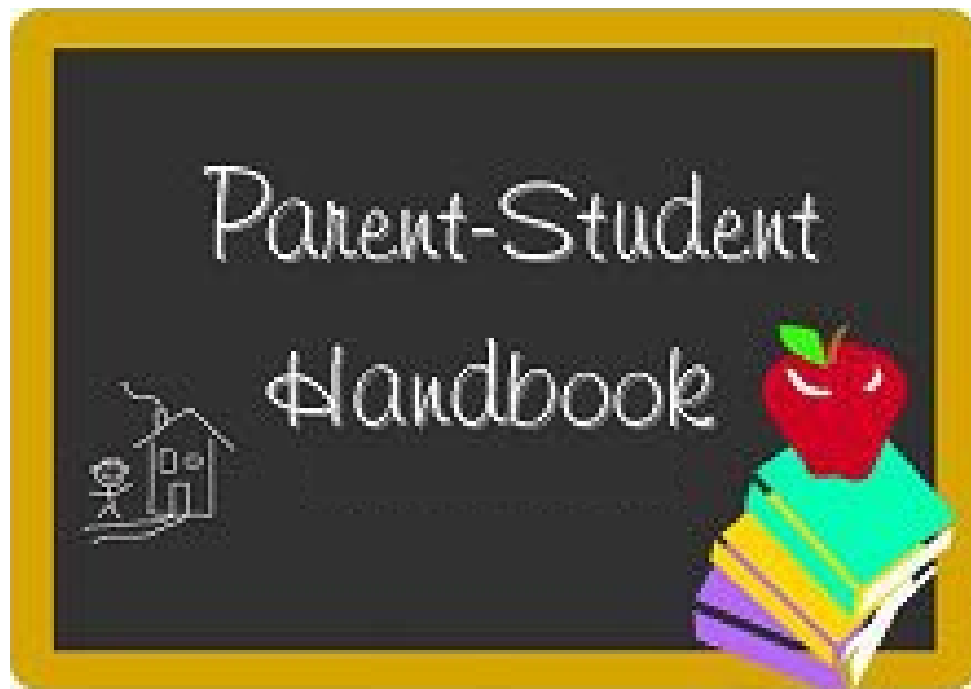


Carrie Downie Elementary School

2024-2025



Mrs. Michelle C. Upperman, Principal
Dr. Alex Ellison, Administrator

Carrie Downie Elementary School
1201 Delaware Street
New Castle, DE 19720
302-323-2926- Phone
302-323-2929- Fax

<http://www.colonialschooldistrict.org/carriedownie/>

Welcome to Carrie Downie Elementary School

Dear Families,

Welcome to Carrie Downie Elementary School! We are excited to provide your child with a high-quality program, designed to meet his or her individual needs. Our staff is committed to providing an excellent education while creating a safe and supportive learning environment.

This handbook will provide you with information related to the school day and to your child's overall educational programming. Please read this handbook as it will be a great resource throughout the year. Please feel free to contact us if you have any questions.

We encourage parents, family members, and community members to support our students and school by joining our PTA. We look forward to working with you to ensure a positive and productive school year.

Sincerely,

Michelle C. Upperman
Principal

**Colonial School District Office Contacts
(302) 323-2700**

Title	Name
Superintendent	Dr. Jeffrey Menzer
Deputy Superintendent	Dr. Nneka Jones
Chief Operating Officer	Emily Falcon
Executive Director of Human Resources	Holly Sage
Director of Talent and Development	Dr. Jennifer Alexander
Director of Operations	Andrew Moffett
Supervisor of Facilities	Ted Lambert
Supervisor of Nutrition Services	Amanda Nask
Supervisor of Transportation	Mark Emerick
Director of Student Services	Nicole Markey
Director of Health and Wellness	Dr. Jon Cooper
Director of Secondary Schools	Dr. Janissa Nuneville
Director of Elementary Schools	Jeffrey Gibeault
Director of Curriculum and Instruction	Sherrie Clark

Colonial School District Board of Education

Christopher Pieuch Sr., President
Christine Smith, Vice President
Ronald D. Handy Sr.
Joseph T. Laws II
Ja’Lisa White
Dr. Keenan D. Dorsey
Robin A. Crossan

DISTRICT INFORMATION

Colonial School District Office Address	318 E. Basin Road New Castle, Delaware 19720
District Office Phone Number	(302) 323-2700
Transportation Office Phone Number	(302) 323-2851

School Information

Attendance

Research shows that children greatly benefit from a consistent routine. Therefore, we ask that all students attend daily (barring illness, doctor's appointments, etc.) and arrive and depart on time. If your child is absent from school, please complete a "Carrie Downie Appointment/Illness Note," found at the end of this handbook, and send it to school when your child returns. Please use the Colonial School District Website to review the Colonial Calendar. Visit the district site at: <http://www.colonialschooldistrict.org>

School Hours:

8:45 AM- 3:35 PM

(Doors open at 8:45 AM and our dismissal begins at 3:35 PM)

Late Arrivals & Early Dismissals

- After 9:00 am a student is considered **late** and must be signed in by an adult at the Carrie Downie main office. Classroom staff will retrieve late children from the office.
- All parents/guardians picking up a student for early dismissal must sign their child out in the Carrie Downie main office. ALL students needing an Early Dismissal must be picked up from the Carrie Downie main office before 2:45 PM or they will be a part of the normal dismissal process.
- Whenever possible, please complete a "Carrie Downie Absence/Appointment/Illness Note," found at the back of this handbook, to notify staff of your child's need for late arrival or early dismissal.

Emergency Cards

An emergency card will be sent home with your child at the start of the school year and must be completed and returned to school within one week of your child starting school. If the information on the emergency card changes during the school year, it is the parent/guardian's responsibility to notify the main office and school nurse of the changes.

Student Expectations

Colonial Expectations for Student Dress

The Student Code of Conduct, states the dress and grooming of students shall contribute to the health and safety of the individual and shall not disrupt the orderly educational process. Guidelines will be in effect throughout all of the Colonial School District schools to assure appropriate student dress while promoting an orderly educational environment. Students are expected to adhere to personal cleanliness, neatness, and proper standards of dress and appearance. Dress and grooming that interferes with the educational process by drawing excessive attention will not be permitted. The following expectations are to be followed:

- Mesh shirts, through which you can easily see, tank top shirts, tube tops, bare backs or midriffs, and short shorts are not appropriate.
- Headwear, (hats, scarves, bandanas, caps, etc.) and sunglasses must not be worn in school.
- Decals, slogans or sayings on clothing that contain reference to illegal or immoral behaviors or any type of profanity and/or racial slurs are not to be worn.
- Appropriate safe shoes are to be worn at all times for appropriate school activities. Slippers and “Heelys” shoes are not permitted. When attending a grade level school where recess is scheduled, appropriate shoes include sneakers or low heeled, not high heeled, platform shoes, strapless or open toe shoes.
- Shorts, skirts and dresses are to be of fingertip length and shirts are to have at least one-inch wide straps, no “spaghetti strap” shirts are permitted. Cleavage should be covered. Pants are to be worn around the waist. If there are any religious practices that involve student dress, we ask that you submit documentation to the school’s principal, as soon as possible, for his/her approval.

At Carrie Downie

- Students are not permitted to wear hoods/hats in the school building.
- Students are not permitted to wear jackets/coats while inside the school building.

Cell Phones

- Cell phones must be turned off and kept in book bags.
 - If a student is caught with their cell phone the teacher has permission to keep the cell phone for the remainder of the day.
 - If the student is caught with their cell phone a second time, the phone will be brought to the Principal and a parent/guardian will be contacted to pick up the phone. The phone will not be returned to the student.
 - If the student is caught with their cell phone a third time the phone will no longer be permitted in school.

Nursing/Health Services

Carrie Downie employs a full-time registered nurse. As the health services expert, the school nurse serves as a health professional for the school community and provides services to support learning and access to education.

- **Immunization/Medical Requirements** -According to the State Board of Education regulations, all children entering Delaware public schools are **REQUIRED** to have written documentation of the following:
 - Five doses of DPT or DT vaccine (or combination) unless 4th dose was given after 4th birthday
 - Four doses of polio vaccine unless 3rd dose was given after 4th birthday

- Two doses of measles, mumps, rubella (MMR) vaccine
- 3 doses of Hepatitis B vaccine
- Proof of lead screening (pre-k and kindergarten only)
- Physical exam within the past 24 months
- Tuberculosis screening within the past 12 months or written documentation from a physician or public health clinic stating that the child is low-risk factor
- 2 doses of Varicella (chickenpox) vaccine (or proof of disease)

The Board of Education or its designee may grant exemption from the immunization requirement for medical or religious reasons upon presentation by parents of acceptable documentation. The nurse will contact the parents of those children whose health records do not show the required immunizations.

- **Injuries & Illness**-Please notify the school nurse if your child has an injury outside of school, as your child may need to be restricted from recess or physical activity depending on the injury.
 - Your child must stay home if he/she has any condition that is contagious, and you must notify the school nurse. If given an antibiotic for an illness, your child must be on the antibiotic for 24 hours before returning to school
 - Your child must stay home until free from vomiting, diarrhea, and fever (100.4 degrees Fahrenheit) without the use of Tylenol or Motrin for 24 hours.
 - **For any child who has been hospitalized**, the school requires a copy of discharge orders prior to the student's return to school. Return to school documents may also be required. Please speak with your child's assigned nurse for details. Additionally, parents/guardians must contact the school nurse in order to share any additional medical information.

- **Medication Policy** Upon arrival at school, the nurse will verify the quantity of the medication. If a discrepancy is encountered, the parent will be notified. For students on a medication regimen, a new physician's order is mandatory at the beginning of each school year.
 - Whenever possible, medication should be administered at home.
 - Students are not permitted to carry medication or take any medication during school hours without the nurse's supervision, including cough drops. The only exception is fast-acting medication such as inhalers or Epipens. Families must share these needs with the school nurse in writing AND on the emergency card.
 - Nurses may administer prescription and non-prescription medication during school hours, utilizing the instructions outlined in this policy:
 - The medication must be in the original container, with the attached prescription label. **No medication is to be sent to school in plastic bags or foil wraps.**
 - A note from home must include the following information:
 - Name of medication
 - Amount of medication in bottle

- Dosage of medication
- Time of administration
- Reason for administration

Nutrition

- **Birthday Parties** - Due to the number of students with food allergies, and the district emphasis on wellness, birthday celebrations may not include food from any outside resource, including store-bought. It is the Colonial School District Policy that ALL snacks/classroom treats must be ordered through our school cafeteria. The order form can be found in the appendix.
- **Classroom Celebrations** - A few times throughout the year, there will be celebrations in the classrooms. It is the Colonial School District Policy that snacks/classroom treats are ordered through our cafeteria due to allergies and feeding guidelines. Please see the appendix of this handbook for a Snack Order form.

Communication

Building a strong home and school connection is important to our staff. We strive to provide frequent communication to families through weekly classroom newsletters, automated phone messages, flyers, progress reports, conferences, and the school website. Teachers will communicate with parents through Class Dojo. Please be sure to check this every day.

School Notification Systems

Class Dojo is a free app that can be downloaded on any smartphone or connected to your email account. Why should you use Class Dojo? Class Dojo provides a platform for consistent communication between families and ALL the staff that support their child. You can quickly send a message to anyone on your child's team and that team member can message you back. This is great for quick questions and/or updates. I also share school-wide announcements through Class Dojo. You will receive instructions from your child's teacher on how to connect to the class. We appreciate you taking a minute to sign-up and connect!

Family Involvement

- **Volunteering** - All parents who are interested in being a volunteer for field trips must collaborate with our school Principal to complete the necessary paperwork for district office verification which includes a background check. Volunteers must report to the office to sign in upon arrival and sign out before leaving. All volunteers must wear a visitor's tag when in the building when students are present. You must have a valid photo ID to enter the building.
- **Parent/Teacher Association** - The PTA plays an integral role in your child's education! We value family support, feedback, and collaboration. The PTA has many events planned for the students, staff, and families. Meeting

information will be sent home with your child at the start of the school year. Meetings last for approximately one hour, and childcare is often offered by the PTA. We provide opportunities to meet during the day and after school, alternating months.

Inclement Weather

Be sure to follow instructions from the School Messenger Phone call and the Remind text messages that are sent related to inclement weather. The following are additional resources:

- Please use the following as a resource for days when school is delayed:
 - One-hour delay (school begins at 9:45 a.m.)
 - Two-hour delay (school begins at 10:45 a.m.)
- Please expect buses to be delayed by the appropriate time delay and to safely navigate while driving to and from our school and your home.
- During inclement weather or emergency situations, early dismissal/school closing information for the Colonial School District will be available from the following:
 - Delaware School Closing Website and Email Notification- Families can register for email notification and/or view the status of school closings across the state. Go to: <http://schoolclosings.delaware.gov> to register for this service.
 - School Messenger- Phone calls are made to parent/guardians from the Colonial School District. The District utilizes the phone numbers that were provided during registration. **If there is a change in your phone number please contact the Carrie Downie main office to make appropriate changes.**
 - School and District Websites -A notice will be posted on the homepage if schools are opening late, dismissing early, or closing.
 - Local Radio Stations

92.9 FM WDSB	1450 AM WILM
93.7 FM WSTW	1410 AM WDOV
99.5 FM WJBR	1150 AM WDEL

School Safety

The safety and welfare of students are of utmost importance. The Carrie Downie School staff is committed to ensuring that the highest level of safety is maintained within our building on a daily basis. Therefore:

- All school doors will remain locked at all times. When visiting, family members must ring the buzzer and tell the office staff the reason for their visit. Visitors must report directly to the main office.
- Visitors MUST bring a State issued ID that will be processed through a security check. Please give your ID to the Main Office Secretary upon arrival.
- Once admitted, visitors MUST sign in and receive a "Visitor Badge." Visitor Badges must be clearly displayed at all times.
- After receiving a Visitor's Badge, all visitors will be escorted to and from their destination.

- Parents who wish to visit their child's classroom are to write and submit a note to the teacher 24 hours prior to the requested visit. This will provide uninterrupted instruction to all students and at the same time allow parents the opportunity to view programming.

Transportation - Arrival and Dismissal Procedures:

- **Bus Transportation** - Colonial School District provides transportation for eligible students.
 - Children must ride their assigned bus and sit in their assigned seats.
 - Staff will review the school bus rules with all children, and families are asked to talk to their children about the importance of staying seated on the bus.
 - If you have a direct question about transportation please contact them at 302- 323-2851.

MORNING ARRIVAL:

BUS RIDERS

- Buses will drop students off at the main entrance.
- Students will walk to the cafeteria to receive their breakfast.

CAR RIDERS

- Enter the second parking lot (formerly the bus court)
- Form three lines and pull all the way forward
- Stay in your car.
- A Carrie Downie staff member will let you know when your child can exit the car.
- DO NOT leave the car line until you are given the all-clear from a staff member.
- Students will enter the building and go to the cafeteria to get a grab-and-go breakfast.

WALKERS/DAY CARES DROPPING OFF BY FOOT

- All walkers will enter through the main entrance and will walk directly to their classroom.
- Students will walk to the cafeteria to receive their breakfast.
- Breakfast will not be served on the first day of school.

DISMISSAL

BUS RIDERS

- Bus numbers will be called in order of arrival.
- Students will walk from their classroom and walk to the main entrance to get on the bus.
- A Carrie Downie staff member will check off that your child got on the bus.

CAR RIDERS

- Enter the second parking lot (formerly the bus court)
- Form three lines and pull all the way forward
- Stay in your car.
- All parents/guardians MUST have a PikMyKid number. This is a three-digit number unique to your child. In order to pick up your child, you must have their PikMyKid number.
- A staff member will call for your child and s/he will come out to your car.
- DO NOT leave the car line until you are given the all-clear from a staff member.
- Please be patient, this process may be slow for the first few days.

WALKERS

- All walkers will be dismissed over the loudspeaker and will walk out the main entrance.

DAYCARE

- Passion Care students will report to room 107
- Staff from those locations will pick students up from their designated locations.

Parent and Visitor Code of Conduct

Parent's & Visitor's Guidelines

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Carrie Downie it is essential that all parents, guardians, and visitors to our building be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook.

Parents/Guardians are expected to:

- Recognize that the education of children is a joint responsibility of the parents/guardians and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that during arrival and dismissal appropriate behavior, language, and dress are demonstrated.
- Understand that arrival and dismissal are not times to meet with/conference with teachers, students must be dropped off or picked up quickly, without disruption.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Build relationships with teachers, other parents, and their children's friends.
- Inform school officials of changes in the home situation that may affect student conduct or performance.

Public Conduct on School Property

A School is a place of work and learning. Certain limits must be set for parents/guardians and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to all visitors to the school:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the main office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the main office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) and principal, so that class disruption is kept to a minimum.
- Teachers will not take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants it.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employees, or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs, or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate traffic laws, parking regulations, or other restrictions on vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.