BRANDYWINE SCHOOL DISTRICT
Lombardy Elementary School
Family Handbook

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Dear Lombardy Families,

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!

**2022-2023 School Theme:**
Each year the Lombardy Staff adopts a school-wide theme. This year’s theme is, “Lombardy Is PAWsome, Leave Your Print!” 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 10, 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.

**Sneak a Peek Night**
Our “Welcome Back Sneak a Peek Night” is **Wednesday, August 24, 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 29, 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 30.*

**First Day of School**
- Monday, August 29 (Grade 1-5) *Kindergarten students only attend the KN Orientation.
- Tuesday, August 30 (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 3:30 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 (2021-2022). 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:
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 2021-2022 school year:

- Sneak-a-Peek (August)
- Spirit wear and Lombardy accessories
- Open House
- Restaurant/Family fun nights
- Family Dance/Spring Fling
- Parent/Family socials
- Book Fair to include family nights with Ice Cream Socials
- 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. We will be sending out the dates of meetings at Open house.

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

We look forward to meeting you!

President:  Christina Gafford  
Vice President:  
Treasurer:  Matt Smith
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

Vision

Striving for excellence every day!

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.

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.

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!
Administrative Team

Michael McDermott ~ Principal
Cara Beach ~ Assistant Principal
Nidra Calloway ~ Dean of Students
Patricia Spratley ~ Senior Secretary
Mary Manley ~ Secretary

Kindergarten

Ariel Conlon
Amy Hostler
Deborah Miller
Tara Nardone

1st Grade

Katie Ciecko
Julie Hamberger
Christina Kilpatrick
Tracy Turoczy

2nd Grade

Rachel Drake
Elizabeth Fernsler
Ashley Lucus

3rd Grade

Tracy Lauer
Sarah Greco
Lauren Maxwell
Tammy Zoppi

4th Grade

Darby Dill
Ron Porter
Maureen McGurk
Meghan Reynolds

5th Grade

Jamie Henning
Ellen Meara
Valerie Hart
Vicki Ventura

Special Education

Emily Bain ~ Teacher
Angelina Calvarese ~ Teacher
Sara Gleason ~ Teacher
Allison King ~ Teacher
Tara Pelino ~ Teacher
Alicia Shade-Phillip ~ Teacher
Agnes Paul ~ Teacher
Dr. John Arnold ~ Therapist

Support Staff

Jessie Chen ~ Reading Specialist
Dana Oppenheimer ~ Psychologist
Susan Gould ~ Guidance Counselor
Tracy Dawson ~ Educational Diagnostician
Gabriela Fioravanti ~ Nurse
Patricia Campbell ~ Paraprofessional
Jennifer Simpers ~ 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](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 Color 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.

Parents may serve in a variety of capacities in helping to enhance our program by such involvement as assisting in the classroom, supervising cafeteria and play areas, assisting in the library, serving as resource persons in sharing special skills and interests, and by participating in any of the functions such as the Ice Cream Social or Book Fair. Forms will be sent home at the beginning of the school year so that all parents can sign up to volunteer at Lombardy in an activity that they can enjoy and that will benefit their children and the school. By getting involved with your child’s education, you will not only be proud of your PTA membership, you will also be very proud that your child is a student at a school as fine as Lombardy!

Homeroom Parents
The overall responsibility of the Homeroom Parent is to assist the classroom teacher in the carrying out of the extra-curricular activities. He/She acts as a liaison between the classroom, the parent groups, the administration and the parents. He/She helps the teacher in the planning of parties, telephoning of parents, and assisting the teacher in any other way the teacher needs help. Homeroom Parents are asked to keep telephone listings confidential.
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, Cheerleading, Girls on the Run, and Basketball
- Parent Fee Programs Drama Club Bricks for Kids Art Instruction, Soccer Shots, Yoga

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.
Arrival Procedures

Students will be permitted in the building beginning at 8:40am. 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 an absence, the student must present a note to the teacher, written by the parent or legal guardian, within the first 5 days of the student returning to school.

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.

Absences from physical education and recess must be accompanied by a note from the parent and approved by the principal. Verbal excuses from parent or child will not be acknowledged. Children excused from gym class are to report to gym class and will be instructed on what to do based on capabilities.

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 3:00 pm, since dismissal time can be very busy.

Tardiness

Being punctual is important for students to transition into the learning environment. Arrival after 8:55 am 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.

**DO NOT SEND NOTIFICATION BY EMAIL, AS A SUBSITUTE TEACHER WILL NOT HAVE ACCESS TO EMAIL ACCOUNTS.**

**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. **Even if there is a note from the parent regarding the change, under no circumstances will a child be placed on a bus if he or she is upset or uncertain about their dismissal procedure without first making 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. **Under no circumstances will a child’s dismissal routine be changed without a dated, signed, note from a parent or guardian.**

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.

**PM**: Students that walk home will exit the building with their homeroom teacher in the bus line. Teachers will walk students to hallway A door. 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

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 WHEN YOU PULL UP TO ONE OF THE DROP OFF CONES, THAT YOUR CHILD IS READY TO EXIT THE CAR IMMEDIATELY so that the car line continues to move. That means, mask on if required, book bag closed and ready to exit the car with your child.

The first car in line will move up to position one by the dumpster. There will be flags to mark where parents are to drive up to the mark (flag 1-2-3-4-5). Once your car is stopped, you child may exit your car and please remind them to walk behind the purple line closest to the building for safety purposes. The children will enter the building and go directly to breakfast and then to class. If your child is not having breakfast, they will proceed directly to their classroom. It is important that students are ready so that we can keep the line moving so that students can eat breakfast and get to their classrooms on time. If your child is late, he or she is losing valuable learning time. It is very important that all students are in the building by 8:55 at the latest.

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

Car Riders will be dismissed to the gym at approximately 3:30. We will not begin loading students until 3:35. When driving around back, please do not drive past the gate since students may be outside and need to re-enter the building. 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.**

The same procedure will be followed from the morning. Cars will pull up to the spots numbered 1-5, once the cars stop, the students will be directed that it is safe to walk to the car and get in. Please encourage your child to get in quickly and get their seatbelt on so that you can begin moving and the next set of cars can pull up to load. If the seatbelts take a lot of time to be put on, please feel free to pull up slowly past the dumpster so that you are not blocking traffic and you can assist your child with his/her seatbelt.

Thank you for familiarizing yourself with the procedures so that students are dropped off and picked up as efficiently as possible!!!
**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.**

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**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.

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**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.**

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**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.

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**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 medicine 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”

School life at Lombardy is exciting and educationally sound because it meets the needs of children, parents, staff, and community. 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. This newsletter provides information about school activities, important dates, district-wide events and special happenings in the Lombardy Family. Please be sure to take the time to read “Tiger Tales”. It will keep you informed!

School Contact Information

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<th>Phone</th>
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<tbody>
<tr>
<td>Nurse’s Office</td>
<td>762-7192</td>
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<tr>
<td>Main Office</td>
<td>762-7190</td>
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<tr>
<td>District Office</td>
<td>793-5000</td>
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<tr>
<td>Transportation Office</td>
<td>762-7181</td>
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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.
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 in the Main Office and in the School Nutrition Department at District Office. If you feel that your child(ren) qualify for this program please complete a Meal Benefit Form and send it back to the school cafeteria.

**New Online payment system**
Students and parents can add money to their school lunch accounts at: [https://family.titank12.com](https://family.titank12.com).

**Menus**
School Nutrition will NO longer print menus for K-5 students to take home. School menus can be found at BSD website at: [https://de50000195.schoolwires.net/Page/1132](https://de50000195.schoolwires.net/Page/1132).

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**Questions??**
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

<table>
<thead>
<tr>
<th>Elementary Meal Prices (K-5 grades)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast price for reduced priced meals</td>
<td>$0.30</td>
</tr>
<tr>
<td>Breakfast price for paying students</td>
<td>$0.80</td>
</tr>
<tr>
<td>Lunch prices for reduced priced meals</td>
<td>$0.40</td>
</tr>
<tr>
<td>Lunch prices for paying students</td>
<td>$1.50</td>
</tr>
<tr>
<td>8oz water, snacks and juice</td>
<td>$0.25-$0.60</td>
</tr>
</tbody>
</table>

**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
```

More information:

Brandywine School District School Nutrition Program Web site: https://de50000195.schoolwires.net/Page/1124
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.

Home Access Center

Home Access Center allows parents and students to view student’s schedule, attendance, class work assignments, and grade information through a web-based application. It is a great way for families to stay informed about ongoing student progress. Your child’s homeroom teacher will provide you with confidential login information.

Please note that assignments will be graded and recorded in a reasonable amount of time. Some project and longer assignments may require additional grading time. Questions about your child’s performance should be directed to the homeroom teacher.

The website is: http://hac.doe.k12.de.us/homeaccess.

Home Access Center is disabled during summer months.
Homework Policy

Assigned homework is to be completed at home and is an extension of the concepts learned in class. Homework serves to reinforce and supplement the in class lesson while developing independent study habits. Students in the following grades should anticipate the following amounts of time to be spent on homework:

- Kindergarten ~ 1-2 times per week for 10 - 15 minutes
- 1st and 2nd Grades ~ 4 times per week for 20 - 30 minutes
- 3rd Grade ~ 4 times per week for 30 - 45 minutes
- 4th and 5th Grade ~ 4 times per week for 40 – 60 minutes

Please keep in mind that differences in ability level may alter the time spent in certain subject areas. Additional time may also be required for studying for tests and completion of special projects. It is especially important that homework be completed and handed in on time. Homework supports student achievement and reinforces learning.

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.

Building Evacuation Pick up Procedures

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

<table>
<thead>
<tr>
<th>Primary Location</th>
<th>Secondary Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandywine High School</td>
<td>Mount Pleasant Elementary</td>
</tr>
<tr>
<td>1400 Foulk Road</td>
<td>500 Duncan Road, Wilmington, DE 19809</td>
</tr>
<tr>
<td>(302) 479-1600</td>
<td>(302) 762-7120</td>
</tr>
</tbody>
</table>

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.
School-wide Expectations

A copy of the Brandywine School District Elementary Code of Conduct/Student Procedure and Student Rights and Responsibilities will be sent home with each student. Parents are reminded to carefully read, review and discuss this document with your child. A signed card acknowledging receipt of the document must be returned to your child’s homeroom teacher.

Students are expected to follow both the expectations outlined in the Code of Conduct and the expectations of staff and administration at Lombardy Elementary School. Classroom teachers will provide parents with information regarding specific classroom expectations.

Please review and revisit procedures and expectations with your child.

Cafeteria Procedures
~Children should speak in a “Level 1 Voice”.
~Children must remain seated.
~Children are permitted to go to the lunch or snack line only once and must have permission from an adult.
~The limit for snack items is two items (not including milk).
~Candy is not encouraged, but small amounts may be eaten as part of the lunch. Gum is not permitted.
~Sodas are not permitted.
~Children will be in “Level 0 Voice” during the last few minutes of lunch. (Cleanup and waiting for teacher to pickup)

Hallway Procedures
Children should not talk, run or have conversations while walking with their class in the hallway. Students should walk quietly in line.

Playground Procedures
Whenever our students are on the playground, we expect them to follow playground expectations and procedures.

Swings
~One child only on a swing.
~Children must sit on the swings, and may not jump off while the swings are moving.

Slides
~One at a time on the slide.
~Children must sit, feet first, going down slides.
~Children may not run up the slides.

Cross Bars
~Children must move in one direction on the crossbars.
~Children may not climb or sit on top of these bars.

Games
~Games that involve karate moves, kicking, pile-ons, stick throwing, pushing, tackling, or aggressive behavior are prohibited.

Miscellaneous
~Children may not go after balls rolling into the parking lot. An adult in charge must be told about the ball.
~Children may not jump off of the tall pieces of equipment.
~Children may not dig in or throw the wood mulch.
~The wooded areas are off-limits, unless supervised by an adult on the walking trail.

Lining up
~When teachers or aides blow a whistle for line up, children are to line up immediately in quiet, orderly lines.
Bus Regulations

Remind students that:
~ Riding the bus is a privilege; violating the rules can result in suspension from the bus.
~ Fighting on the bus or at bus stops will not be tolerated.
~ Bottom to bottom, back to back, book bag in your lap.
~ Leave your things packed in your book bag.
~ Use kind words.
~ Voice level 1.
~ Clean up your area on the bus.
~ The bus drivers/aides have the same authority on the bus as the teacher has in the classroom.

Positive Behavior Support

Lombardy is a Positive Behavior Support School. We strive to structure the learning environment to support the academic and social/emotional success of all students. Clearly defined behavioral expectations are established and explicitly taught to students. Frequent reminders of expected behaviors are provided to students and positive behavior choices are acknowledged by staff. We believe that it is important to acknowledge positive behavior choices. Classroom teachers will utilize a variety of strategies for management of their classroom.

Students are expected to adhere to the Brandywine School District Code of Student Conduct. Therefore, there may be times that consequences for inappropriate behaviors are assigned by administration. These consequences will be in accordance with the code of conduct.