

Table of Contents

TABLE OF CONTENTS.....	i
DIRECTIONS TO LINDEN HILL ELEMENTARY SCHOOL.....	ii
WELCOME TO LINDEN HILL SCHOOL.....	3
HISTORY.....	4
OUR VISION.....	5
SCHOOL MISSION STATEMENT.....	6
SCHOOL PHILOSOPHY.....	6
SPECIAL PERIODS.....	7
Art.....	7
Library.....	7
Music.....	7
Strings/Band.....	7
Technology.....	8
Physical Education.....	8
INSTRUCTIONAL RESOURCES.....	9
Talented and Gifted Program (TAG).....	9
Reading Resource Staff.....	9
Psychologist.....	9
Speech and Language Therapist.....	9
Educational Diagnostician.....	9
School Counselor.....	9
Health Services/School Nurse.....	9
SCHOOL SPIRIT.....	10
SCHOOL SONG.....	11
SPECIAL DAYS & AWARDS.....	12
Student of the Week.....	12
Birthdays.....	12
Spirit Day.....	12
DAILY SCHOOL INFORMATION.....	13
School Hours.....	13
Late Arrival.....	13
Dismissal Procedures.....	13
Attendance.....	13
Planning for Each School Year.....	14
Visitors and Volunteers.....	15
CAFETERIA.....	16
Lunches Brought from Home.....	16
Lunches Served in the Cafeteria.....	16
Double Lunch Platters.....	16
Lunch Period Procedures.....	16
Food Service Prices.....	16
Payment.....	17
STUDENT APPEARANCE.....	18
STUDENT CODE OF CONDUCT.....	18
RECESS.....	19
TRANSPORTATION.....	19
Bus Rules.....	19
Breaking the Rules.....	20
Request for Changes in Bus Assignment.....	20
WALKERS.....	20
Crossing Guards.....	20
CAR RIDERS/PARKING/ARRIVAL/DISMISSAL.....	21
PARKING DIAGRAM-AM.....	23

PARKING DIAGRAM-PM	24
WEATHER FACTORS AND SCHOOL OPERATIONS	25
EMERGENCY PROCEDURES	25
REPORTING PROGRESS	27
Assessment -what are the trends?.....	28
What is the marking system for the primary progress report?	29
Marking System	29
Home Access Center	29
LINDEN HILL PTA	30
LINDEN HILL ELEMENTARY SCHOOL MAPS.....	32

Red Clay Consolidated School District Resolution

The RCCSD will provide a high quality education to all of our students in all of our schools. All Prioritized Curriculum/Common Core Standards will be taught. All our students will learn this content. This will promote understanding and prepare all our students for success in the 21st century.

Directions to Linden Hill Elementary School

- Route 2 (Kirkwood Highway) west (toward Newark).
- Right onto Route 7 (Limestone Road).
- Left onto New Linden Hill Road (approx. 6 traffic lights from Rt-2).
- Turn right at third traffic light onto Skyline Drive.
- Continue to Linden Hill Elementary School on the right.

Welcome to Linden Hill School

At Linden Hill we believe that “Learning is a Life-Long Journey” and at this time we invite you to join us as this exciting excursion continues for your child at Linden Hill Elementary School.

Working in partnership, the school, home and community optimize each child’s potential to be successful. Together, we will be able to provide the best possible educational experiences for your child. At Linden Hill we focus on developing the “whole” child, socially/emotionally, cognitively and physically. We look for the strengths that children come to us with and build upon them. We are always striving for excellence.

We hope that during the school year, you will be able to join your child in the many classroom celebrations designed to showcase your child’s learning. Sharing a child’s progress with him/her has a positive effect on a child’s achievement. We also encourage you to stay in contact with your child’s teacher through writing notes, e-mailing, attending meetings, joining the PTA, volunteering to help read aloud in our classrooms, chaperoning a trip or assisting in some other way.

It is our sincere hope that this handbook will provide the information needed for you and your child to have a successful year at Linden Hill. Please review it carefully and refer to it throughout the school year. For updates and classroom specific information, please access our website (www.lindenhill.redclay.k12.de.us).

We thank you for choosing Linden Hill and look forward to providing a wonderful school experience for your child.

Educationally Speaking,

Deborah Brady
Principal

Nathan Palkovitz
Assistant Principal

History

Linden Hill Elementary School opened in 1971. Originally it served grades K-6. Due to declining enrollment in the Red Clay Consolidated School District, Linden Hill was closed in 1981. During the time of its closure it was utilized by outside agencies (Easter Seal Society and Holy Angels School) as well as the Warner School while repairs were made after the fire there.

Linden Hill reopened its doors on September 3, 1991 and served children in primary grades K-2. This reopening addressed the district's efforts to restore neighborhood schools to the maximum extent possible under the desegregation order. It also served as an integral part of the implementation of the district's new mixed feeder pattern.

From 1999 until the present, Linden Hill expanded, with the addition of a grade a year, to the K-5 grade configuration that is currently in place.

Currently, Linden Hill serves the suburban communities in the Upper Pike Creek and Hockessin areas as defined by Attendance Zones. Additionally, Linden Hill's student population is open to Choice students in grades K-5 when seats are available.

As a result of our Community's passage of the Capitol Bond Referendum in 2007, Linden Hill has undergone some major construction. Four new classrooms were added to our building and a new heating/air conditioning system was installed.

The student population of Linden Hill continues to grow. Installation of an annex was completed in September 2011. This temporary structure will house six classrooms for the 2011-2012 school year, and into the future.

Our Vision

The vision that we hold for Linden Hill Elementary School consists of three main components:

Child Centered Program

- Instruction should focus on developmental stages.
- Classroom environments provide for a variety of learning styles.
- The school environment reflects children's work.
- Instruction reflects a variety of cultures.
- Classrooms are heterogeneously grouped.
- School is accessible to children and their families.

Cooperative School

- All staff has input in decision making.
- Cooperative partnerships with parents and community are established and valued.
- Curriculum integrates special education/remedial services and enrichment services.
- Children are provided the opportunities to participate in cooperative learning activities as part of the curriculum.

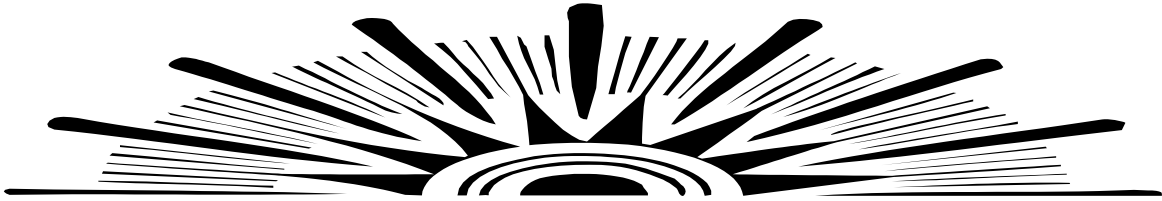
School Culture

We believe that a positive school culture is the foundation for any school improvement. As a staff we support a positive school culture valuing:

- Involvement in decision making
- Traditions
- Educational research
- Caring
- Honest, open communication
- Humor
- Appreciation and recognition
- Trust
- Protecting what is important
- Tangible support
- High expectations

School Mission Statement

Linden Hill's mission is to provide **ALL** members involved in the school community with the opportunity to experience success as life long learners. We are dedicated to fostering a safe, child centered, nurturing environment that enables each individual to grow academically, emotionally, socially, physically and aesthetically.



School Philosophy

Our school is a child centered, multi-cultural school where we value:

- Excellence in education through developmentally appropriate practices, curriculum and assessment
- A child's individual differences and needs (physical, emotional, intellectual and social)
- An environment conducive to learning
- A unified approach to positive behavior management
- Partnerships between staff, children, parents and the community

Special Periods

Vital to the development of the “whole” child, starting in kindergarten, students receive Related Arts instruction in the areas of art, library, music, technology and physical education. Our specialists provide this instruction to each student once a week for a forty-five minute period. Below is specific information about each of the related arts areas. If you would like more information concerning these programs please don't hesitate to call us or check out our website.



Art

The art program at Linden Hill is a conceptually based one. Vocabulary words such as pattern, abstract, realistic and overlapping are introduced and reinforced throughout the six year program. Concepts are practiced and applied through various media, art activities and art history.



Library

In the library, we strive to create a warm, inviting and friendly atmosphere so students will find it an interesting place to visit. Children learn about various authors and illustrators and the special awards given in these areas. All styles of literature, both fiction and non-fiction, are covered. Children are taught the check out procedure and the proper care of books. When children come to the library they need to be prepared by returning their books on time. Children are held responsible for the books they check out. Payment will be required for a lost book before another book can be checked out.

Music / Chorus

Our music program promotes an appreciation of music. Children are exposed to variety of musical concepts as well as various kinds of music. Students in grades 4 and 5 also have the option to join our school chorus which meets weekly and presents two performances each year.



Strings/Band

The Red Clay School District offers string instruction and instrumental music instruction (band) to students in grades 4 and 5. These elective classes are held weekly and require that families provide the instruments. At Linden Hill, the district has permitted us to incorporate our band program for

our 4-5 grade students into our music program. Students who choose to participate in our band program make a year long commitment as this serves as their music class.



Technology

It is our intention to use our media center to help us meet the Technology Standards set for our students in a meaningful and age-appropriate way. Through the inclusion of a technology class into our Related Arts Program, students will have a regularly scheduled opportunity to be involved in this center. Initially, the purpose of this class will be to expose students to the many ways in which technology can increase their learning as well as to provide students with the opportunity to become conversant with computers in an introductory way. Additionally, our media center will be available to individual classes to extend their learning opportunities as well as to formalize their work.



Physical Education

Our Physical Education program is designed to develop and enhance each child's physical, social and emotional growth through age-appropriate physical activities. Emphasis is placed on five areas:

- **Preparation** – children need to wear sneakers that tie or strap snugly onto their feet along with pants and a shirt for gym class.
- **Cooperation** – children are expected to listen and follow directions.
- **Team Work** – children will work with one another supporting group activities.
- **Sportsmanship** – children will follow game rules and will encourage others.
- **Self -Control** – children need to be in control of their bodies within the guidelines of the activity.

Through rhythmic, dance, gymnastics, basic sport skills and physical fitness, the goal of the physical education program is to build healthy bodies in a safe environment, and to have lots of fun.

Instructional Resources

Talented and Gifted Program (TAG)

The talented and gifted program focuses upon enrichment and interests in learning. Students in grades 2-5 are invited to participate in the TAG program based upon their task commitment, creativity and score on a specific assessment. Placement into the TAG program is based on individual evaluations, including teacher nominations, parent nominations, classroom observations and formal assessments.

Reading Resource Staff

Our reading resource teachers work in collaboration with the regular classroom teacher and provide additional reading assistance to children who need this support.

Psychologist

We have a psychologist scheduled at least one day a week who is available to assist with the testing and evaluation of children when needed.

Speech and Language Therapist

We have a speech and language clinician working with children who need assistance in their speech and language development. Needs are assessed by our clinician.

Educational Diagnostician

Our educational diagnostician organizes child study teams in collaboration with the classroom teachers. The child study teams review the progress that children are making and establish future steps promoting student success.

School Counselor

Our school counselor enhances our instructional program through whole classroom guidance lessons, small group and individual activities focusing on the topics of positive self-concept and the development of social skills. Also, the school counselor assists students, teachers and parents with normal developmental concerns that all children experience.

Health Services/School Nurse

Our school nurse has the responsibility for coordinating health services for our students while at school. In the event of sudden illness or injury, our school nurse administers first aid. If there is an emergency, parents are contacted. We request that you complete all information on the Student Data Card at registration and update your information in September of each school year to insure that we have the correct phone numbers to make contact. Your signature on the back of the card is extremely important and allows prompt care to be given at the hospital should we be unable to contact you.

Red Clay policy states that:

- Any child with a temperature greater than 100 degrees will be excluded from school.
- Any child who is excluded from school due to fever should have a temperature within the normal range (less than 100 degrees) for 24 hours *without* taking Tylenol (Acetaminophen) or Advil (Ibuprofen) prior to returning to school.

Children may not keep medicine of any kind on their person. If medication needs to be given to your child during the school day, the nurse may administer it if it is properly labeled and a note is sent in with the medicine. The prescription label must include the child's name, current date,

dosage, name of the medication and the physician's name. All medication should be sent to school in the original bottle. Non-prescription medication may be administered at the discretion of the nurse, however, this medication must also be in its original container (as purchased) and be accompanied by a request from the parent.

If medication is prescribed to be given 3 times a day, it is better to give it before school, after school and before bed. This keeps the medication level more consistent. If medication is to be given 4 times a day, the child will need to receive the mid-day dose at school.

Screening programs for vision and hearing are done annually at Linden Hill. Families are notified with a letter and/or phone call of findings that need attention by a specialist.

Please call the school office (454-3406) if you need more information about these Resources.

School Spirit

The first Friday of every month is *Pride Day*. Students and staff wear the school colors to show their school spirit. We also sing our school song that day and take a school wide health walk.



School colors: Blue and Yellow

School mascot: Lion

School motto: We ROAR with pride!

School Song

*We take pride in all we do,
Reading, writing to name a few.
Sharing, caring and helping too,
We are the Lions of Linden Hill.*

*Make new friends, that's for sure.
Becoming strong, learning more.
We're so proud – hear us roar,
We are the Lions of Linden Hill.*

*We are the Lions of Linden Hill.
(ROAR)*



Special Days & Awards



Student of the Week

The student of the week program is a way for us to get to know your child a little better. Each Monday classroom teachers identify a Student of the Week. Students' names are announced school wide and each child receives a special book from the administrators, provided by the PTA. Every child will have the opportunity to be a student of the week.



Birthdays

At the end of each month we have a school wide birthday celebration for all students who have a birthday in that month. July and August birthdays are celebrated in June. At the celebration we have cupcakes and hear a story read aloud by Dr. Bradley and Mrs. Brady. Our PTA sponsors the cupcakes.

In addition, families may wish to send a special treat into school for a child's birthday. We ask that school snacks be healthy choices and that the family check with the teacher to determine if there are any food allergies. Birthday treats are distributed to the class during their lunch period.

In accordance with District policy, we remind families that treats that are shared with other students must be small, and may not take the place of the lunches that students would buy from the cafeteria that day.

Spirit Day

Occasionally, throughout the year, we schedule Spirit Days. You will be notified about these special days through the Linden Hill Happenings (school newsletter), special school flier, and/or classroom newsletter. Spirit Days may include celebrations such as, Storybook Character Day, Sweat Shirt Day, Hat Day, etc.

Daily School Information

School Hours

- Doors open 8:35 a.m.
- Instructional day begins 8:50 a.m.
- Dismissal 3:40 p.m.

There is no supervision available for children arriving earlier than 8:35 a.m. Families are responsible for supervising their child when arriving early. Also, please be aware that our staff leaves at 3:50, so if you are picking your child up it is critical that you be punctual.

Late Arrival

If your child is late for school (after 8:50 a.m.), please accompany him/her to the office where you can share the reason for his/her lateness. Your child will then be issued a pass to be admitted to class. Please be aware that according to the Red Clay Code of Conduct excessive, unexcused tardies (10) is grounds for termination of your child's Choice status at Linden Hill.

Dismissal Procedures

At Linden Hill we consider the entire instructional day to be important; therefore, we strongly discourage early dismissals. However, when you must pick-up your child early, we ask that a note be sent to school on the day of the early dismissal and be given to the classroom teacher.

Also, if an early dismissal is necessary we ask that you pick-up your child before 2:45 p.m. so as not to interfere with the overall dismissal of all the children. Therefore, unless it is an emergency situation no child will be called down to the office after 2:45 p.m. for dismissal. Any parent who comes to the office seeking to transport a child home after 2:45 p.m. will be asked to wait to receive the child until the general dismissal of the entire school takes place.

When you come to school to pick-up your child, please report to the office. The school secretary will notify the teacher to dismiss your child. Please sign the student dismissal book. If a person other than the child's parent/guardian is picking up the child please send a note including this information **even if the person picking your child up is an emergency contact.**

Many families have special childcare arrangements for their children after school. Often these arrangements vary for two or three days out of the week and sometimes change day to day. To assist with a safe dismissal each and every day we require the parent to put in writing any changes from the dismissal procedure that is assigned to you by transportation.

If for any reason your child's regular dismissal routine should change the parent is responsible for notifying the school in writing of such a change each day that the change is to occur. One note for the week cannot be accepted. If changes are not put in writing we will follow the regular dismissal procedure for your child.

Attendance

We are extremely proud of our attendance record at Linden Hill Elementary School. We know that children with good attendance records also demonstrate high rates of success in school. Attendance is critical in all grade levels.

The district has initiated an automatic call home to families informing them of their child's absence from school. This notification does not eliminate the need to provide information as to why your child is not in school. If illness or family emergencies occur and your child must stay home, please make sure that you send a written excuse to school. In the note please include your child's name, the reason and date of the absence and your signature. Excessive absences will be referred to the district's visiting teacher.

Please also reference the Red Clay Consolidated School District Attendance Policy in the Student Code of Conduct for additional information regarding attendance.

Excused absences include:

- 1) Illness
- 2) Contagious disease within the home of the pupil
- 3) Critical illness and/or death in the family or of a friend
- 4) Legal business
- 5) Observance of a religious holiday
- 6) Doctors appointment
- 7) Pre-arranged absence to visit a college/university or other educational experience
- 8) Suspension

Absences for other reasons are classified as unexcused. Please be aware that according to the Red Clay Code of Conduct 10 unexcused absences will terminate your child's Choice status at Linden Hill.

Please note that children need to attend school for half the instructional day in order to be counted as present for the day (e.g., A child with an early dismissal before noon would be marked absent for the day.)

Planning for Each School Year

Please know that **we do not accept requests for specific teachers**, however we do value parent/guardian input. Should you want to articulate in writing information about your child's learning style or any other pertinent information about your child that will help us place him/her for the upcoming school year, please send this information to the office by June 30th.

Visitors and Volunteers

At Linden Hill we encourage parents to volunteer. If you are interested in working in the classroom with children, we require that you participate in our Parent Volunteer Workshop which is offered in the fall. If you are interested in helping out in other ways this workshop is not required.

To ensure a safe learning environment, however, we require all visitors and volunteers to first sign in at the office. Visitors, please be sure to stop in the office first, before going to a classroom so that we can announce your arrival and/or provide you with an escort.

Because of safety concerns, building capacity, insurance issues, and the fact that we strive to maximize the instructional opportunities for all students, **we ask that families not bring siblings or any other children to school to visit or attend programs that occur during the school day.** In addition, **please note that children will not be excused from classes to attend siblings'/friends'/relatives' in-school programs.** There are, however, many curricular and social activities that occur after school, to which all are invited.

Linden Hill adheres to the Red Clay Visitation Policy included below:

Red Clay Consolidated School District
SCHOOL VISITATION POLICY

The Red Clay Consolidated School District welcomes visitors to its schools. It recognizes the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships. The District also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe, secure learning environment in each of the District's schools.

Definition of Visitor:

For the purpose of this policy, the term "visitor" shall be defined as any individual who is not an employee or student of the Red Clay Consolidated School District. (Contractors and vendors are to sign in, wear badges, and follow the same guidelines as other school visitors.)

VISITATION GUIDELINES:

The following procedures will be in effect in all school buildings in the Red Clay Consolidated School District and we ask your cooperation in following them. The District's objective is to promote a safe and welcoming learning environment for all learners.

- All **visitors** are required to use the main entrance to the building.
- All **visitors** are required to report to the main office immediately upon entering any school building.
- **All visitors, including those whose visits are pre-arranged**, will be asked to sign a visitors' log and will be issued a visitor's badge.
- **Visitors** are required to wear the badge during all times while in the school building.
- **Visitors** are required to sign out in the visitors' log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the main office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrator and teacher, who will indicate the best time for such activities and required training.
- Parents/guardians are welcome to visit their child's classroom to view a lesson. However, in order to ensure that the educational process is not interrupted, the District requires that parents/guardians make arrangements through the principal **at least 24 hours in advance**. Teachers may request that an administrator attend during the classroom visit.
- **Visitor badges** are valid to/from the location noted in the visitor's log. The badge does not denote permission to travel to other areas of the building without authorization.
- Visits to areas other than classrooms (cafeteria, gymnasium, etc.) require permission of a building administrator.
- District staff may ask for photo identification. **Visitors** are assured that this safeguard is for the protection of all students.

LIMITATION OF VISITS:

- Administrators are authorized to limit the visiting of school/classes when, in their judgment, the visiting by an individual is disruptive/inappropriate to the classroom learning or the orderly school process.

FAILURE TO COMPLY WITH DISTRICT POLICY:

- Failure to comply with this policy subjects violators to arrest for trespass on school grounds and facilities in violation of Delaware Code, Title 11, Section 821 of the Delaware Criminal Code.

Cafeteria



Lunches Brought from Home

If your child packs his/her lunch from home, please be sure your child's name is on his/her lunch box or bag. Milk may be purchased to accompany a lunch brought from home. For safety reasons glass containers are not permitted.

Lunches Served in the Cafeteria

Nutrition Services provides a hot lunch platter each school day. This lunch is listed on the printed menu sent home monthly. Alternate lunch choices are also available daily.

All platters include milk and a choice of two side items.

Double Lunch Platters

The Nutrition Services' policy allows for students to purchase double lunch platters. If you have prepaid for your child's lunches, only one lunch is permitted to be charged against the account unless we have written permission from the parent/guardian to take the second lunch out of the account. We must also have written permission to take milk and/or a la carte monies from your child's account. You may write a one-time note for a particular day or a note that includes the entire school year. Please be specific as to what the child may use his/her account for, i.e. double lunches, milk, and/or a la carte items.

Lunch Period Procedures

The District utilizes a PCS electronic cash register system. This system uses each child's student identification number. Students are given an identification card that is scanned when they purchase from the cafeteria. During the first week of school, teachers will be helping children become familiar with their student identification number and the barcode scanning process.

Food Service Prices (Prices subject to change)

Breakfast	\$.75
Lunch	\$ 1.50
Double Lunch	\$ 3.25
Milk (a la carte)	\$.50

*Free/reduced meal applications are sent home during the first week of school. If you are in need of this form, please contact the school office or access the district website www.redclay.k12.de.us and click on the "What's for lunch?" link.

Payment

You are strongly encouraged to pre-pay into your child's meal account. The lunch lines move much more quickly when students have money in their accounts vs. paying cash at lunchtime. For every \$15.00 you pay **in advance** your child will receive 11 lunches (one free for each 10 purchased). For example, \$15.00 = 11 lunches, \$30 = 22 lunches, etc. Please make your check payable to "Linden Hill Cafeteria" and be sure to put your child's full name in the memo portion of the check. Then send the check to the cafeteria via the student or teacher.

If your child is planning to buy lunch but forgets his/her lunch money (or there are not sufficient funds in his/her account), the cafeteria will permit the child to "charge" for the platter. This is also true if a student forgets his/her lunch from home (or leaves it on the bus!). Payment for the charged lunch is expected the following day. Payments may also be made online. Please visit the Red Clay website (<http://www.redclay.k12.de.us/>) if you would like to explore this option or find out additional information about cafeteria services.

Questions

You may call the cafeteria staff with any questions. Due to limited staffing, we recommend you call before or after lunch periods (i.e. before 10:30 or between 1:15 and 1:45). Our direct telephone number is 454-5469. If you prefer, you may send a note with your child or e-mail us. Our e-mail address is drenna.decktor@redclay.k12.de.us . We will reply as quickly as possible.

Student Appearance

We take pride in all we do...neatness and general appearance of our children and staff are important. Proper dress promotes self-esteem, appropriate behavior and a positive school climate.

We encourage you to dress your child according to the weather. You also need to be aware that classroom climate is sometimes unpredictable. Dressing children in “layers” can accommodate for that. Shorts are appropriate; however any garment that exposes the midriff is not appropriate. Below are the School Board guidelines for dress in the elementary school:

- 1) Appropriate and safe footwear must be worn at all times. Sandals with back straps are permissible, but flip-flops, jelly type sandals, untied laced shoes and **Heelies** are not.
- 2) Hats are not to be worn in the building during school hours. Coats may not be worn during class time.
- 3) Any garment deemed inappropriately tight, short or revealing is prohibited during school hours. No bare midriff. Shorts should be near the knee.
- 4) Any attire that is disruptive to the educational process is prohibited.
- 5) Removal of accessories during shop, physical education or lab is required for safety.

Student Code of Conduct

A Student Code of Conduct will be sent home to all families. Please take time to review this with your child/ren. It details the district’s board policies for such things as students’ rights and responsibilities, attendance, behavior expectations, etc.

Consistent with Red Clay guidelines, Linden Hill has an **anti-bullying policy**, and a committee responsible to oversee the implementation of this policy. Any reported bullying will be investigated, and consequences for confirmed cases will be administered in accordance with the Code of Conduct.

Red Clay defines bullying as follows:

Bullying is any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:

- A. *Placing a student, school volunteer or school employee in a reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.*
- B. *Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or*
- C. *Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or*
- D. *Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another student, school volunteer or school employee.*

Recess



At Linden Hill we view our outside recess as an integral part of our curriculum. The opportunity to develop gross motor skills is important to the development of the whole child. Children will be going outside each day for approximately 30 minutes with the exception of inclement weather and extremely cold temperatures (below 20 degrees) or where caution is being advised.

With this philosophy in mind, we ask that you dress your child appropriately for the weather. In winter, hats, gloves etc. are advised. On days when there is snow on the ground, please have your child wear boots or send an extra pair of shoes for your child to change into after being outside.

Children will be excused from recess when accompanied by a physician's note indicating recess restrictions due to health conditions.

For the safety of all children during the recess period, we strongly discourage family visits at the "fence" while children are playing.

Transportation

The Red Clay Consolidated School District provides school bus transportation for the Linden Hill children. The transportation department (322-0251) is responsible for developing routes, hiring drivers and scheduling bus stops. The staff at Linden Hill works with the transportation department to provide safe and reliable bus service to our children. **Please note that for insurance and safety reasons, students are not permitted to ride any bus other than their assigned bus.**

In the event you decide to pick up your bus rider from school, please sign him/her out in the office. This is a precaution we ask you to take. If there is a school bus emergency, school officials need to know the whereabouts of your child. Safety of the children is top priority. It is vital that parents, students and teachers review these simple rules and cooperate with the bus drivers.

Please note: The Red Clay Consolidated School District has a policy that states that a parent or designee must be at the bus stop to receive students who attend kindergarten or are five years of age or younger. If you are not at the stop when your child arrives, the driver will return your child to school.



Bus Rules

- 1) Sit in your seat.
- 2) Keep hands/feet to self.
- 3) Keep all body parts inside the bus.
- 4) Use a quiet voice – NO PROFANITY.

Breaking the Rules

If a child breaks bus safety rules, the following consequences will be applied:

- 1) Verbal warning by the bus driver.
- 2) Child's seat will be changed.
- 3) Child will be brought to the office to speak with the principal.
- 4) Loss of bus riding privilege.

If a child is brought to the office to speak with the principal, parents will receive written notification via a bus referral.

Request for Changes in Bus Assignment

Drivers and teachers are instructed to allow children to ride only the bus that the transportation department assigns to them based on their residence or daily child care facility.

If you need to change your child's bus stop due to childcare arrangements and/or an emergency situation, a bus change form must be completed at the school office.

Additional details regarding bus transportation may be found in the Student Code of Conduct.

Video Cameras on the Bus

Please be aware that for security reasons, Transportation is installing video cameras on the buses. Some buses are presently equipped; other buses may receive installation of video cameras as the school year progresses.

Walkers

The Linden Hill children who walk to and from school and/or a childcare facility are dismissed by the homeroom teachers. Parents picking up their walker should do so at the side entrance of the school by the playground fence.



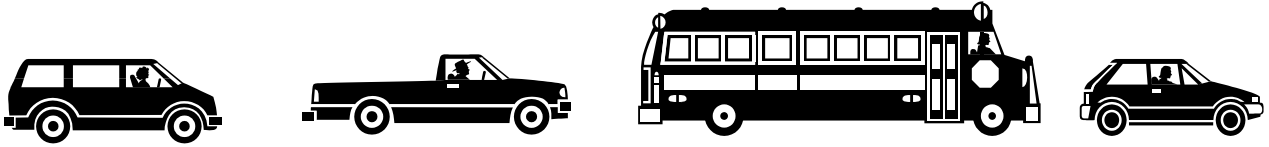
Crossing Guards

The crossing guards are responsible for making sure children cross intersections in a safe manner. Children are expected to follow the directions of the crossing guards. Adults picking up or dropping off children need to walk to the crossing guard **at a crosswalk** in order to cross, as well. Linden Hill has crossing guards at the following locations:

- Foxcroft at Skyline
- New Kent at Skyline
- School Entrance
- Loudoun at Skyline
- Fairway at Skyline
- Fairmont at Skyline
- Back Entrance of School

It is the parents' responsibility to plan the walking route for their children.

Car Riders/Parking



If you choose to drive your child to school and pick him/her up at dismissal, please pay special attention to the following directions.

All Arrivals / Drop-offs (refer to diagram on the following pages):

- Cars will enter Linden Hill using the back entrance off of New Kent Road
- Cars will queue around the circle in front of the building
- Students must exit cars directly onto the sidewalk within the designated drop-off signs (please make sure car seats are on the driver's side of the car to allow easy entry and exit, and please say all "good-byes" at home)
- Cars will exit out the back entrance of Linden Hill onto New Kent Road
- All students will enter the building through the main door

Children need to exit all cars, vans, trucks, etc. from the passenger's side of the vehicle, directly onto the sidewalk, between the designated signs.

All Dismissals / Pick-ups (refer to diagram on the following pages)

- All car rider pick-ups need to be through the queue line
- Cars will enter Linden Hill using the back entrance to Linden Hill
- Cars will queue around the front circle of the building
- Students will be placed in the back passenger seat of vehicles by staff
- Cars will exit out the back entrance of Linden Hill onto New Kent Road

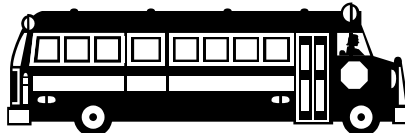
All cars must display the green tag, while in the carline, preferably hanging in the window from the passenger side visor, with the last name of the child/ren written in thick large black letters (so that it may be seen by staff from afar). * Absent this sign, no vehicle will be permitted to access the parking lot during the drop off or pick up times (8:30-9:00 am and 3:30 – 4:00 pm).

Important...* Families who opt for student drop off and pick up via the car line **agree to use the green tag** to signify to Linden Hill staff that they may release the child to the driver of the vehicle. They must also **sign off on the Parent/School Car Rider line agreement** and agree to **refrain from using cell phones** while on school premises.

To Summarize:

- All car traffic needs to enter and exit Linden Hill from New Kent Road –**during dismissal–every day**
- All car rider pick-ups need to be through the queue line
- Please make sure green sign is clearly visible when picking up by car
- All parent parking needs to be in spaces available directly in front of the building, as cars parked in the baseball side lot will be blocked in by buses in the morning and at dismissal
- All buses will enter off of Skyline Drive and will park in the front lot
- Any students arriving after 8:50 or once the front doors are closed- are considered tardy and need to report to the office for a late slip
- Please continue to notify the classroom teacher in writing, should your child/ren need to change pick-up procedure. (Note the definition of terms: “car riders”- children picked up by car: “walkers”- children walking home with/without an adult)
- Afternoon car rider dismissal begins at 3:40, with no supervision for children after 3:50. Thank you for **promptly** arriving to pick up your children
- Please take note of the **No Stopping, Standing or Parking** signs on Skyline Drive when planning your drop off and pick-up
- If there is a need to cross over Skyline Drive or any other road, you must cross at the crossing guard

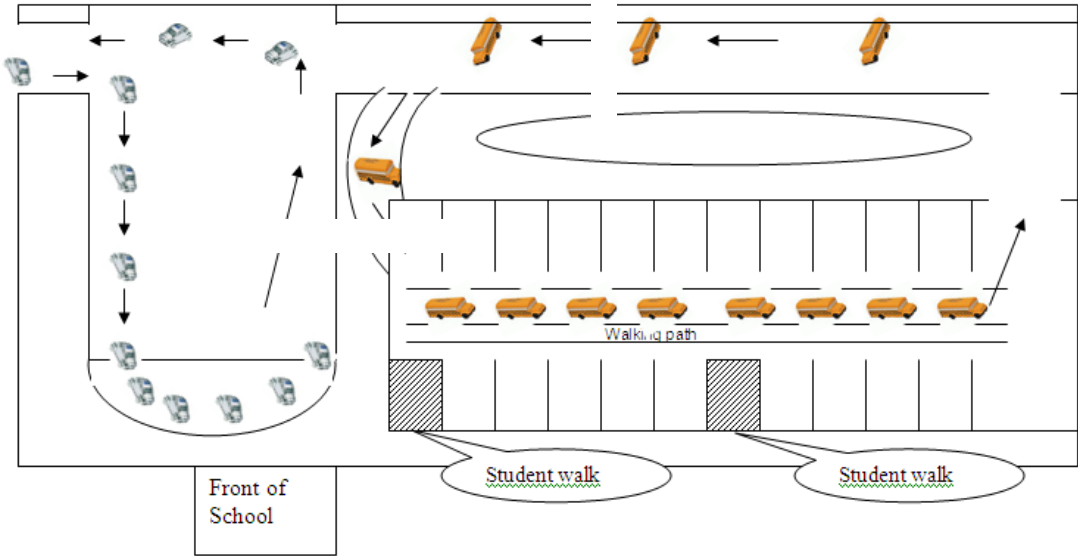
*To ensure the safe arrival and dismissal of students and to keep traffic flowing smoothly and efficiently,
please follow the arrival/dismissal procedures.*



Cars enter via Linden Hill Village Loudoun Road to New Kent Road and exit via New Kent.

Linden Hill Morning Drop-off

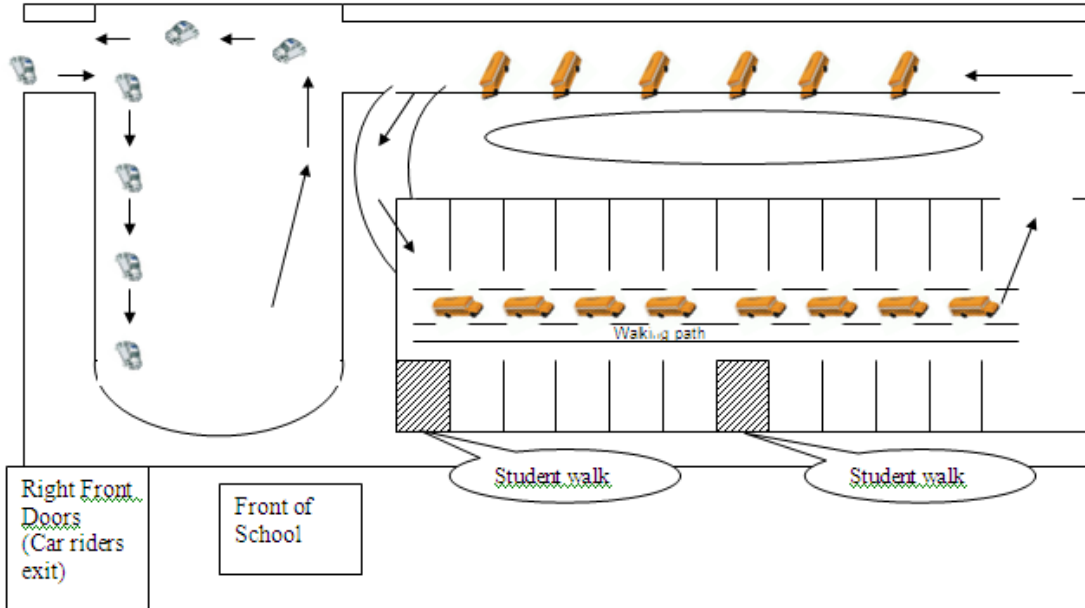
Buses enter and exit via Skyline Drive



Cars enter via Linden Hill Village: Loudoun Road to New Kent Road and exit

Linden Hill Afternoon Dismissal

Buses enter and exit via Skyline Drive



Weather Factors and School Operations

Weather conditions and unexpected events sometimes necessitate school closings, opening delays or early dismissals. If school hours are going to be altered in any way, this information will be announced over local radio stations as well as forwarded to registered families via e-mail (<https://diss.state.de.us/DWS/public.diss>). In addition, you may access school closing information via the Red Clay website (www.redclay.k12.de.us).

In case of snow emergency days, the transportation department identifies snow emergency bus stops. This information is provided by the transportation department and will be given to your child by the bus driver as the winter months approach. If snow emergency bus stops are in place in the morning, these same bus stops will be used at dismissal time regardless of the weather conditions.

Please do not call the school on inclement weather days; listen to the radio for such announcements. The following radio stations will be reporting any change in the regular school hours due to bad weather:

WNRK	1260AM	WILM	1450AM
WTUX	1290AM	WSTW	93.7 FM
WDEL	1150AM	WJBR	99.5 FM

Radio announcements begin at 6:30 a.m. if the schools are closed or opening late.

Emergency Procedures

We pride ourselves on the safe, secure atmosphere of the Linden Hill facility. One reason for this is because we have emergency procedures in case of natural disasters or fire. Fire Drills are held once a month practicing evacuation procedures. Such procedures are posted throughout the building. In case of an emergency situation involving your child, you will be notified as soon as possible. **Please make sure that you keep the main office and school nurse informed of current home, work and emergency numbers throughout the school year. We will utilize a computerized calling system called “ALERT NOW” to notify you of school emergencies, so it is important to have accurate information on file.**

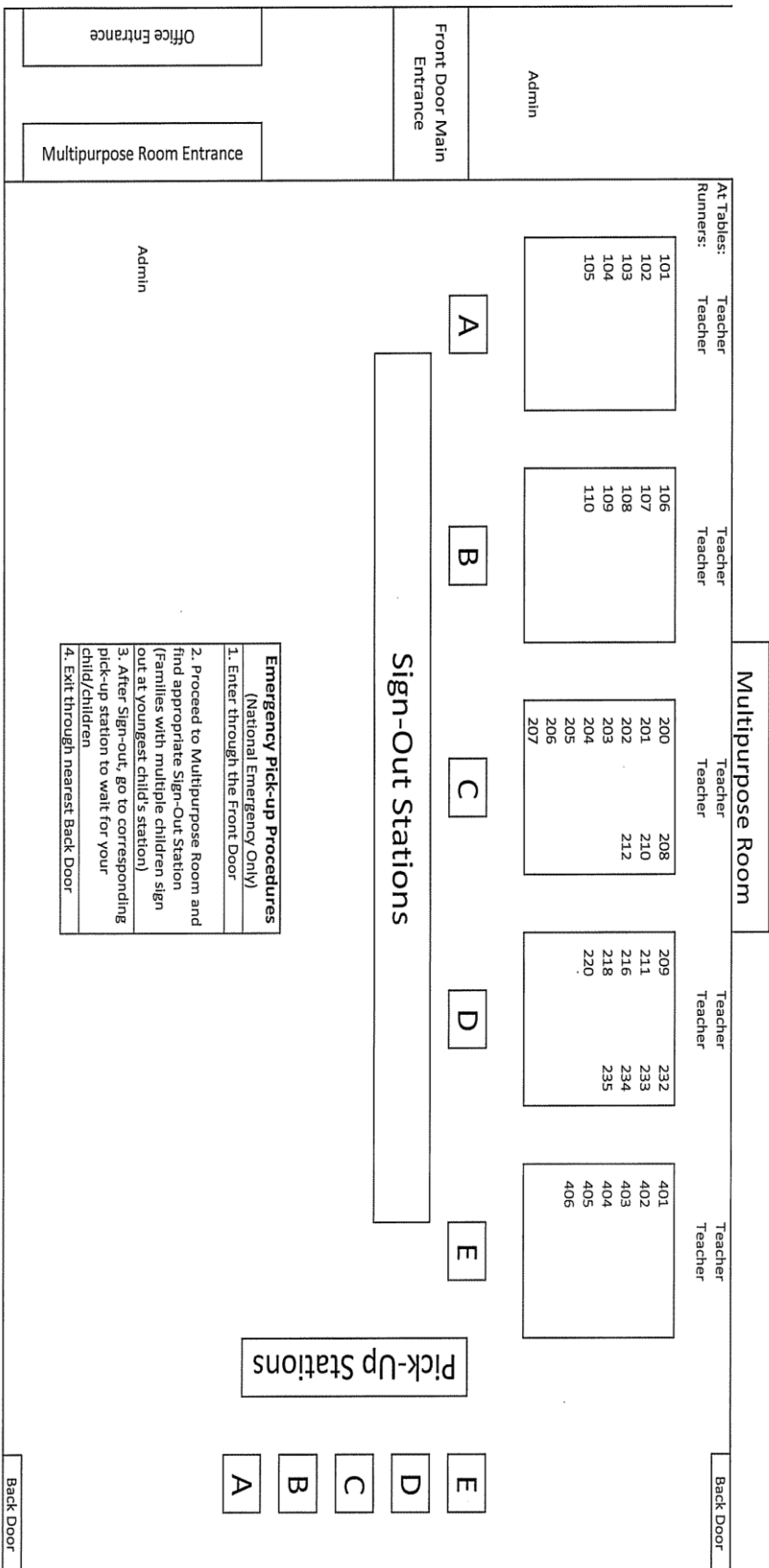
National Emergency Procedures

In an effort to keep your child and all the children safe at Linden Hill, in the event of a national/state emergency, our School Improvement Team in consultation with members of the Executive Board of our PTA have put together the attached Emergency Dismissal plan. Please familiarize yourself with this plan and know that it will be implemented only in the case of an extreme emergency. Also, please know that children who normally ride the bus home will be put on their bus unless picked up prior to dismissal.

Therefore, as a family we would suggest that you:

- Make a contingency plan should your child be dropped off by the bus and you are not at home
- Have a plan to get your child home from school should your child’s day care be closed
- Register at the following websites for school closing information – <http://schoolclosings.delaware.gov/> or <https://diss.state.de.us/DWS/public.diss>

SAMPLE National/State Emergency Dismissal Procedure



Reporting Progress

In our effort to implement a child centered learning environment we have been exploring and discussing the best assessment practices for young children.

We will continue to implement portfolios as a form of assessing your child's individual progress. Portfolios promote more authentic forms of assessment. They are a collection of student work that represents change and growth over time. They include a range of samples produced for a variety of purposes in different contexts. Portfolios are effective at representing a broad profile of learners. They provide an opportunity for teachers, parents and children to reflect on the learning that has occurred.

The use of portfolios provides us an opportunity to examine what children are doing rather than what they are not doing. They emphasize the importance of us understanding that children learn and progress developmentally and uniquely. This form of assessment matches the hands on, concrete, interactive instructional practices that teachers are utilizing as opposed to a one time snap shot of a child's ability. Your child's progress is documented over time based on evidence.

Your child's portfolio will offer a wonderful visual presentation of his/her capabilities, strengths, weaknesses, accomplishments and progress. There is an awareness of where the child has been, what steps the child has taken and a sense of where the child is going. Through parent conferences and portfolio sharings you will be able to examine your child's progress.

Portfolios and progress reports are just two ways that we will be communicating your child's progress to you. It is important that you spend time each day discussing the day's happenings with your child. Teachers will often call parents or send letters home indicating your child's progress.



Progress Reports will be sent home four times during the school year around:

- November
- February
- April
- June (the last day of school)

Please consult the Red Clay calendar for specific dates.

Parent teacher conferences are formally scheduled throughout the school year providing every family an opportunity to come to school. If you would like to have any additional conferences with your child's teacher, please call your child's teacher.

Assessment -what are the trends?

For the past twenty years, children have had to learn by practicing routine skills or by rote memorization of facts, with little attention being given to thinking about meaning. For instance, a child might be able to recite every word correctly in a reading passage, but completely miss the meaning. Trends in education are moving towards units of study that are built around themes and may include all subject areas. This allows children to make connections and get meaning about what is learned. More emphasis is on reasoning and problem solving which will help children live in today's complex society. The curriculum in Red Clay is aligned with this movement. As a result of these trends, evaluation is changing from the testing of isolated skills to observing children as they perform tasks over a period of time. Day to day observations of a child provide a more accurate picture of the child's progress. Our progress report is based on an individual child's potential and is not a comparison of one child against another.

Delaware Comprehensive Assessment System (DCAS)

The Delaware Comprehensive Assessment System (DCAS) replaced the Delaware Student Testing Program (DSTP) starting in the 2010-2011 school year. DCAS is given on a computer and results are received immediately. DCAS is an adaptive test which selects questions based on a student's answers. Students will take the tests throughout the year. The state has created different types of tests to be used. One type, called "summative", focuses on grade level material and provides information on how much material the student has mastered. The other type, called "on-going", focuses on material across grade levels to better pinpoint a student's academic strengths and needs.

In the 2011-2012 school year, students will be tested in the following subjects:

Grades 3-5 Delaware Comprehensive Assessment System (DCAS) Tests:

- Reading- Grades 3-10 for summative : Fall, Winter and Spring
- Mathematics- Grades 3-10 for summative : Fall, Winter and Spring
- Social Studies- Grades 4 and 7: Spring
- Science- Grades 5, 8, and 10: Spring

Grade 2:

- Reading- on-going test only in DCAS: Spring
- Mathematics- on-going test only in DCAS: Spring
- NWEA MAP Tests: Fall, Winter and Spring

Grades k-1:

- Will participate in DIBELS assessments three times a year. These assessments are given by classroom teachers and/or school staff and are used to monitor children’s literacy progress.

What is the marking system for the progress report?

Children in the primary grades need ample time to develop and learn a number of concepts. When children are learning new concepts (whether it be walking, talking, reading or writing) they need time for experimenting, guessing and practicing in a supportive environment. In this way students gain self-esteem, self-confidence and become self-motivated learners. The world’s largest early childhood organization, the National Association for Education of Young Children, has recommended that no letter or numerical grade be given during the primary years. “Grades are considered inadequate reflections of children’s ongoing learning.”

Marking System

The following marking guide will be used:

Grades K-3 (Primary)

- X = Not Yet Introduced
- N = Needs Improvement
- S = Satisfactory
- G = Good
- O = Outstanding

Grades 4-5 (Elementary)

- Letter grades A through F
- A= Excellent (93-100)
- B= Very Good (85-92)
- C= Satisfactory (77-84)
- D= Poor (70-76)
- F= Failure

The Home Access Center

The Red Clay Consolidated School District is excited to provide the Home Access Center (HAC) to guardians and students in **grades 4-12**. Home Access Center (HAC) is a web application that allows guardians and students to examine student academic and registration data.

In Home Access Center you can:

- View student class schedules
- View student grades
- View student assignments
- View attendance information in calendar format, with color-coded absence types
- View Interim Progress Report and Report Card information for the current year
- View student and guardian address information
- View transportation information
- Click on the name of a teacher or counselor to automatically generate an e-mail message

Unique guardian usernames and passwords will be sent via U.S. mail.

Students will receive their usernames and passwords in school.

Guardians and students should contact the school regarding questions related to password and username.

Please note:

Report card views in Home Access Center will not be available during the two weeks after a marking period ends, as that is the window for entering and processing report card grades. Report card views will be visible again on the day that paper report cards are issued at the school level. Guardians and students will have access to the other sections of Home Access Center.

To help you get started here are some resources:

- [Home Access Center Parent Manual](#)
- [Manual para padres sobre el Centro de Acceso desde el Hogar](#)
- [Home Access Center Quick Tips](#)
- [Consejos Prácticos sobre el Centro de Acceso desde el Hogar](#)
- Link to Home Access Center: <https://hac.doe.k12.de.us/homeaccess/>

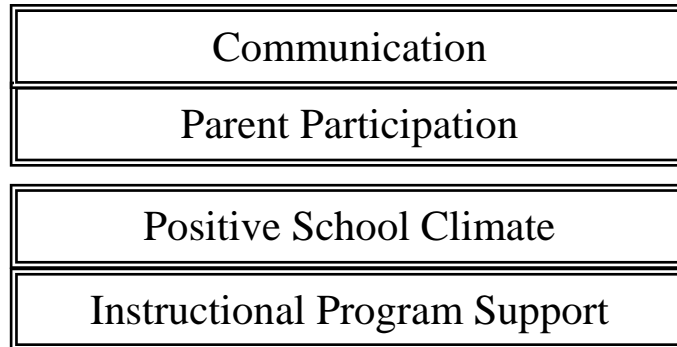
Minimum browser requirements for viewing the HAC:

Windows: Internet Explorer 5 ,Opera 6 ,Firefox 1.7 ,Netscape 6

Macintosh: Internet Explorer 5.5 ,Netscape 6 ,Firefox 2.0.0.14 and above

We encourage guardians and students to visit this site on a routine basis as one means of monitoring student performance. Any questions regarding student academic performance should be directed to the teacher involved, or building principal.

Linden Hill PTA



Educational research shows that effective schools have a strong Parent-School-Community partnership. Research also shows that parent involvement has a positive impact on student success.

The Linden Hill PTA is an association of parents, teachers and other individuals concerned about the education and welfare of children. Our local unit is part of a larger volunteer organization called the National PTA. Formed in 1897, the National PTA is the largest and oldest child advocacy association in the United States.

PTA Goals

The goals of the Linden Hill PTA are to:

- Improve the education, health and well being of all Linden Hill children.
- Foster communication between school, parent and community on educational and legislative issues.
- Encourage parents to participate in education at school and at home.
- Encourage a positive school climate for students, families and the staff of Linden Hill.
- Enhance the instructional programs with human and financial resources.

PTA Activities

The Linden Hill PTA plays an active role in our school, serving as an important communication link between parents, teachers, school administrators and the community.

The PTA supports our school and our students in many ways by providing:

- Instructional materials for classrooms/library
- Book Fair
- Family carnival
- TV Turn-off incentives
- Educational assemblies
- Funding for Grounds and Playground Enhancements
- School post office
- Library volunteers
- Family activities
- Monthly newsletter
- School Spirit wear
- School Store supplies
- School Pictures
- Yearbook
- Partial Funding for Field Trip

PTA Membership

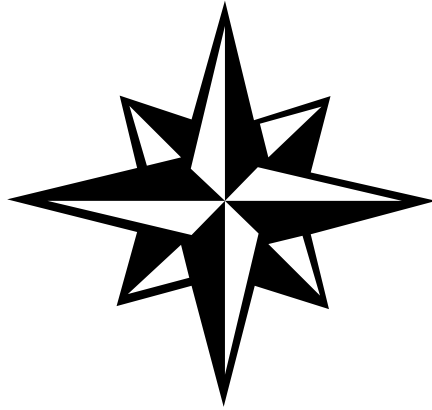
Membership in the Linden Hill PTA is open to everyone interested in the well being of children. Membership forms are distributed to each family at the start of the school year and may also be obtained by contacting the membership committee.

PTA Meetings

The Executive Board (6 officers, committee chairs, teacher representatives and the principal and assistant principal) meets the first Thursday of every month, with some exceptions. Meetings are held in the Linden Hill library at 7:00 PM. Every adult may attend these meetings but only PTA members may vote. The PTA welcomes your suggestions; you may contact any of the officers by phone or Email. You may access additional information about the PTA via the Linden Hill website: www.lindenhill.redclay.k12.de.us

PTA Involvement

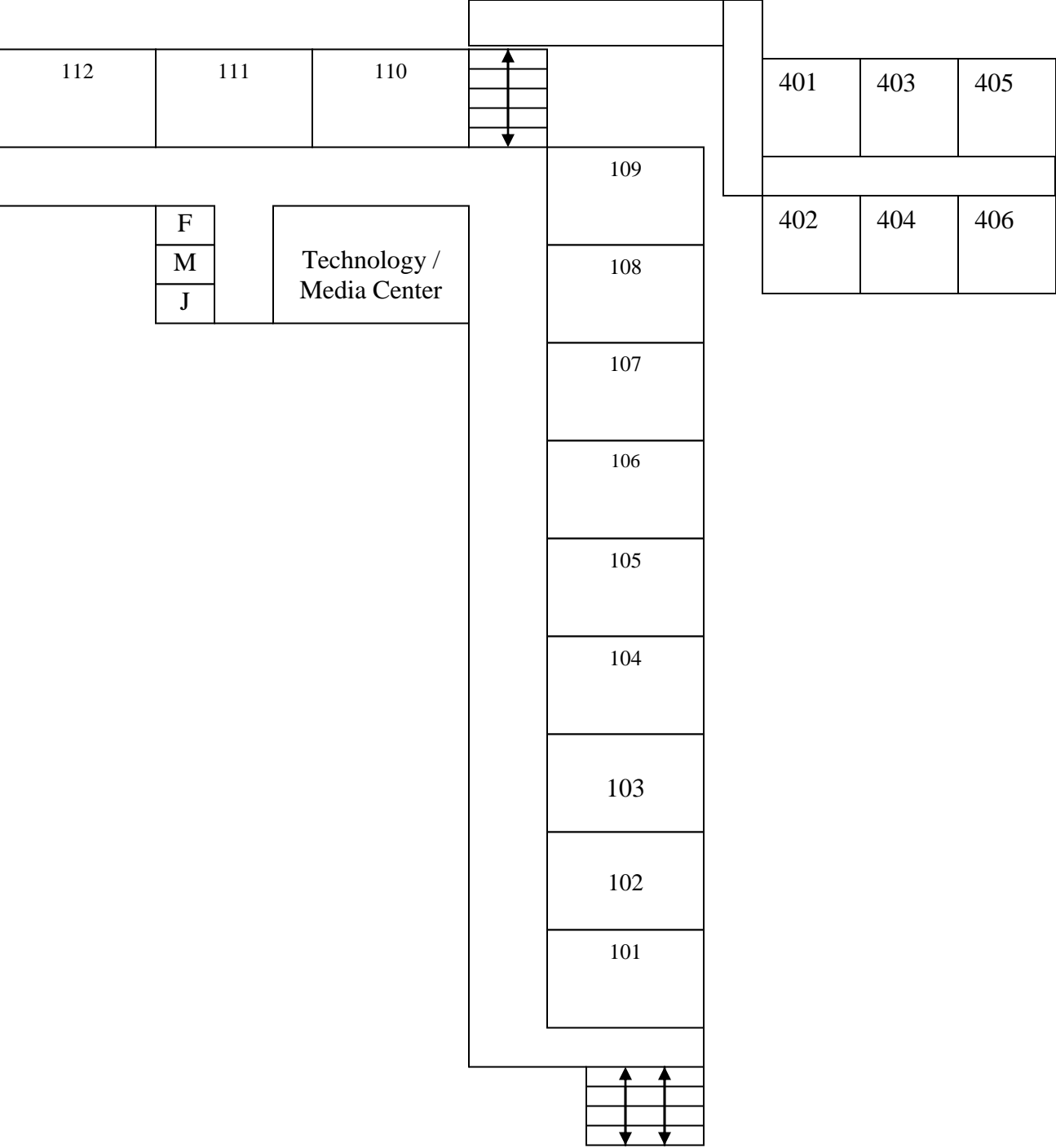
The PTA realizes that parents have varying amounts of time to devote to school activities. We offer many opportunities throughout the year for parent involvement—both large and small. We welcome new members and any help you would like to provide. There are approximately 30 committees operated by the PTA.



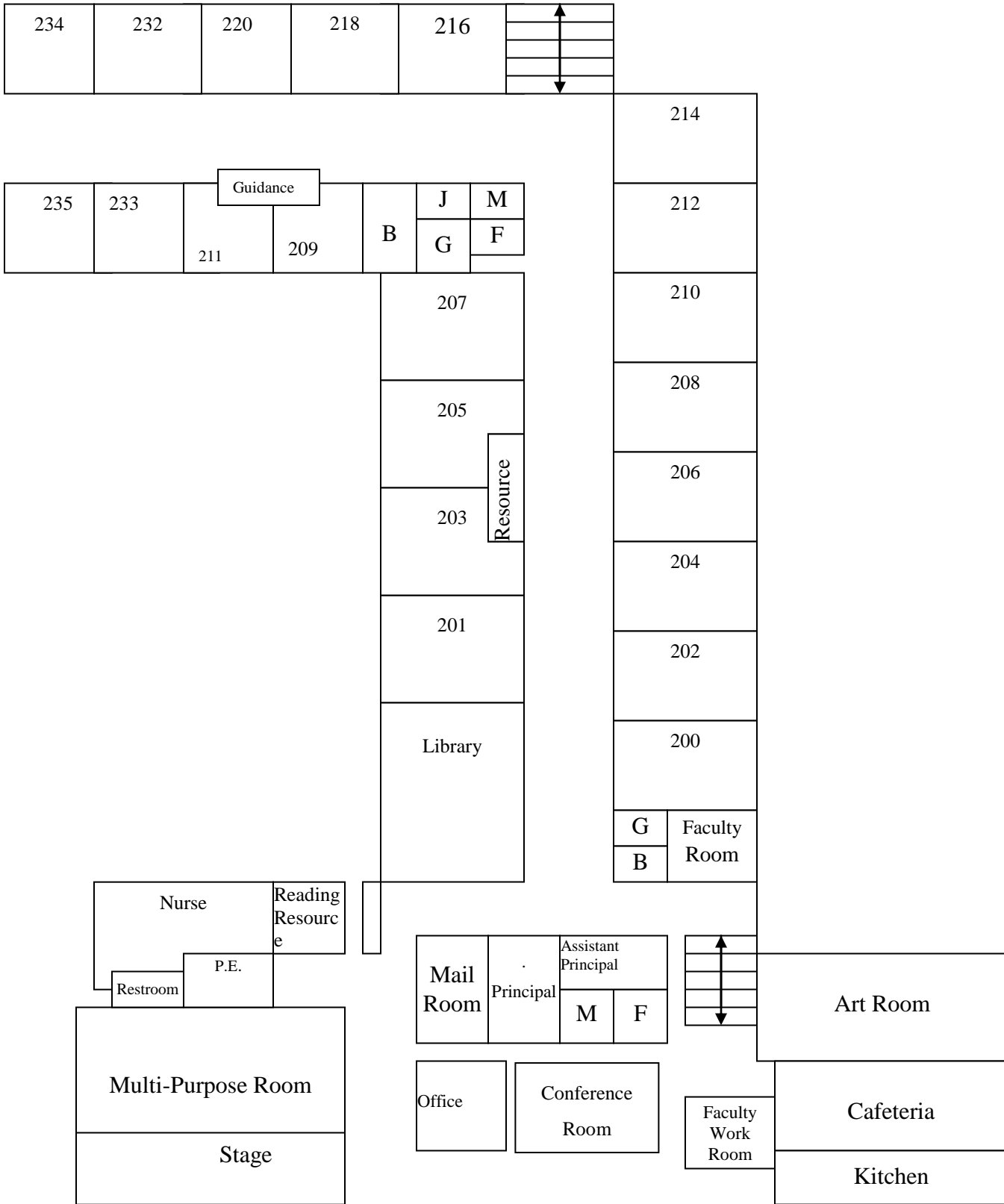
School Maps

(not to scale)

Linden Hill Elementary Lower Level (map not to scale)



Linden Hill Elementary Upper Level (map not to scale)



Entrance