

Lombardy Elementary School

Family Handbook

2023-2024

*Striving
for
excellence
every day!*



412 Foulk Road

Wilmington, DE 19803

Phone: (302) 762-7190

<http://brandywineschools.org/lombardy>

BRANDYWINE SCHOOL DISTRICT

Lombardy Elementary School

Family Handbook

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It is my privilege to welcome you back for another amazing year at Lombardy Elementary School, where we embrace, inspire and challenge every child, every day!

2023-2024 School Theme:

Each year, the Lombardy Staff adopts a school-wide theme. This year's theme is, "Put Your Best Paw Forward!" Each child will receive a t-shirt that proudly displays this year's theme.

New Parent Orientation

For those of you who are new to Lombardy, we invite you to attend our **New Parent Orientations** on **August 17, from 6:00-7:00 PM**. During the orientation, we will review the Family Handbook, answer commonly asked questions, and allow time for Q and A. You can also find the Family Handbook on the Lombardy Website: <https://www.brandywineschools.org/lombardy>

Sneak a Peek Night

Our "**Welcome Back Sneak a Peek Night**" is **Wednesday, August 23, from 5:00-6:30 PM**. Come meet your homeroom teacher and have some fun. This year's activities include live music with DJ Mega Skills, inflatable obstacle courses and snacks provided by the PTA.

Kindergarten Orientation

Kindergarten students and parents/guardians are invited to Kindergarten Orientation on **Monday, August 28, from 9:15 – 10:15 AM OR 10:45-11:45 AM**. During the orientation, you will receive an overview of the KN school year, a tour of the classrooms and have an opportunity to ask unanswered questions. **Please remember that kindergarten students begin their first day of school on Tuesday, August 29.**

First Day of School

- Monday, August 28 (Grade 1-5) *Kindergarten students only attend the KN Orientation.

Tuesday, August 29 (Grade KN-5) *First full day of school for kindergarten students.

School Day

Morning drop-off 8:40-8:55 AM

(Students must be in their homeroom by 8:55. After 8:55, a parent/guardian must come into the office to sign the child in.)

Official School Day: 8:55 AM - 3:40 PM.

(Car rider line will start dismissal at approximately 3:35 PM)

Car Line Numbers

All new registrations will receive a car rider number in the mail. All returning families will continue to use the same car rider number from the previous school year. Please contact the main office if you need additional copies of your number. Main office: 302-762-7190

Bus Information

The transportation department will mail out bus pickup/drop-off location and times this August. Please contact the transportation department if you have questions or concerns. Transportation: 302-762-7181

Lombardy Parent Teacher Association

Dear Parents,

An Active PTA contributes significantly to the quality of your child's education and overall school environment. While we are fortunate at Lombardy to have so many dedicated parents, we encourage everyone's involvement by attending meetings & volunteering for various family and fundraising activities. Please consider joining anyway you can. The following are some of the activities and events for the upcoming school year:

- Sneak –a-Peek (August 23rd, from 5-6:30 PM)
- Spirit wear and Lombardy accessories
- Open House
- Restaurant/Family fun nights
- Family Dance/Spring Fling
- Parent/Family socials
- Book Fair
- Walk-a-thon
- Original Works Art Fundraiser
- Staff Appreciation week
- Sporting Events
- End-of-Year Celebrations

Ongoing-Yearbook, Beautifications, Library, School Store, and other initiatives/awareness events.

PTA Meetings are a great place to meet other parents and find out what is happening in your school. Parents are encouraged to attend and share information and/or express any concerns. Your ideas are what we need/want and are always welcome. Lombardy PTA meetings are held monthly (in person or virtually). An agenda is sent out to inform you of the topics of discussion or any guest speakers/topics that are present.

Want to join the PTA?

The website is:

<https://lombardy.memberhub.com/>

Please feel free to contact any of the officers with questions or requests via email: lombardypta@gmail.com

We look forward to meeting you!

The Board for 2022-2024 is:

President: Christina Gafford

Vice President: Matt Smith

Treasurer: Kristine Woodruff

Secretary: Andrea Norris

Membership Coordinator: Nancy DiSibio



Vision & Mission

The Brandywine School District Strategic Plan guides administrators, teachers, staff, parents, and students to do their best every day. This work can be summarized in the District's Vision and Mission Statements:

Vision: *Create a community of life-long learners so that each may excel in the world*

Mission: *Embrace, inspire, and challenge every student every day*

WE BELIEVE SUCCESSFUL STUDENTS IN THE BRANDYWINE SCHOOL DISTRICT:

- Have a positive self-concept and feel accepted
- Respect all cultures, rights, and beliefs of others
- Are goal-oriented and reflective in their learning
- Arrive prepared and ready to learn each day
- Approach tasks with persistence and confidence
- Cooperatively and collaboratively learn from self and others
- Take pride and care in the school facility and resources
- Conduct themselves in a peaceful, safe, and responsible manner

WE BELIEVE PARENT PARTNERS IN THE BRANDYWINE SCHOOL DISTRICT:

- Are positive and proactive partners with the school community
- Support their child's education by communicating regularly with school staff
- Ensure that their child arrives each day on-time, prepared, and ready to learn
- Provide an appropriate place and designated time for homework and reading
- Adhere to District and school policies, rules and procedures

WE BELIEVE SCHOOL STAFF PARTNERS IN THE BRANDYWINE SCHOOL DISTRICT:

- Work collaboratively with other staff to promote educational best practices to embrace, inspire, and challenge every student every day
- Are positive and proactive partners with students, parents, and the community
- Support their students' education by communicating regularly with parents
- Provide a welcoming and nurturing learning environment for all students
- Provide an inclusive standards-based instructional program with high expectations for all students
- Adhere to District and school policies, rules and procedures



Lombardy Elementary School

Grades K-5

Approximately 450 students

Striving for excellence every day!

Goals

- Provide world-class academic experience that requires use of purposeful thinking/doing skills
- Maintain high expectations for academic performance/personal conduct
- Instill a respect for diversity in individuals, families and communities
- Actively involve parents/guardians in their children's education
- Actively involve parents/guardians and community in some aspect of the PTA
- Serve children with special learning needs and abilities who find a suitable, purposeful learning environment in a non-restrictive setting
- Provide each parent an opportunity to communicate thoughts, questions, concerns and expectations regarding his/her child's education
- Provide opportunities for staff and parents to share in the development, implementation and assessment of school priorities, standards and activities
- To ensure that students have the technological skills to be successful in their future.

Philosophy

Lombardy Elementary School will seek to provide a developmentally appropriate learning environment for all students. Instruction is focused on student growth and development at their instructional level. Utilization of data and students' mastery and achievement levels with inform curricular decisions. We will strive to provide an academic program that maximizes student achievement, encourages critical thinking skills and supports the social/emotional development of our students. Collaboration and support from our families is essential for our students to reach their greatest potential.

Lombardy School Pledge

Today I promise to take care of myself,
take care of others and take care of the environment. I am a Lombardy Tiger, hear me roar!

Lombardy Staff

Administrative Team

Michael McDermott ~ Principal
Cara Beach ~ Assistant Principal
Jessica Crawford ~ Dean of Students
Patricia Spratley ~ Senior Secretary
Robin Stanford ~ Secretary

Specialists

Open ~ Art
Benjamin Klenk ~ Librarian
Dennis Dougherty ~ Physical Education
Kelly Rhodunda ~ Music/Chorus

Kindergarten

Ariel Conlon
Amy Hostler
Deborah Miller
Tara Nardone

1st Grade

Katie Ciecko
Julie Hamberger
Allison King
Tracy Turoczy

2nd Grade

Lauren Maxwell
Elizabeth Fernsler
Ashley Lucas
Valerie Hart

3rd Grade

Tracy Lauer
Sarah Greco
Rachel Drake

4th Grade

Darby Dill
Ron Porter
Meghan Reynolds

5th Grade

Jamie Henning
Ellen Meara
Maureen McGurk
Vicki Ventura

Special Education

Emily Bain ~ Teacher
Angelina Calvarese ~ Teacher
Sara Gleason ~ Teacher
Tammy Zoppi ~ Teacher
Tara Pelino ~ Teacher
Alicia Shade-Phillip ~ Teacher, ESP Program
Christine Weir ~ Teacher, ESP Program
Dr. John Arnold ~ Therapist

Support Staff

Krissy Kilpatrick ~ Reading Specialist
Lindsay Hammond ~ Psychologist
Susan Gould ~ Guidance Counselor
Amanda Silva ~ Educational Diagnostician
Gabriela Fioravanti ~ Nurse
Patricia Campbell ~ Paraprofessional
Kelli Pittman ~ Paraprofessional
Danielle Tabor ~ Paraprofessional

Professional Qualifications of Teachers

Parents have the right to know the professional qualifications of the classroom teachers who provide instruction to their children. Federal law allows parents to request certain information regarding Delaware licensing and certification requirements, the teacher's major area of study and advanced degrees, and the qualifications of our para-educators. This information can be accessed through the Delaware Department of Education website address: <http://deeds.doe.k12.de.us>. Click on the parent/general user group, then click on educator and then click "search". Scroll down for the information. Click on "profile" to view the educator's profile. Parents without access to a computer may use one at their child's school by first contacting the school's main office.

School Traditions and Family Involvement

- School Spirit Days
- Spirit Day Assemblies
- Field Trips
- Book Fair
- Family Nights
- Sneak a Peek
- Big 3 Awards
- Musical Concerts
- Field Day
- Ice Cream Social
- Walkathon
- Jump Rope for Heart

We believe that students learn best when they are provided with high quality instruction and ongoing collaboration between home and school. Through frequent communication, consistency with expectations, and family involvement we can work together to help students achieve to their greatest potential. Our families are encouraged to become actively involved in the school community.

PTA

The PTA consists of all interested parents/guardians and teachers. Meetings are held regularly throughout the school year with programs designed to strengthen understanding and cooperation between home and school. In addition to monthly meetings, the PTA sponsors fundraising activities and family activities. All money raised by the PTA is used for programs and events, which directly benefit the children of Lombardy.

Volunteers

We feel that a core of volunteers is essential to the effective operation of the school. The extensive programs could not be provided without them. We feel there is mutual benefit from such involvement: the children are proud that their parents are a part of the school; the parents become more familiar with the school, the staff, and the students; they become more familiar with teaching techniques; the school staff get to know the parents better and such involvement ultimately, we feel, affects better school-community relations and provides a more effective personal school program.

In order to become a volunteer, there are a few steps to complete:

Complete the Volunteer Information Form

This can be picked up at the main office of your child's school

Complete the Child Protection Registry Request Form

This can be picked up at the main office of your child's school

Submit for a Criminal Background Check

Please note, the fee is \$18

Visit <https://dsp.delaware.gov/obtaining-a-certified-criminal-history/> for more information on locations and hours

Make sure to specify you are completing a **volunteer** background check

Complete the Delaware Department of Education Tuberculosis (TB) Health Questionnaire

This can be picked up at the main office of your child's school

We ask all interested family members to contact their school secretary for all the necessary forms and directions.

Thank you for your interest in volunteering with Brandywine School District!

Please visit the BSD website for the most up to date information about the volunteer process: <https://de50000195.schoolwires.net/domain/5275>

Programs & Enrichment



The Arts

The arts are an important part of the program at Lombardy. All students receive art and music at least once a week. They also participate in special programs related to the arts. The arts teachers work to support the connections between the core content areas and their subject area. Students in the 4th and 5th grades have the opportunity to participate in the instrumental music program. In addition to small group lessons, the students play together in band and/or orchestra. Students in grades 4 – 5 have the opportunity to participate in Chorus.



Library

Students will develop their love for quality literature through lessons focused on award winning pieces and author studies. Students will learn how to navigate the library and make personal book selections based on their individual interests.

Physical Education

Physical Education is an important part of each child's school experience. The development of good health and exercise patterns begins early. Children participate in physical education at least once a week in addition to regularly scheduled recess and other special activities.

Technology

As a one-to-one school district, BSD supplies a personal device (Chromebook) to every student PK-12. The ability to provide such access is an essential part of the District Success Plan's focus to use technology to improve learning outcomes for students and to ensure that our students have the technological skills to meet the tech-driven landscape that they will navigate upon graduation.

Extra Curricular

- ❖ 5th Grade Intramural Sports such as Flag Football, Cheer-leading, Girls on the Run, and Basketball. New for 2024: Robotics Club
- ❖ Parent Fee Programs Drama Club, Soccer Shots, Yoga, and Computer Kidz.

Creative Mentoring

Lombardy has a very active mentoring program. Adult mentors spend time developing a one-to-one relationship with a student for academic, social and personal support. Mentors help students stay on the right path and assist them in overcoming challenges so that students can achieve their potential. If you are interested in taking part in the mentoring program contact Mrs. Roop at the school, or visit the web at: www.creativementoring.org.

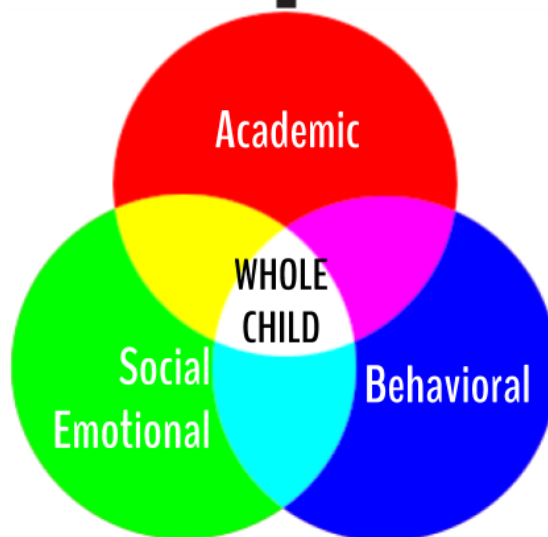


Special Education

The Special Education program at Lombardy follows the state and federal guidelines for services to children. Students who qualify for services will have an Individual Education Plan (IEP) developed for support services. Services are based on individual need and may be provided within an inclusive setting or small group instruction in the resource room setting.

MULTI – TIERED SYSTEM OF SUPPORT

MTSS



ALL MEANS ALL

What is MTSS?

Some students struggle with academics. Others struggle with behavioral challenges. Still others struggle with both. MTSS is a system of support for students with challenges or struggles that interfere with their ability to learn?

Defining MTSS

Multi-Tiered System of Supports (MTSS) is a framework that helps educators provide academic and behavioral strategies for students with various needs. MTSS grew out of the integration of two other intervention-based frameworks: Response to Intervention (RtI) and PBIS.

As part of the Individuals with Disabilities Education Act (IDEA) updated by Congress in 2004, the Response to Intervention model of assessment originally sought to identify students who would benefit from more intensive supports. From these beginnings as a tool to help improve educational outcomes for students in special education, MTSS has grown to encompass all students at every level.

Key Components of MTSS

Instead of the “waiting for failure” assessment model of pre-IDEA days, MTSS takes a proactive approach to identifying students with academic or behavioral needs. Early assessment and intervention for these students can help them catch up with their peers sooner. The key components of MTSS include:

Universal screening of all students early in the school year

Tiers of interventions that can be amplified in response to levels of need

Ongoing data collection and continual assessment

Schoolwide approach to expectations and supports

Parent involvement

The integrated instruction model of MTSS uses collected data to assess student needs and provide them with interventions in appropriate tiers.

Three Tiers of Support

MTSS provides a method of early identification and intervention that can help struggling students to catch up with their peers. As such, MTSS uses three tiers of support to assist all students at various levels. These three tiers include:

Tier 1 – Universal or primary – Majority of students (75-90%)

As the largest tier, and the foundation for the entire framework, Tier 1 encompasses the entire school with core instructions and basic interventions. This structure helps to build positive relationships between staff and students. It includes proactive classroom management strategies aimed at creating a supportive atmosphere. Students who do not respond to these interventions may move into Tier 2.

Tier 2 – Secondary – Small groups of students (10-25%)

Some students need a little extra assistance in meeting academic and behavioral goals, and it is in Tier 2 that these individuals receive that help. Often these interventions and supports are delivered in small group settings, such as reading groups. Check-In/Check-Out (CICO) interventions are often a part of Tier 2, as well. This targeted support allows students to work toward catching up with their peers.

Tier 3 – Tertiary – Individual students (< 10%)

A subset of students has significant challenges that do not respond to the interventions and supports in Tier 1 or Tier 2. Tier 3 gives these students individualized supports and can include assistance from counselors or other specialty staff.

MTSS tiers help schools to organize levels of supports based on intensity so that students receive necessary instruction, support, and interventions based on need. As such, student identities are not based on tier levels. Instead, individuals are identified as students in need of supports. This helps educators to respond appropriately and provide students with the assistance they need to prosper in the classroom.



School Climate and MTSS

MTSS creates a positive environment for all students which in turn impacts school climate. Positive school climate is the leading indicator for such outcomes as increased academic achievement, increased teacher retention, and reduced discipline referrals.

Student Incentives

A key component of Lombardy's Tier One program is rewarding students for meeting or exceeding the academic and/or behavior expectations.

Lombardy Expectations (The Big 3):

- Take care of myself
- Take care of others
- Take care of my environment

Students are recognized and rewarded daily as they receive PBIS virtual points that can be used for school store items, extra recess, lunch with admin and much more.

Additional Student Rewards/Incentives:

Book Vending Machine: Big 3 winners receive a token to purchase a book from our book vending machine.

Morning announcements: Big 3 winners are entered into a lottery to be on the video recorded morning announcements with the principal.

Big 3 Award: Students are selected by homeroom and specialist for demonstrating pawsome behavior.

Big 3 Class Compliments: Whole classrooms can earn points toward a variety of tiered awards. For example: Popcorn party, movie time, extra recess, free time, etc.

Marking period celebrations: Students who are following the expectations are rewarded with a special event. Last year's events included: Magic show, dance party, movie, inflatable moon-bounce and DJ party

Big 3 Postcards: Teachers send home post cards to students who are meeting the Big 3 expectations in academics and behavior.

Student Day

Arrival Procedures

Students will be eating breakfast are permitted in the building beginning at 8:35am. Parents should be aware that prior to 8:40am there is no supervision provided for students. Therefore, no student should be dropped off and left unattended.

Upon arrival, students should walk quietly to their classrooms to prepare for their school day. Students who are having breakfast should report directly to the cafeteria. We ask parents to allow their students to walk independently to their classrooms. This is an important step to beginning their school day. Each morning we have several staff members on duty to assist students to their classroom or breakfast, so please be assured that your child will arrive safely. Students are late after 8:55 am.

Students participating in the YMCA before care program must be escorted by a parent and signed in with a YMCA staff member.

Attendance

The law requires that a child be in school all days and hours school is in session unless the student has an excused absence. Excused absences include:

- Illness of the child
- Contagious disease within the home or of the pupil
- Death in the immediate family or of a close friend
- Legal business regarding the student
- Observance of a religious holiday
- Remedial health treatment



Absences for other reasons are classified as “unexcused”. After any absence, the parent/guardian must fill out the online absence request form, or present a written note to the school. The online absence request form is located on the BSD website under the “Families” tab.

Note: It's a fact that students, who attend school regularly, learn more and are more successful than students who do not. Parents who make regular school attendance a priority also are helping their children learn to accept responsibility. That's an important lesson for a successful life. Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school careers and into adulthood. When students are absent from school, they are missing out on lessons from a carefully planned sequence of instruction. They miss out on active learning experiences, class participation and opportunities to ask questions, resulting in the likelihood of falling behind.

Early Dismissal

We strongly recommend that medical and dental appointments be made for after school hours. If appointments must be scheduled during the school day, afternoon appointments are preferred. Early dismissal requests must be signed by the parent or legal guardian and should be sent to the classroom teacher. Children leaving early will report to the school office to be signed out and picked up by parents. Students will not be dismissed from their classrooms.

Please try to pick up your students prior to 3:00pm, since dismissal time can be very busy.

Tardiness

Being punctual is important for students to transition into the learning environment. Arrival after 8:55 a.m. is considered late and the student must obtain a late pass from the Main Office. When a bus is late, an announcement will be made over the intercom and the students will be excused.



Bus Dismissal

Morning - Buses will enter the circle and drop off students at the main entrance in front of the school. Adults will be present to monitor arrival and assist children.

Afternoon – Following afternoon announcements, students will be escorted by their classroom teacher to their assigned bus. **Under no circumstances should parents remove their child from the bus line.** Parents must come to the office to sign their child out and take the slip to the teacher. Students' dismissal arrangements may not be changed without written notification from a parent or guardian.

Students can only ride the bus they are assigned. Contact **BSD Transportation at 762-7181** regarding any changes or questions about bus schedules.



Dismissal Procedures

Students' dismissal arrangements cannot change without a dated, signed note from a parent or guardian.

If teachers are not in receipt of a note, the child's normal dismissal procedure must be followed. This means that if the student is normally a bus rider, and a parent needs them to be a car rider, (or vice-versa) a note is needed stating this change. Often times children may forget to give a note to their teacher, so it is wise for parents to call the school. Children can become easily confused when changes are made at the last minute, for this reason we are requesting that whenever possible make all changes early in the day.

Please do not assume that your child's teacher will see a Class Dojo or email message during the school day. The teachers are extremely busy and may not see your message until after the school day has ended. Please call the office if you have a last minute change to your child's normal dismissal procedure. Our office staff will call the teacher to inform them of the change.

NO DISMISSALS IN THE OFFICE AFTER 3:00 PM, PLEASE.

Dismissal Uncertainties

If a child is uncertain about his/her dismissal routine, the classroom teacher or office will make a voice contact with a parent. If this occurs around dismissal, a voice contact will be made as soon as possible. If a parent cannot be reached, the student will be held in the office while the rest of the students are being dismissed.

Walker Procedures

AM: In the morning, walkers will enter through the main doors at 8:40am and go directly to homeroom or the cafeteria for breakfast. (Walkers eating breakfast may enter the building at 8:35)

PM: A staff member will escort the students to the hallway A door. (When facing the front of the building, it is the exit door on the right side of the building) Parents should cross the sidewalk to pick their student up. The teacher may also assist the student crossing the car rider line.

Lombardy Elementary Car Rider Parent Instructions

AM (8:40 AM—8:55 AM)

Parents that will be dropping off students in the morning will drive down Lombardy Drive and then enter the parking lot (make a right into the parking lot), drive up and around and then join the car rider line by making a right and driving to the back of the building. This ensures that traffic is not at a standstill because of the number of cars dropping off students. Students will remain in the car until an adult is present to monitor the area. **We will begin unloading students at 8:40 am. PLEASE BE SURE THAT YOUR CHILD IS READY TO EXIT THE CAR PRIOR TO PULLING UP TO THE DROP-OFF LOCATION.**

The first car in line will move up to position one. There will be flags or cones to mark each drop-off location (flag/cone 1-2-3-4-5). The children will enter the building and go directly to breakfast and/or classroom. If your child is not having breakfast, they will proceed directly to their classroom.

After 8:55, your child is late and will need to enter through the front door and receive a late slip so that they are not marked absent by the homeroom teacher. You will need to walk your student into the main office and assist with signing him/her in for the day.

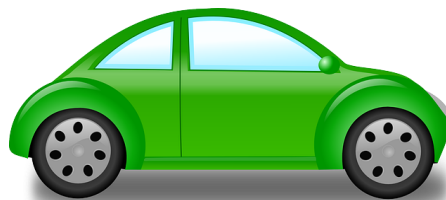
PM (3:40 PM)

Car Riders in grades 1-5 will be dismissed to the gym at approximately 3:35. Kindergarten car riders will remain in the KN hallway. Car rider students who report to the gym are expected to sit quietly in grad-level lines. With over 300 students participating in the car line, it's extremely important that students follow the expectations. As you pull up to the rear of the building, a staff member will radio to staff in the gym and we will call your child outside.

For those of you who arrive extremely early to afternoon car line, please do not drive past the rear gate since students may be outside for physical education or recess, and need to cross the road at the gated section. Someone will open the gate at the appropriate time for cars to continue driving around the circle. Please be sure to have your car number visible so that your child can be called.

IF YOU DO NOT HAVE YOUR CAR NUMBER WITH YOU IN THE CAR, YOU WILL NEED TO PARK IN THE PARKING LOT, WALK INTO THE BUILDING TO BE VERIFIED THAT YOU ARE ABLE TO PICK THE STUDENT UP FROM SCHOOL. YOU WILL THEN BE ISSUED ANOTHER CAR RIDER TAG SO THAT YOU MAY JOIN THE CAR RIDER LINE TO PICK YOUR STUDENT UP. PLEASE UNDERSTAND THAT WE REQUIRE THE NUMBER TO BE CERTAIN THAT YOUR CHILD IS GOING HOME WITH THE APPROPRIATE PERSON.

IF YOU NEED MORE THAN TWO CAR RIDER TAGS BECAUSE YOU HAVE MORE THAN TWO PICK UP PEOPLE (INCLUDING YOURSELF), PLEASE CONTACT THE OFFICE SO THAT WE MAY MAKE ADDITIONAL TAGS FOR YOU.



Regroup Mass Notification System

This allows the school to send important information quickly to parents via phone about district and school emergency situations, school delays and / or cancellations due to inclement weather. Also during the school year, Regroup will allow the school to contact parents about important school information and events, testing schedules, report card distribution, open houses, PTA meetings, and more. ALL parents and guardians of students enrolled in our schools are automatically enrolled in this communication system, and a parent message is usually sent early at the beginning of the school year to insure that the school has the correct information for contacting parents. **At any time your contact information should change, you need to contact the school office to make necessary adjustments to the data base.**

Emergency Dismissal

In the case of an emergency closing during the school day, an attempt will be made to notify the parents and guardians through the "Regroup Mass Notification System." The information on your child's emergency card should be kept current. If there are any changes to the information (cell, home, or work numbers), notify the school so we may update your records. Parents should establish with their children prearranged plans for arriving home in the event of an early closing.

If you are going to be out of town or unavailable for a period of time, please be sure to make provisions for someone to care for your child(ren) in the event of an emergency situation at Lombardy.



School Closing/Late Opening

When school will not be open or will open later than usual due to inclement weather or other circumstances, a posting will be put on the Brandywine School District Website (www.brandywineschools.org), an automatic phone call message (Regroup) will go out (be sure we have your correct phone numbers), announcements will be made on radio stations WDEL (1150), WAMS (1380), WILM (1450), WNRK (1260), and WJBR (1290). Listen for **Brandywine School District**; Lombardy Elementary will not be mentioned. **Please do not rely on calling the school! Most often the school offices are closed, too.**

Clothing

Please be sure your child is dressed to meet the weather conditions – warm wraps, boots, gloves, etc. We will be outdoors for recess at all times of the year depending on the weather.



Visitors

Visitors must sign in at the Main Office to get a name tag.

All visitors must sign in at the office where they will receive a visitor nametag. You will need to bring your driver's license/identification card in order to obtain a Visitor's Pass. This policy is in effect at all times children are in the building. Parents who have a previously arranged a conference with a teacher should be instructed to sign in at the Main Office also.

Before & After School Programs

The YMCA will provide on-site care for both before and after school. Arrangements for participation are made through contact with the YMCA. AM care is from 7am until school starts and PM care begins at the end of the school day until 6pm.

All students who attend the YMCA Aftercare Program will be dismissed to the library at the end of the school day.

When picking up, parents must sign their child in and out each day with the YMCA representative.

Dress Code

Lombardy Student Dress Guidelines

NEW DRESS CODE FOR ELEMENTARY STUDENTS

The BSD School Board has adopted a new dress code for elementary students. This new dress code will be effective for the 2021-22 school year.

The Brandywine School District creates a positive learning environment for all students free of distraction and disruption. In order to do so, the following conditions for student dress are in effect in all schools.

- All shirts must cover shoulders, chest, and midriff.
- Pants and shorts are to be worn at the waist. (Pajamas are prohibited)
- The length of skirts, skorts, shorts, and dresses must be at least mid-thigh in length.
- Heavy, bulky jackets or overcoats should be placed in lockers.
- Footwear must be worn at all times. (Flip flops and slides are not permitted. Rubber-soled shoes are required for Physical Education class.)
- Clothing with inappropriate, suggestive, or derogatory pictures or phrases may not be worn.
- Clothing designed to be worn as undergarments may not be visible.
- No headwear is to be worn in the building during the school day. This includes, but is not limited to hats, bandanas, scarves, earmuffs, sunglasses, or any other head covering, including hoods. Does not include religious head ware. Kippahs, yarmulkes, hijabs, and the like are allowed.
- Clothing with frayed edges or visible holes is not permitted unless there is a layer of clothing under the frayed item.
- Students wearing jewelry or accessories that may be considered unsafe or inappropriate to the learning environment may be subject to review by the administration.
- Any other garments or accessories that would be a distraction to the orderly educational process are prohibited.

Please note that items of clothing not specifically covered in the list above can be prohibited at the discretion of the building and/or District administration.

Health Concerns

At Lombardy Elementary, good health habits are emphasized so our students may participate fully in the learning experience. Children do not perform at optimal levels if they are experiencing symptoms related to colds, flu, upset stomach, vomiting, fever, chicken pox, etc. Therefore, we ask that you **do not** send your child to school if s/he is not in good health on any given day. No child should be sent to school with a temperature or until his/her temperature has been normal for at least 24 hours after any illness. Should your child develop an illness or an elevation of temperature during the school day, the school nurse will phone you or the person you designate on the student emergency card to inform you of his/her condition, and to request that you come to school to pick up your child. We have no facilities for the care of children who become ill during the school day.

As part of our health screening process, our school nurse will periodically examine children. Eyesight, hearing, skin and scalp will be checked. Abnormalities will be reported to you along with recommendations for follow-up care.



It is important that the school nurse be made aware of any special health problems, allergies, dietary needs, etc. about your child. We are committed to providing a medically safe and healthy environment for our students. We ask for your total cooperation in helping us maintain this standard.

Medication

Upon arrival at school, children are to drop off medication with necessary instructions at the school nurse's office. Since young children often forget, please call the nurse at 762-7192 to be certain that your child has delivered the medication.

No staff member is to dispense medicine to students. The school nurse can administer any medication that has been prescribed by a physician. The medication must be sent to school in the original container. School nurses may also give non-prescription medication with parental permission. The following guidelines are followed:

- The school nurse must be notified of any allergies, especially to medication, that the child has.
- All medications sent to school must be in the original container. (State Law)
- The school nurse will keep a record of the medication given.
- **Written permission stating medication to be given, along with reason, dose and time** should be given to the nurse. Parent must sign the note and include a telephone number where parent/guardian can be reached during the day.



“Tiger Tales”

A weekly newsletter that provides information about school activities, important dates, district-wide events and special happenings. Please be sure to take the time to read “Tiger Tales”. It will keep you informed!

A few years ago, we went “green”, so you will have the option of reading our weekly school newsletter, “Tiger Tales” via Regroup (email) and Class Dojo. Be sure your email address is up-to-date.

You can access the Tiger Tales anytime at: <https://www.smores.com/aupre>



School Contact Information

Nurse's Office	762-7192
Main Office	762-7190
District Office	793-5000
Transportation Office	762-7181

To speak with the school nurse, please call 762-7192. To speak to any other staff members at Lombardy Elementary, please call 762-7190. For information or questions of a district-wide nature, please call 793-5000. To discuss busing issues, please call the Transportation Office at 762-7181.

Field Trips

During the school year, teachers may plan a field trip for the class. These trips are intended to be instructional in nature to support and enhance the grade level curriculum. Teachers will often request parents to chaperone their class field trips. This is a great way to get involved and enjoy an educational experience with your child.

All students must have a **signed** permission slip to attend a field trip. Field trips are an extension of the learning in the classroom and a great deal of planning and coordination goes into each of these events. It is imperative that all money and signed permission slips are received by the deadline. **No child will be permitted to go on a field trip unless a permission slip is turned in by 9:00 a.m. one day prior to the trip.**

We are very glad to have your help to ensure a positive field trip experience.

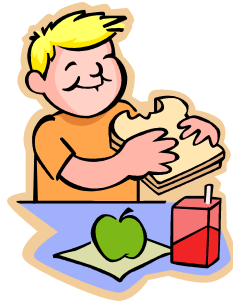
- Please sit with your assigned students on the bus.
- At the museum, play, etc., please stay with your assigned students **at all times**. Be sure they understand that they are to stay with you.
- Give students as much information as you can to make the trip interesting. Also, read display information with your group.
- Remind your students that they represent Lombardy and that you expect quiet, polite behavior.
- Provide time to use the restrooms. Escort and stay with the entire group when using the restrooms.

Lunch & Breakfast Programs

Our school cafeteria provides nutritionally balanced meals at a reasonable cost. Menus can be found on the Brandywine School District website.

Should your child bring his lunch from home, we suggest it contain **NO** gum, soda or excessive sweets. Milk may be purchased at school.

Federally subsidized free and reduced lunch and breakfast programs are provided to income eligible families. Applications for this program are available at <https://linqconnect.com>, or in the Lombardy Main Office,



Questions???

New Online payment system-

Students and parents can add money to their school lunch accounts at LINQ Connect, formerly Titan Software Systems. Any Titan Login/ Passwords created for the Titan Portal will work on the new, Linq Connet App.

Menus-

School Nutrition will **NO** longer print menus for K-5 students to take home. School menus can be found online at

<https://linqconnect.com>

<https://brandywineschoolmeals.com>

If you have any questions or concerns with your Student(s) lunch account, please contact the Brandywine School District School Nutrition Office at (302) 529-3110.



POS (Point of Sale) Registers

The School Nutrition Department uses a computerized/register system that allows users to track all purchases during meal times, maintain a history of all student transactions, alert cashiers when a student has a food intolerance or allergy, accept prepayments, etc. Students will use their assigned **Student ID number** as their meal pin number. This ID number will remain with the student until he/she graduates, including, transferring to another school in the district. Please encourage your child(ren) to memorize their meal pin number before the first day of school.

School Nutrition Meal Pricing	
Elementary Meal Prices (K-5 grades)	
Breakfast price for reduced priced meals	\$0.30
Breakfast price for paying students	\$0.80
Lunch prices for reduced priced meals	\$0.40
Lunch prices for paying students	\$1.50
8oz water, snacks and juice	\$0.25-\$0.60

Practice Diagram for Young Students

New Parents/Guardians in the District, (and especially for those parents with students entering kindergarten or first grade), the diagram below will help your child memorize his/her Student ID number. The diagram represents the exact format your child will use daily. After your child proceeds through the meal line, he/she should enter his/her Student ID number on the keypad. Your child can practice entering his/her number on the diagram after he/she has memorized it. Your assistance in helping your child memorize the Student ID number will increase the speed of the lunch line.

1	2	3
4	5	6
7	8	9
Clear	0	Enter



Student Performance



CONFERENCES

Frequent parent/teacher consultations throughout the school year are recommended to promote and maintain effective communications between home and school. These conferences may involve both telephone conversations as well as in-person contacts. District-wide conferences are held three times each year, but a parent may schedule additional conferences as the need arises. The principal or assistant principal will attend parent/teacher conferences upon request. If you desire a conference with your child's teacher, please call the School Office or send a note with your child.

PROGRESS REPORTS

There will be four reporting periods during the school. Report cards are distributed in November, February, April & June.

INTERIM REPORTS

Interim reports will be sent home four times a year, mid-marking period.

PROMOTION POLICY

The classroom teacher will make every effort to keep you informed of your child's academic and social progress throughout the year. You will be notified in early spring of the possibility of retention, and a conference may be scheduled with you to discuss this decision. The principal will make the final decision about retention after communication with you has taken place. Criteria for promotion is explained in the Code of Student Conduct, found on the Brandywine School District Website.

Emergency Contact Information

The information on your child's emergency card should be kept current. If there are any changes to the information (cell, home, or work numbers), notify the school so we may update your records. Parents should establish with their children prearranged plans for arriving home in the event of an early closing.

Crisis Response

While poor weather is most often the cause of these emergency dismissals. Other situations such as water or heating problems or a crisis of some type might also be responsible for an early dismissal or an evacuation, so it is important to be prepared at all times. Again, as soon as we learn of a decision to close early or to evacuate, every student's parent, guardian or the other individuals named on your child's Emergency Dismissal Form, will be notified.

Crisis Drills

Fire Drills: Monthly

Lockdown/Intruder Drill: At least twice a year

Building Evacuation Pick up Procedures

If the building must be evacuated, we have one primary site and one secondary site.

Primary Location

Brandywine High School

1400 Foulk Road

(302) 479-1600

Secondary Location

Mount Pleasant Elementary

500 Duncan Road, Wilmington, DE 19809

(302) 762-7120

There will be a banner posted on the doors of our schools stating the name of the evacuation location, the address, and telephone number. Parents picking up children should park in the parking lots and come into the site near the main entrance and receive special instructions at that point.