

Delaware Ridge Elementary Family Procedure Guide 2022-2023



School Vision Statement:

DRE: Commitment to Kids, Character, and Community

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Principal, Kristin Moulin

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Dear Delaware Ridge Families:

The Delaware Ridge Elementary School staff is excited to welcome you to the 2022-2023 school year! Our school is designed to prepare children for new, innovative, and exciting opportunities in their future. We are building BRAVES and preparing students for secondary school and beyond. Please view our DRE Core Beliefs (located on the next page) for an understanding of what we are all about.

We use Zones of Regulation, a curriculum geared toward helping students gain skills in consciously regulating their actions, which in turn leads to increased control and problem-solving abilities. There are four states of regulation:

- Blue -sad, sick, tired or bored (low state of alertness – brain and/or body is moving slowly or sluggishly).
- Green - in control, calm, happy, and ready to learn (regulated state of alertness).
- Yellow -Silly, wiggly, excited, anxious, nervous, or frustrated. Some loss of self-control may be present.
- Red - Angry, scared, yelling/hitting, out-of-control behavior.

As a school, we will continue to use Zones of Regulation and other approaches to help our students become successful citizens in our school, home, and community.

We believe in *grace and accountability*. When students violate one of these two basic principles, we use the opportunity to help guide the students to take responsibility for their actions, to understand the consequences of their actions, and realize what options would have produced a safer/better outcome for everyone.

Effective communication with all families and community members is also very important. The best way to stay informed is to follow our district Social Media avenues. Here are some ways you can do that:

- Each grade level at DRE will produce a weekly newsletter giving information pertaining to the grade/class.
- **Remind.com** - some of our teachers use Remind.com to keep parents up to date on classroom events. Your classroom teacher will communicate if this option is available.
- www.usd204.net - our district website contains important information. Here is how you can access that information. You can also go to this site to access Delaware Ridge Elementary.
- <https://www.facebook.com/usd204dre/> -We also utilize social media as a means of sharing important school information and updates so please follow us on Facebook (search Delaware Ridge Elementary) to get current school notices and information. We post daily! It's a fun, interactive way to see what's happening each day at DRE!
- <https://www.usd204.net/District/1478-Untitled.html> - Join the Braves Bulletin for information and highlights from DRE. Once you click on the link, you will be asked to submit your email and you will start receiving information.

Let us know if you have questions or ideas to share. We value your thoughts, ideas, and contributions to our school.

Thank you for helping us to make DRE the best place for children to learn and grow.

Sincerely,
Kristin Moulin
Principal

DRE Core Beliefs

Delaware Ridge Elementary School believes in...

- 1. rigorous, engaging instruction for all students.*
- 2. a positive, safe school community grounded in character development.*
- 3. shared leadership among staff and students.*
- 4. learning that is public and meaningful.*

Rigorous, engaging instruction for all students.

- Current, meaningful data drives differentiated instruction to meet the needs of 21st-century learners.
- Standards drive the information of authentic case studies that cross multiple disciplines. Case studies lead to innovative thinking and original student products.
- Professional development is aligned to our current work plan and presents new and challenging opportunities for our staff to develop and display a growth mindset.

A positive, safe school community grounded in character development.

- A caring environment and school culture where diversity is celebrated and risk-taking is encouraged.
- Building positive relationships with students, parents, and staff.
- Academics, performance, and relational character development educate the whole child.

Shared leadership among staff and students.

- Student-led conferences allow students to own their learning and display a growth mindset.
- Students and staff set goals for constant improvement and are reflective practitioners.
- The DRE community holds each other accountable for our actions and for meeting high expectations.

Learning that is public and meaningful.

- Students are immersed in real-world learning that transcends the walls of our school and has a rich impact on our community.
- Our goal is that every Delaware Ridge Elementary student will be prepared for middle school, high school, and beyond.
- Strong communication between and among students, parents, staff, and the community.

School-Wide Expectations

At DRE, we have developed School-Wide Expectations to help maintain a positive school culture and promote safety. All of our expectations follow three guiding principles:

- Take care of yourself
- Take care of others
- Take care of this school

DRE Character

We believe in educating the whole child and our teachers work diligently to meet the academic, social, and emotional needs of each student.

DRE students will be successful by

- setting goals, taking ownership in their learning, and monitoring their own progress.
- producing professional quality work they are proud to present.
- being at school on time and prepared to learn.
- putting forth the best effort, even when learning is challenging.
- developing healthy habits, like getting the sleep necessary to be ready to learn.
- respecting and supporting each other.

The DRE staff will support student growth and development by

- following the DRE Core Beliefs.
- helping students discover they are capable of more than they think they are.
- continuing to learn and grow both professionally and personally.
- continually examining all practices, policies, procedures and student data to promote improved student achievement for all children.
- implementing effective instructional practices school-wide.
- ensuring equity and high expectations so that every child has the opportunity to achieve his/her personal best.
- promoting a safe, respectful and orderly community so that students are able to make progress toward achieving their learning and character goals.
- incorporating fieldwork, local experts, and service-learning.

We need the partnership of DRE parents by

- engaging in the life of the school.
- participating in school events: Back to School Night, Student-Led Conferences, etc.
- learning, growing, and celebrating with us and talking about school, especially academic and character goals with their child(ren).
- ensuring students get adequate sleep, are at school on time, and ready to learn.
- making sure students eat a healthy breakfast, either at home or at school.
- building a strong relationship with DRE teachers and staff by communicating on a regular basis.

Arrival and Dismissal
Arrival Time: 8:15 am - 8:30 am
Dismissal Time: 3:40 pm

Transportation procedures are subject to change in order to best meet the safety of our students.

Transportation Changes

- Parents requesting a transportation change, need to contact the office. **Do not contact the classroom teacher.**
- Transportation changes need to occur before 3:00 pm. After 3:00 pm, students need to follow their “usual” dismissal pattern unless they receive notification from the office in the form of a Transportation Change.

Car Rider Procedures

Students may begin arriving at school at 8:15 a.m. ***Our car rider line is located on the south side of the building, and parents must enter using 128th street. Cars will not have access to the main entrance of the school between 8:15 am & 8:30 am each morning and 3:15 pm and 4:00 pm each afternoon.***

- When arriving earlier than 8:15 a.m., please have your student remain in your car until the school doors are open.
- Supervision of students is not provided before 8:15 a.m.
- If you arrive to drop your child off after the 8:30 a.m. bell, your child is tardy.
 - All Tardies are UNEXCUSED. Five unexcused tardies equal one unexcused absence.
- During dismissal, staff on car rider duty will supervise students as they wait for their transportation to pull up to the designated number on the sidewalk.
- During dismissal, staff will not allow students to run across the driveway to a car parked in the parking lot. If your child is a car rider, you must get in the car rider line to pick up your child.
- ***Our number one priority is always the safety of your child. We have a highly efficient dismissal procedure that provides for student, staff, and parent safety.***

Bus Transportation

Bus arrival is at approximately 8:15 a.m. at Delaware Ridge Elementary.

Bus Dismissal is at 3:40 p.m.

Information on routes, times, etc. may be obtained by telephoning Debbie Elmer, Director of Transportation, at (913) 441-2493.

Walkers

Students should not be arriving at school prior to 8:15 a.m. Students arriving before 8:15 a.m. will be without supervision. Playing football or any activity prior to school on school grounds will not be permitted. Parents will be notified of occurrences.

We strongly suggest children walk with a partner or a group for their safety. Parents will be notified if any unsafe or dangerous behaviors occur during dismissal. Students must maintain appropriate behavior when walking to and from school. If unsafe or dangerous behavior occurs off school property, the responsibility lies with the parents. If the situation is serious, notify local law enforcement.

Bicycles, Scooters, and Skateboards

Students may ride their bikes, scooters, and skateboards to school as long as they follow safety guidelines. **Once students are on school property, bicycles, scooters, and skateboards must be walked across designated crosswalks.** Parents will be notified of any unsafe or dangerous behavior during arrival and dismissal. Students must maintain appropriate behavior when riding to school. If unsafe or dangerous behavior occurs off school property, the responsibility lies with the students and their parents. If the situation is serious, notify local law enforcement. Bicycles, scooters, and skateboards are the responsibility of the student. The school will not be responsible for lost, stolen, or damaged personal property.

Communication

Communication is very important at DRE. DRE Teachers and Staff will communicate with families on a continual basis. Please be on the lookout for

- School and Classroom Newsletters
- Text Alerts/Remind.com
- Facebook: Delaware Ridge Elementary
- Grades / Report Cards- ***accessible online via Skyward***
- Phone Calls
- Email
- District Message Alerts (www.usd204.net for information)

Afternoon Student Appointments

We are aware that there are times when students have to leave early for appointments. If this occurs, we ask that students be picked up prior to 3:15 p.m. to avoid buses entering the main entrance.

Transportation Changes

The safety of your child is our #1 concern. We understand that changes in transportation do occur and emergencies come up unexpectedly. However, to ensure that we get your child home in the manner in which you have requested, please make all transportation changes by 3:00 pm.

Trauma-Informed Care

During the 2019-2020 school year, DRE Staff were introduced to Trauma-Informed Care. We will continue to train our staff on tools that can be used to better help all students at DRE. The trauma-informed approach provides students with emotional tools to build their capacity for healthy relationships, more focused learning, and greater happiness. Teaching students about stress responses and resilience can help them better recognize their emotions, cope with trauma, and reach out for help before they act out—freeing them from emotional roadblocks so they can learn more readily and thrive in classrooms. These resources provide informative, best-practice guidelines for implementing the trauma-informed approach to achieve positive results in schools.

Support Structures for Students / School-Wide Title I Plan

DRE receives federal Title I funds which are used to support the development of ALL students. As part of our Title I plan, we provide multiple means of support for students.

MTSS- Multi-Tiered Systems of Support

We implement the Multi-Tiered System of Support (MTSS) at DRE to provide support to students who are demonstrating an academic need. The following is the structure we have in place to provide the Multi-Tiered System of Support for Reading:

Tier I:

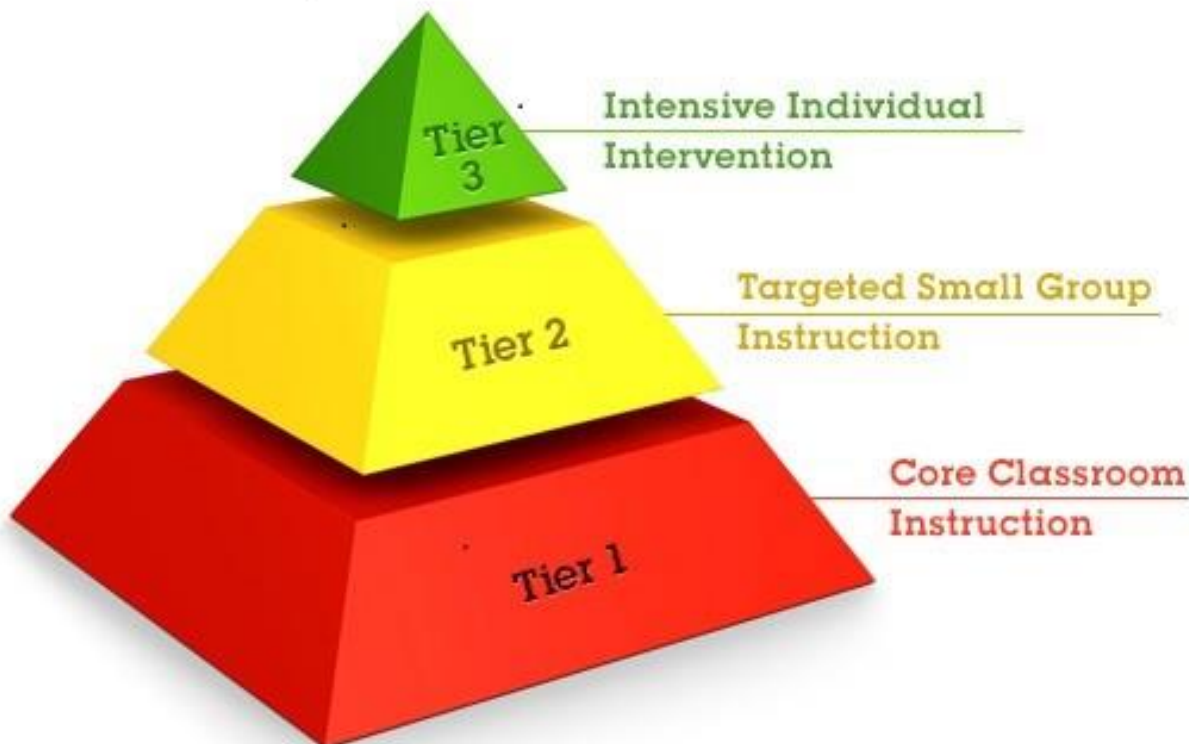
All students receive Tier I or Core instruction. Classroom teachers use Into Reading and Envision Math to deliver integrated approach instruction. Integrated instruction allows for science and social studies standards to be taught along with math and literacy standards.

Tier II:

Tier II groups are flexible and determined based on students' needs. Data from NWEA's Measure of Academic Progress, Fountas and Pinnell, classroom assessments, observations, and daily assignments. Tier II groups focus on strengthening reading and math skills.

Tier III:

Students who are identified as needing intensive, targeted instruction receive Tier III instruction. Assessment data is used by Title teachers, the ESOL aide, instructional aides, and classroom teachers in order to strengthen the identified literacy and math skills.



Grading Policy

Kindergarten - 2nd Grade

What do the grades mean on Skyward:

EE= Exceeding Expectations
 ME = Meeting Expectations
 AE = Approaching Expectations
 BE = Below Expectations
 AW = Academic Warning

3rd Grade - 5th Grade

What do the grades mean on Skyward:

A+	97-100	C	74-76
A	94-96	C-	70-73
A-	90-93	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	59- below
C+	77-79		

<p style="text-align: center;"><u>Kindergarten</u></p> <p><u>What is graded:</u></p> <ul style="list-style-type: none"> ● Reading & math check-in assessments ● Reading & Math Quarter Benchmarks ● Participation <p><u>When are grades posted:</u> Quarterly at the beginning of the year then increasing in frequency as students approach the transition to first grade.</p> <p><u>Goal:</u> Grades will reflect student growth through key developmental skills. As students begin to get ready for first grade, the frequency of grades will increase as students are ready for more progress monitoring. Communication with your child's teacher will be the best way to ensure your child's success.</p>	<p style="text-align: center;"><u>1st Grade</u></p> <p><u>What is graded:</u> First Grade teachers take grades on District Common Assessments, reading and math curriculum assessments, teacher observation, and student participation. These are for a thorough understanding of where each student is and to check for mastery of skills.</p> <p><u>When are grades posted:</u> Grades posted weekly</p> <p><u>Homework:</u> First graders are expected to read or be read to for 10 minutes each night. There may also be a math page from our curriculum sent home. These math homework pages reinforce the math lesson from that day. Homework is for extra practice and not graded.</p> <p><u>Missing Work</u> When students are missing important assignments or assessments due to an absence, they can make them up. We will not send home classwork that was missed and it will not be counted against their grade. Missing assignments/assessments will be marked as missing in Skyward and a grade will be entered after the student has completed it. For nonessential assignments that are missed, it will be marked as no count or exempt. This will not count against their overall grade.</p>
<p style="text-align: center;"><u>2nd Grade</u></p> <p><u>What is graded:</u> Second Grade teachers take grades on District Common Assessments, reading and math curriculum concepts and assessments, teacher observation, and student participation. These are for a thorough understanding of where each student is and mastery of a skill. .</p> <p><u>When are grades posted:</u> Grades posted weekly</p> <p><u>Missing Assignments and Makeup Work</u> If second-grader scores a zero on an assignment, it is because zero questions were answered correctly, not because it is a missing assignment. Missing assignments do not count against a student's grade. Missing work and makeup work from absences are coordinated with the student and parents on a case-by-case basis. Students that score below 70% (AE) on any assignment or classroom assessment may be given an opportunity to retake for up to 70% (AE).</p>	<p style="text-align: center;"><u>3rd Grade</u></p> <p><u>What is graded:</u></p> <p><u>Language Arts</u> Weekly Vocab / Skills quiz / Assessments / Writing Projects</p> <p><u>Math</u> Daily Practice/Assessments</p> <p><u>Science</u> Mystery Science worksheets/note catchers / Participation</p> <p><u>Social Studies</u> Projects / Skill based task grades / Citizenship / Classroom Job</p> <p><u>When are grades posted:</u> Grades are posted weekly</p> <p><u>Missing Assignments and Makeup Work:</u></p> <ul style="list-style-type: none"> ● In general, makeup work will not be required unless a student is gone for an extended period of time OR a student misses a summative assessment. ● The student shall have at least one day to complete the work for every day missed. ● If a student receives a D or F on an assignment, the student may redo or correct that assignment to receive partial credit back. ● Students will receive 0 points for an assignment only if the teacher has provided an opportunity for the student to redo that assignment and the student has earned a score of 0 on a second attempt or refused to complete the assignment. Zeroes will not be entered in the grade book for "missing" assignments.

4th Grade Grading Policy

- In general, makeup work will not be required **unless** a student is home for an extended period of time **OR** a student misses a summative assessment. Students and families can coordinate with teachers when an expected absence takes place to ensure students have an opportunity to complete learning tasks during their absence.
- If make-up work is required, the students shall have **at least** one day to complete work for each day that was missed.
- If a student received a D or F on an assignment, the student may **redo** or **correct** that assignment to receive partial credit back.
- Students will receive 0 points for an assignment **only if** the teacher has provided an opportunity for the student to redo that assignment and the student has earned a score of 0 on a second attempt **or** refused to complete the assignment.
- Teachers will enter **at least** one grade per week in Skyward to keep parents informed of their student's progress.

5th Grade Grading Policy

Late Assignments:

Assignments will be due on the given due date. If the assignment is missing while the teacher is grading, it will be entered into the grade book as "missing" in Skyward. All work must be completed and turned in by the end of each topic to receive credit. By the end of the topic, if missing assignments have not been completed and turned in, they will be entered as a zero in the grade book.

Lost Work

If students lose their assignment, they will use BRAVE bucks to purchase a new copy. After the second replacement assignment, they will no longer be given an additional copy and will either need to find the original copy that was provided or they will earn a zero on the assignment.

Homework

Students will not be assigned homework but rather what classwork they did not complete during the school day will be expected to be completed at home. The students will have to complete a Google form that will be sent to their parent email that describes what work your child still needs to complete. It will be the student's responsibility to take all required materials home to complete the work.

Working Lunch

If students have incomplete work or missing assignments, they will be given the opportunity to finish it during lunch to avoid loss of recess and homework. This is also to help ensure students finish the quarter with no missing assignments in the grade book.

Specials

At DRE we have the following Specials classes: Art, PE, Music, and Media. While each special is unique in content and assessment, students are graded in all specials for participation and effort, standards-based skills, and completion of assignments or projects (a finished piece of art, a music performance, completing an assignment in Google Classroom, etc...) Students are expected to participate in Specials every day they are at school. Here is an explanation of our grading scale.

Grading Scale:

EE= Exceeding Expectations - This grade is earned by giving maximum effort to all class activities and assignments, demonstrating a work ethic that goes above and beyond in the content area, or demonstrating proficiency on assessed skills that exceed grade-level expectations.

ME = Meeting Expectations - This grade is earned by attending class and actively participating each day, engaging in the lesson by following directions and participating in-class activities, or demonstrating proficiency on assessed skills that meets grade-level expectations.

AE = Approaching Expectations - This grade is earned by giving marginal effort to activities and assignments, requiring multiple reminders about following directions and class participation, or demonstrating proficiency on assessed skills that are approaching grade-level expectations.

BE = Below Expectations - This grade is earned by a lack of effort to class activities or assignments, behavior concerns that require many reminders or assistance from additional adults or demonstrating proficiency on assessed skills that fall below grade-level expectations.

AW = Academic Warning - This grade is earned by not participating, engaging, or completing activities during class, being dismissed because of behavior concerns that cannot be resolved, or sitting out of class activities unexcused

Delaware Ridge Elementary School Directory

The administration and staff at DRE are always looking for better ways to communicate with our families and to bring our families together. This year, parents will have the opportunity to be part of our DRE School Directory. Having contact information at your fingertips helps busy families stay connected. Here is the link to register: <https://forms.gle/UKjkKojod4gEQ2CU6>

Please contact Megan Alexander if you have any questions regarding the DRE School Directory. alexanderm@usd204.net

Contact Information

School Office: 913-441-2126

Kristin Moulin, Principal: 913-441-2126, ext. 1502

Katie Moulin, Assistant Principal: 913-441-2126, ext. 1411

Allison Calvert, Guidance Counselor: 913-441-2126, ext. 1514

Kristi Flack, School Nurse: 913-441-2126, ext. 1505

Questions and Concerns

If you have concerns or questions about a district policy or school procedure, a situation regarding your child, or any other matter, please contact the person directly involved to discuss the situation. If you are not satisfied with the result of this communication, contact the building Principal or Counselor.