach, model and practice daily classroom and school routines to help students achieve a sense of community.

- Goals of the First 6 Weeks
 - Create a climate and tone of warmth and safety.
 - Teach the schedule and routines of the school day and our expectations for behavior in each of them.
 - Introduce students to the physical environment and the materials of the classroom and the school, and teach students how to use and care for them.
 - Establish expectations about ways we learn together in the year ahead.

For more information about Responsive Classroom please visit:

- [About Responsive Classroom](#)
- [First 6 Weeks of School](#)

The Colonial School District is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, age, genetic information or veteran's status in employment or its programs and activities.

Section 504 and Title IX

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic.

GRIEVANCE PROCEDURE TO ADDRESS SECTION 504 and Title IX DISCRIMINATION

The Section 504 and Title IX Compliance Officers' responsibilities include overseeing all complaints of discrimination, identifying, and addressing any patterns or systemic problems that arise during the review of such complaints.

The Colonial School District strives to provide an environment free from discrimination. The District encourages students, parents, and staff to identify barriers to a discrimination-free and appropriate learning environment in all schools. Any employee, parent/guardian of a student enrolled in the Colonial School District, or student eighteen years of age or older may file a grievance if he/she believes they or their child has been subjected to discrimination on the basis of disability by students, employees, or third parties. All grievances will be received and investigated in a fair and expeditious manner.

Steps to Resolution

Step 1: The best solutions to parent/student concerns often occur at the school level. Therefore, the District encourages parents/students to attempt to resolve concerns by working with the building principal or other appropriate building staff to reach a joint resolution of the issue. Contact the building principal to arrange a meeting or to discuss the complaint.

Step 2: If the issue is not resolved at the school level, the Colonial School District Grievance Form shall be submitted to the District Section 504 Compliance Officer (Director of Behavioral Health) or Title IX Compliance Officer (Assistant Superintendent) within 180 calendar days of the alleged violation to request a hearing. The Compliance Officer will be independent and impartial. If he or she has prior knowledge of the situation, an independent and impartial designee shall be appointed. He or she will thoroughly and diligently investigate the circumstances of the concern, obtain information as to relevant witnesses and evidence, obtain all relevant evidence, hear equally from the grievant's witnesses, and other witnesses, equally review all evidence from the grievant and accused and interview and obtain statements from all relevant witnesses, and then present a report of his or her finding of fact and conclusions within 30 business days. The investigation will be adequate and reliable. The report of his or her findings shall be sent to the parties upon completion. The complaint should be sent to:

Director of Behavioral Health for Section 504 Complaints or Assistant Superintendent for Title IX Complaints

Title IX - Coordinator
Elizabeth P. Fleetwood
Assistant Superintendent
Colonial School District
318 East Basin Road
New Castle, DE 19720
Tel: (302) 323-2712
Fax: (302) 323-2748

Section 504 - Coordinator
Jon Cooper, Ed.D
Director - Behavioral Health
Colonial School District
318 East Basin Road
New Castle, DE 19720
Tel: (302) 323-2872
Fax: (302) 323-2748

The Colonial School District Grievance Form must be completed with all information listed below and signed by the grievant.

- the child's name, date of birth, address and the school he or she attends;
- complainant's name, address and phone number;
- complainant's relationship to the child (parent, guardian, surrogate);
- name, address, and phone number of the person representing complainant (if complainant has someone);
- decision of the school with which complainant disagrees and the reason;
- date complainant received this decision; and
- complainant's signature.

Step 3: The person filing the grievance may appeal the decision of the District Section 504 Compliance Officer or the Title IX Compliance Officer to the Superintendent (or designee) within 10 days of receiving the Compliance Officer's decision. The Superintendent (or designee) shall review all statements and evidence as well as the Compliance Officer's report (or designee's report), gather such additional evidence as deemed necessary, and then issue a written decision in response to the appeal no later than 30 days after its filing.

In the event there is a finding of discrimination, the District shall take remedial efforts and efforts to prevent recurrence and shall make all reasonable efforts to correct the discriminatory effects of a prohibited action.

Any party aggrieved shall have the right to file a formal complaint after the Superintendent's decision (or designee's decision) with the U.S. Department of Education, Office for Civil Rights.

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
Tel: (215)656-8541
Fax: (215)656-8605
Email: OCR.Philadelphia@ed.gov

OCR Electronic Complaint Form: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Colonial School District Title IX Grievance Form: [click here for the form](#)