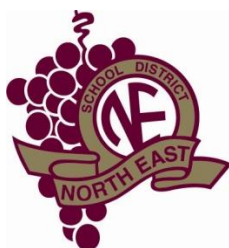


STUDENT HANDBOOK

NORTH EAST ELEMENTARY SCHOOL

50 East Division Street
North East, PA 16428
Phone: (814)725-8671 x3000
Fax: (814)725-8643
Website: www.nesd1.org



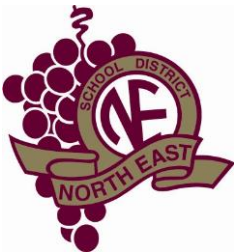
The Mission of the North East School District is to challenge, empower, and engage all students to develop and achieve personal and career aspirations, to pursue lifelong learning, and to be responsible and accountable citizens in a dynamic world.

CONTACT INFORMATION

Staff Member	Position	Phone Contact	Email Address
Dina Hathaway	Principal	(814)725-8671 x3000	dhathaway@nesd1.org
Katelynn Bailey	Assistant Principal	(814)725-8671 x3000	kbailey@nesd1.org
Sue Beardsley	Secretary	(814)725-8671 x3000	sbeardsley@nesd1.org
Carol Komorowski	Secretary	(814)725-8671 x3052	ckomorowski@nesd1.org
Adrienne Hassenplug	Secretary	(814)725-8671 x3002	ahassenplug@nesd1.org
Kim Hart	School Counselor	(814)725-8671 x3300	khart@nesd1.org
Kiersten Lawrence	School Nurse	(814)725-8671 x3012	klawrence@nesd1.org
Andrea Larson	Head Custodian	(814)725-8671 x3011	alarson@nesd1.org

All staff email addresses can be found on the Contacts link located on the Elementary School webpage.

DAILY SCHEDULE

	8:15	Doors Open
	8:30 – 8:45	Morning Introduction
	8:45	Tardy Bell
	8:45	Instructional Day Begins
	3:30	Instructional Day Ends
	3:30 – 3:45	Dismissal Procedures

NORTH EAST SCHOOL DISTRICT ADMINISTRATIVE STAFF

Dr. Michele Hartzell, *Superintendent of Schools*

Mr. Brian Emick, *Assistant to the Superintendent*

Mr. Jeffrey Fox, *Business Manager*

Mrs. Brianne Hodges, *Director of Special Education*

Ms. Mackenzie Courtney, *School Psychologist*

Mrs. Kristen Righi, *Social & Emotional Learning Specialist*

Ms. Kaitlyn Adams, *Student & Family Relations Specialist*

Mr. Randy Fedei, *Transportation Coordinator*

Mrs. Denise Pyle, *Food Service Director*

Mr. Tyler Wilson, *Technology Director*

Mr. William Wingerter, *Maintenance Supervisor*

Mr. Brian Dewey, *Director of Athletics*

NORTH EAST SCHOOL DISTRICT BOARD OF EDUCATION

Mr. Nick Mobilia, *President*

Dr. Jane Blystone, *Vice President*

Mr. Corrie Boyd, *Director*

Mr. Glenn Craig, *Director*

Mr. Charles Ferruggia, *Director*

Mr. Mackenzie Luke, *Director*

Ms. Katie Phillips, *Director*

Ms. Alene Rohde, *Director*

Mr. James Wargo, *Director*

Mr. Timothy Sennett, *School District Solicitor*

<u>A</u> <input checked="" type="checkbox"/> Arrival Procedures <input checked="" type="checkbox"/> Attendance Procedures	<u>B</u> <input checked="" type="checkbox"/> Behavior Guidelines <input checked="" type="checkbox"/> Bicycles <input checked="" type="checkbox"/> Bullying/Cyberbullying/ Harassment/Discrimination <input checked="" type="checkbox"/> Bus Conduct/Safety	<u>C</u> <input checked="" type="checkbox"/> Cafeteria <input checked="" type="checkbox"/> Case Management/SAP <input checked="" type="checkbox"/> Cell Phones/ Electronic Devices <input checked="" type="checkbox"/> Custody Issues
<u>D</u> <input checked="" type="checkbox"/> Discipline Code <input checked="" type="checkbox"/> Dismissal Procedures <input checked="" type="checkbox"/> Dress & Grooming	<u>E</u> <input checked="" type="checkbox"/> Educational Supplies/Textbooks	<u>F</u> <input checked="" type="checkbox"/> Field Trips <input checked="" type="checkbox"/> Fire Drills/ Emergency Drills
<u>G</u> <input checked="" type="checkbox"/> Guidance/ Counseling Services	<u>H</u> <input checked="" type="checkbox"/> Hallways <input checked="" type="checkbox"/> Health Screenings <input checked="" type="checkbox"/> Homeroom Placements	<u>I</u> <input checked="" type="checkbox"/> Inappropriate Items/Contraband <input checked="" type="checkbox"/> Intramurals
<u>J</u>	<u>K</u> <input checked="" type="checkbox"/> Kids On The Go	<u>L</u> <input checked="" type="checkbox"/> Lockers/Cubbies <input checked="" type="checkbox"/> Lost & Found
<u>M</u> <input checked="" type="checkbox"/> McKinney-Vento Homelessness Act <input checked="" type="checkbox"/> Medication	<u>N</u> <input checked="" type="checkbox"/> Natatorium <input checked="" type="checkbox"/> Nurse's Medical Suite	<u>O</u> <input checked="" type="checkbox"/> Open House/Meet The Teacher
<u>P / Q</u> <input checked="" type="checkbox"/> Parent-Teacher Conferences <input checked="" type="checkbox"/> Parking <input checked="" type="checkbox"/> PSSA	<u>R</u> <input checked="" type="checkbox"/> Recess <input checked="" type="checkbox"/> Required Immunizations <input checked="" type="checkbox"/> Responsibility	<u>S</u> <input checked="" type="checkbox"/> Safety & Security <input checked="" type="checkbox"/> Sapphire System <input checked="" type="checkbox"/> Student Searches
<u>T</u> <input checked="" type="checkbox"/> Technology <input checked="" type="checkbox"/> Textbooks/Library Books	<u>U</u> <input checked="" type="checkbox"/> Use Of School Facilities	<u>V</u> <input checked="" type="checkbox"/> Vacations/ Educational Trips <input checked="" type="checkbox"/> Valuables <input checked="" type="checkbox"/> Visitors
<u>W</u> <input checked="" type="checkbox"/> Walkers <input checked="" type="checkbox"/> Withdrawal/Transfer	<u>X / Y</u>	<u>Z</u>

Dear North East Elementary School Families,

Welcome to the 2024-2025 school year at North East Elementary School! We are excited to embark on another year of learning, growth, and community-building with you and your children. At North East Elementary School, we are committed to providing a safe, supportive, and engaging environment where every student can thrive.

We have prepared the 2024-2025 Student Handbook to ensure a smooth and successful school year. This handbook is a comprehensive guide designed to help students and families understand the policies, procedures, and expectations that support our school community. It includes important information about our academic programs, behavioral expectations, attendance policies, and much more.

We encourage all families to review the handbook carefully with their children. Understanding and adhering to these guidelines is essential for maintaining a positive and productive learning environment for everyone. Key sections of the handbook include:

1. **School Mission and Vision:** An overview of our goals and educational philosophy.
2. **Attendance Policies:** Guidelines for reporting absences, tardiness, and early dismissals.
3. **Behavioral Expectations:** Our code of conduct and the positive behavior support system are in place.
4. **Health and Safety:** Procedures for emergencies, medication administration, and wellness initiatives.
5. **Communication Protocols:** Ways to stay informed and involved in your child's education through our Sapphire System Community Web Portal.

You may also find a copy of our student handbook on our school district website. Strong partnerships between home and school are key to student success. Please do not hesitate to reach out with any questions or concerns. Our dedicated staff is here to support you and your children every step of the way.

Thank you for your cooperation and commitment to making this school year a great one. Together, we can achieve wonderful things!

Warm regards,

Mrs. Hathaway
Principal
North East Elementary School
(814) 725-8671 ext.
3001

ARRIVAL PROCEDURES

NEES doors open at 8:15AM. Students must report to their homerooms by 8:30AM. Buses begin dropping off students at the south doors beginning at 8:15AM. Car-rider drop-off takes place at the north pool doors. Adults are stationed at both entrances to greet and welcome students into the building. Breakfast will be served in the cafeteria beginning at 8:15AM. The core area doors will remain closed until the bell rings at 8:15AM.

ATTENDANCE PROCEDURES [Board Policy 204]

1. It is expected that all students will make every effort to be in school on a daily basis.
Consistent attendance at school is critical for student success.
2. Please call the office to report an absence or early dismissal details.
3. Students are expected to arrive to school on time each day. If a student arrives after 8:45, they must report to the office for a classroom pass.
4. When needing to be excused for a school day, a parent/guardian will write an excuse giving the date, student name, day(s) of absence, and reason for absence. Accepted excuses include the following:
 - a. Personal illness
 - b. Family illness
 - c. Death in the immediate family
 - d. Religious holidays
 - e. Educational trips
 - f. Natural disaster or severe weather conditions
5. Excuses will be turned into the homeroom teacher. Parental excuses are accepted through the first ten (10) absences of the school year. Doctor's excuses will be required for absences beyond ten (10) in a school year.
6. All excuses (parental or doctor) must be submitted within three days of the student returning to school, as per PA School Compulsory Attendance Laws. If an excuse is not submitted within this timeframe, the absence will be recorded as illegal. These illegal absences may result in additional action as required by the PA School Code. This action includes a summary warning and eventual citation to the local District Magistrate.
7. Should an extended absence (3 or more days) for travel or other family need be necessary, please complete the family educational trip request which is available in the NEES Office. Work and assignments will be collected and are expected to be turned in within one week of returning to school.

BEHAVIOR GUIDELINES

NEES believes in positively supporting all students in their endeavors at school. Respect, self-control, considerate behavior, and appropriate decision-making are key traits that are promoted each and every day. The classroom and other areas throughout the school are places of learning. It is fully expected that students will follow teacher rules and expectations. The teachers and other adult professionals are the authority in each learning area and students will adhere to the directions and expectations that are outlined. Students are most certainly responsible for their behavior.

BICYCLES

Students in grades 3-5 only are permitted to ride their bicycles to school. **Students in K-2 may be granted special permission to ride.** Two bicycle racks are located outside of the east library doors for students to utilize. Locks are highly encouraged to ensure safe storage of bicycles during the school day. Bicycles must be ridden on the sidewalks and are not allowed to be ridden through school parking lots. Students must obey all crossing guards. Riding bicycles to and from school is a privilege and can be taken away if students are not operating the bicycle in a safe and appropriate manner.

BULLYING/CYBER BULLYING/HARASSMENT/DISCRIMINATION *[Board Policy 249]*

The North East Elementary School is committed to creating and maintaining a safe, secure, and positive learning environment in which all children can learn. Teachers and administration work diligently to appropriately address instances that fall within the above categories. Actions that detract from a positive environment of learning are not tolerated. Such actions will be dealt with per the NESD discipline code. A copy of the NESD bullying policy is clearly displayed in all classrooms throughout the North East School District.

BUS CONDUCT / SAFETY / SURVEILLANCE *[Board Policy 810, 810.2]*

It is of the utmost importance that all students demonstrate respect, common courtesy, and safety when riding on district transportation. This applies to all times that a student may be on a school bus. The following guidelines are presented as expectations to be followed before, during, and after riding on school district transportation.

At The Bus Stop

1. Be waiting at your designated bus stop five minutes before your bus arrives.
2. If you miss your bus, do not run after it.
3. Wait in line at least 10 feet from the edge of the roadway.
4. Do not carry big and/or awkward objects onto the bus.
5. Wait until the bus stops and the door opens before you get on or off the bus.
6. Wait for a signal from the driver before crossing the street. Be alert for passing motorists. Look both ways before stepping in front of the bus onto the roadway.
7. Use the handrail to get on and off the bus.

On The Bus (ALL BUSES ARE EQUIPPED WITH AUDIO ENABLED SECURITY CAMERAS)

1. Remain seated facing the front of the bus at all times.
2. Keep aisles clear of arms, legs, and carry-on items.
3. Keep arms, hands, head, and feet inside the bus.
4. Get the driver's permission to open or close the windows.
5. Avoid distracting the driver.
6. Keep your hands and your feet to yourself.
7. Always talk quietly.
8. Do not engage in any actions that might threaten the safety of other students or the driver.
9. Do not deliberately disobey, abuse, or otherwise show disrespect for the driver.
10. No pushing, fighting, or disruptive behavior in or around the bus.
11. Do not bring on the bus or have in your possession dangerous and/or illegal weapons, alcoholic beverages, narcotics, controlled substances, tobacco products, glass objects, skateboards, or scooters. Roller blades must be in a bag.
12. Do not throw, shoot, or otherwise propel any objects in or around the bus.
13. Do not mar, deface, or tamper with any part of the bus. Students will be responsible to pay for any damages they cause to the bus.

Getting Off The Bus

1. Beware of the bus danger zone.
2. When approaching or leaving the bus, always cross at least 10 feet in front where the driver can see you. Never cross the roadway behind the bus.
3. If you can touch the bus when you're walking along the side of the bus, you're too close.
4. Wait for a signal from the driver before crossing the street. Be alert for passing motorists. Look both ways before stepping in front of the bus onto the roadway.
5. Never re-approach the bus.

You must have written permission from a school administrator to get off the bus at a stop other than your regularly assigned stop. Drivers have the authority to assign seats and make reasonable rules for students to follow in the best interest of student and staff safety. Misconduct on the bus may result in disciplinary consequences.

CAFETERIA

All students are expected to maintain appropriate behavior in the cafeteria during breakfast and lunch. Students are expected to behave while waiting in line for their food. It is also expected that students will throw away all trash in the proper location while also returning trays and silverware to the dish return area. All students will adhere to the expected guidelines and procedures as directed by the dining hall staff. Students who exhibit inappropriate behavior will always receive their meal, but may be directed to eat in a separate setting until otherwise informed by staff and/or administration.

CASE MANAGEMENT / SAP [Student Assistance Program] [Board Policy 236]

The NEES Case Management/SAP team's sole purpose is to provide support and assistance for the students at NEES. The members on the Case Management/SAP team include the SEL specialist, behavioral specialist, principal, teachers, school counselor, school nurse, school psychologist, special education supervisor, and any other adult professional who may work with children in our school building. Parents are highly encouraged to notify any of the people mentioned above if dealing with an issue or concern that can be addressed through Case Management/SAP. It is our goal to provide a healthy, positive, and nurturing learning environment for all of our students. All conversations remain strictly confidential.

CELL PHONES / ELECTRONIC DEVICES [Board Policy 237]

Students may bring cell phones and/or electronic devices to school, but they must be turned off and out of sight throughout the day. Devices are NOT to be used in the halls, cafeteria, classrooms, or at recess. If a student uses a cell phone during the academic school day, the following disciplinary consequence will result, as per NESD school board policy:

- 1st Offense:** Confiscation of the device and parent contact will be made. The device will be returned back to the student at the end of the school day.
- 2nd Offense:** Confiscation of the device and parent contact will be made. The device will not be returned to the student; a parent/guardian must collect the device from the NEES office. An appropriate disciplinary consequence will be assigned.
- 3rd Offense:** After a "second offense" a student found to be using the device during the academic school day will be considered insubordinate. The student will receive a consequence of in school suspension. The student's parent must appear to collect the electronic device. The student will **NOT** be permitted to possess any electronic device in school for the remainder of the school year.

CUSTODY ISSUES [Board Policy 238]

It is critical that the North East Elementary School is kept up to date on all issues pertaining to changes and/or adjustments regarding custody. Please be certain to provide appropriate documentation of court orders to the NEES office at the beginning of each school year. If any changes occur during the school year, it is imperative to communicate that to the school. Our #1 priority is the safety and well-being of our students. Please maintain communication with regards to this topic if applicable. All information will most certainly remain confidential.

DISCIPLINE CODE [Board Policy 218]

The purpose of the NESD Discipline Code is to provide standard behavioral expectations to all students in the school district based on school board policy. The NESD also recognizes that these behavioral expectations may vary according to the developmental needs of the children. Appropriate behavioral expectations are set and made clear at the beginning of each school year by the Principal during the annual Rules/Expectation talks. When necessary, the Discipline Code of the NESD will be followed to address behavioral choices made by students. This document can be found on the NESD website at www.nesd1.org under Policy 218 within the District Policies link.

DISMISSAL PROCEDURES

All dismissal procedures at NEES are conducted by way of announcements. The announcements will begin at 3:30pm for all car riders and students riding referenced bus letters as called. The remaining bus riders will be dismissed through a series of additional announcements. Walkers will be dismissed by announcement at 3:40pm. Dismissal procedures take approximately 15 minutes, lasting from 3:30pm until 3:45pm. Inclement weather during the winter months may cause slight delays in dismissal operations.

DRESS & GROOMING [Board Policy 221]

NEES takes great pride in how our students dress. This effort and attention to detail promotes a healthy, safe, and supportive learning environment for all students. It is expected that all students dress appropriately each school day, in a manner that does not disrupt our educational programming. Further, students may not wear the following items in school:

- Pajamas [unless otherwise determined as a school wide spirit/fun day]
- Suggestive Clothing, including inappropriate slogans and/or unhealthy messages
- Bare Midriff
- Spaghetti Straps
- Shorts/Skirts must be fingertip in length

EDUCATIONAL SUPPLIES / TEXTBOOKS / TECHNOLOGY *[Board Policy 224]*

The North East Elementary School does not issue a list of required supplies and/or materials. All resources are provided by the school, including textbooks, technology devices, etc. On occasion, a student may be requested to provide a specialty item that is not provided by the school. If a particular request presents a hardship for any family, please contact the NEES office or the Guidance office. It is the responsibility of each individual student to properly care for all school property and educational supplies entrusted to their use each school year.

FIELD TRIPS *[Board Policy 121]*

Occasionally, throughout the school year, field trips will occur for students. Permission slips will always be provided to parents in advance of all trips and must be turned in for a student to attend the trip. No student will be allowed to travel off campus without prior consent from a parent/guardian. This includes all grade 3-5 “Kids On The Go” trips as well.

FIRE DRILLS / EMERGENCY DRILLS *[Board Policy 705]*

Fire drills will be held once per month, as required by law. Teachers will accompany their students to designated areas using designated exits. Teachers will have their classes enter and exit through specific doors as assigned. Teachers will follow the guidelines listed below in the event of a fire alarm:

1. All students will listen and respond immediately to teacher directives. Students will leave the building in an orderly fashion, creating a single file line. After arriving at the designated area, students will face the building and teacher in order for the teacher to quickly take roll. Any extra or missing students will be reported immediately to the Principal and/or designee.
2. If a student is in the hallway or outside during a fire drill, he/she should report immediately to the first available line. The student must make sure that teacher is aware of his/her presence.
3. All teachers will carry their “Go Kit” and also have their class roster in hand when evacuating the building.
4. Upon being given the All-Clear signal, students will re-enter the building in an orderly fashion.

Other emergency drills will be conducted throughout the school year such as lockdown and tornado drills. As always, student safety is of the utmost importance and these drills serve as constructive practice should an emergency situation ever occur.

GUIDANCE / COUNSELING SERVICES *[Board Policy 112]*

A variety of services are provided through the Guidance Services office for all students throughout the North East Elementary School, with an emphasis on the following areas:

Individual Student Counseling	Classroom Lesson Instruction
Group Counseling	Case Management / SAP
Special Education [Gifted, 504]	Support Groups
State-Standardized Testing	Career Awareness & Exploration

HALLWAYS

It is critical to maintain appropriate discipline and demonstrate responsible behavior in the hallways. Students at NEES travel the hallways much more frequently on their own than in prior years. This is part of the development of responsibility for all students. Appropriate behavior in the hallways and common areas of the school will assist in promoting a positive school climate. Students will be expected to follow the guidelines set forth below when traveling through school:

1. Students will be sure to fill out the Sign In/Sign Out Sheet when leaving the classroom for any reason.
2. During class change, students will move quietly through the hallways. Teachers will be monitoring during these transition times.
3. Students will not yell or make loud noises when in the hallways.
4. Running, pushing, and other inappropriate behavior will not be tolerated.
5. When traveling as a class, student groups will move in an orderly, single-file line.

HEALTH SCREENINGS *[Board Policy 209]*

All students are screened each school year for height, weight, vision, and body mass index, as well as hearing up to grade three. Dental screenings are required for all students in grade three as per PA school health regulations. This screening may be done privately, but is provided by the school as necessary. Documentation must be provided to the school if a private dental exam is completed.

HOMEROOM PLACEMENTS

The instructional staff collaborates each spring to develop the homeroom lists for the following school year. These grade level meetings occur as directed by the building Principal. These homeroom cohorts are constructed with specific guidelines set forth by the Principal, but are solely based on the work put forth by the teachers. The building Principal strongly supports the work done by the staff and does preview/review all homeroom groupings prior to final recommendation of homerooms. Outside of incredibly extenuating circumstances, no homeroom changes will be made by the Principal.

INAPPROPRIATE ITEMS / CONTRABAND *[Board Policy 218, 222, 227]*

It is expected that all students closely monitor their backpacks, clothing, and any other materials that may be brought to school in an effort to keep out inappropriate items and/or contraband. Examples include, but are not limited to: alcohol, drugs, tobacco, weapons/ammunition, vape devices, lighters/matches, pocket knives, water guns, laser pointers, and any other items that are not appropriate in a school setting.

INTRAMURALS

Various activities are coordinated each school year to provide students the opportunity to participate in extracurricular offerings in order to learn, grow, and explore beyond the classroom setting. Examples of programs that have been conducted in the past are basketball, cross country, swimming, volleyball, and Lego club. Activities are designed and led by interested staff members and new ideas are continually being formed. More information will be made available through the NEES office throughout each school year.

KIDS ON THE GO

Students in grades 3-5 are given the opportunity to qualify as a “Kid On The Go” each quarter by achieving benchmarks as it relates to behavior and homework effort. Students must achieve given goals regarding both behavioral choices and homework habits. Those that earn the title of “Kid On The Go” are able to participate in a quarterly field trip. Past trips have included locations such as the Eastway Lanes, Peek ‘N Peak, Splash Lagoon, and Elevate Jump Park. Future opportunities are always under consideration. For more information, please contact the NEES Office.

LOCKERS / CUBBIES

All cubby locker spaces are the property of the North East School District. These cubbies are to be used for storing coats, book bags, and other classroom items that cannot be stored in a desk. It is highly recommended that students do not bring any valuable items to school to store in their cubbies. School officials have the right to inspect any items stored in a cubby when there is reasonable suspicion that the cubby is not being used properly.

LOST AND FOUND

The North East Elementary School has a Lost and Found area located near the entrance to the east library doors. Such items are stored in this location for a reasonable amount of time before they are given to a charitable organization. The Elementary School takes no responsibility for items that are left in Lost and Found.

Please be certain to clearly mark your child's school items, including lunch box, coat, book bag, and boots to help ensure they may be returned if ever lost or misplaced.

McKINNEY-VENTO ACT [HOMELESSNESS INFORMATION] [Board Policy 251]

On July 22nd, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. The goal of this law was to protect children who are experiencing homelessness. Homelessness is defined as if you are in any of the following situations:

1. A shelter.
2. A motel or campground due to the lack of alternative adequate accommodations.
3. A car, park, abandoned building, bus, or train station.
4. Doubled up with other people due to loss of housing or economic hardship.

If any of the above scenarios describes your current living situation, please notify your school counselor or principal to obtain assistance for yourself and family.

MEDICATION [Board Policy 210]

A physician's written order, parental permission slip, and proper notarization are all required for students receiving medication in school. **This includes all over-the-counter medication** including eye drops, antibiotics, allergy, and cold/flu medication. The permission slip and prescription must be on file in the school Nurse's Suite for a student to receive medication. Tylenol may be dispensed with a signed parental permission on file.

All medication, prescription, and non-prescription medication must be in the original container, labeled with the student's name and homeroom, and brought to the Nurse's Suite by a parent or guardian. All student medications will be kept in a locked medicine cabinet. Students must follow the procedures for using medications in school and supply the nurse with all appropriate documentation annually.

Students who self-administer their asthma inhalers, EpiPens, insulin, and other self-administered medications in school shall follow the same procedures for using self-administered medications in school and supply the school nurse with all proper documentation annually. ***The student must notify the school nurse immediately following each use of self-administered medication.***

NATATORIUM

All students in grades 3-5 will receive aquatics education as well as physical education within our curricular programming. Students are encouraged to dress appropriately for their swim classes and are reminded to bring a personal towel on their designated swim class days. Students are **required** to closely follow all rules and expectations in the locker rooms, on the pool deck, and in the water. This unique and authentic learning experience is a historical favorite for our students. It is important that everyone practices safe and responsible decision making in this area.

NURSE'S MEDICAL SUITE

Students who become ill at school must report to the Nurse's Suite for an evaluation by the school nurse. She will notify a parent/guardian if it is necessary for a student to go home. Any injuries and/or illnesses should be reported to the school nurse immediately. All student health situations will be dealt with on a case-by-case basis and appropriate contact will be made with parents/guardians as necessary. The school nurse will also conduct health screenings each year. Please see the section titled "Health Screenings" for more information related to this topic.

OPEN HOUSE / MEET THE TEACHER

An **Open House/Meet The Teacher** event is held in August each school year and serves as an opportunity for parents and students to visit the school, meet the teachers, and receive introductory information. This evening is not designed for conferences. Individual conferences may be scheduled during the annual Parent-Teacher Conference Days or at another time as deemed necessary by the teacher or parent.

PARENT-TEACHER CONFERENCES

Communication among parents, teachers, and administration is highly promoted and necessary to maximize the learning process for all students. Parents are encouraged to communicate concerns with both teachers and the Principal as needed. This communication may be in the form of a note, email, or a phone call. It is also highly recommended that parents participate in Parent-Teacher conferences, which are held annually in November. Please refer to the district calendar and/or district website for the exact dates.

PARKING

Visitor parking is available during school hours in the north pool parking lot. Please ring the buzzer at the doorway entrance and wait to be buzzed into the building.

PSSA [PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT] [Board Policy 127]

Students in grades 3-5 at North East Elementary School will be assessed annually by way of the PSSA assessments that are given in the spring of each school year. ELA (English Language Arts) and Mathematics assessments are given to all students in grades 3-5. **Additionally, students in grade 4 will be given a Science assessment.** Please refer to the district calendar and/or district website for the exact dates of testing. Information will be sent home throughout the school year to inform parents of the dates of testing. It is requested that parents refrain from scheduling appointments or special absences for their children during the PSSA testing windows.

RECESS

All students participate in a supervised recess each school day, lasting 25 minutes and weather permitting (outside recess). In the event the weather does not cooperate, recess will be moved inside and held in the gymnasium (every effort will be made to hold recess outside). Students should always be prepared with proper attire. Footwear including athletic shoes or another form of a closed-toe shoe is preferable. Flip-flops and high heels at recess are strongly discouraged.

RULES FOR SAFETY

1. All playground equipment should be utilized properly and safely.
2. Students may bring their own equipment to use in accordance with appropriate playground expectations as developed by the staff at NEES.
3. Students will not hang by their knees on any piece of equipment located on the playground.

4. Students will be respectful and listen to all adults whose responsibility is to maintain the safe and secure playground environment during recess time.
5. Disciplinary consequences will be given to students who repeatedly choose to not follow playground guidelines.

REQUIRED IMMUNIZATIONS [Board Policy 203]

All students are required to have documentation on file in the North East Elementary School Nurse's Suite that they have had the following:

- 4 doses of DPT (last dose on or after the 4th birthday)
- 2 doses of MMR
- 3 doses of Hepatitis B
- 2 doses of Varicella (Chicken Pox)

NOTE: (as taken from PDE and DOH regulations)

- ☑ Students who lack a single dose of a single dose vaccine and/or the first dose of a multiple dose vaccine are required to be excluded from school attendance.
- ☑ A child who needs the next or final dose of a multiple dose vaccine has five (5) days to obtain that dose before being excluded from school; **OR**
- ☑ A child needing more than one dose of a multiple dose vaccine series will be permitted to attend school beyond the five (5) day provisional period as long as a medical certificate from the child's health care provider is submitted outlining the dates for additional vaccination.

Questions and concerns may be directed to the school nurse. She may be contacted directly at (814)725-8671 x3012 or through the NEES office.

RESPONSIBILITY

All students, parents, and NEES staff share in the responsibility of creating a safe, positive, and productive environment in which all students have equal opportunities to learn. The following guidelines are set forth as collaborative practices to help shape a positive learning environment at NEES:

STUDENT RESPONSIBILITIES

- ✓ Be on time for school every day.
- ✓ Follow school and classroom rules and regulations.
- ✓ Be respectful and honest with all students, teachers, and staff.
- ✓ Actively participate in school, with your class work, and with your homework.
- ✓ Work hard and give your best effort every day.

PARENT RESPONSIBILITIES

- ✓ Guide your child to develop socially acceptable standards of behavior, to exercise self-control, and to be honest.
- ✓ Help your child to understand that his/her actions have positive or negative consequences and that he/she will always be held accountable for those actions.
- ✓ Teach respect for the law, for school rules, and for the rights and property of others.
- ✓ Instill in your child a positive attitude and enthusiastic desire to learn.
- ✓ Help your child to develop individual thinking skills and foster appropriate strategies to resist negative peer pressure.
- ✓ Encourage your child to help, not hurt, other people.

SAFETY / SECURITY

The safety and security of all students at North East Elementary School is of the utmost importance to the entire faculty and staff. It is every student's right to feel safe and secure in our school building. Our NEES staff works diligently each and every day to meet this objective. The school building is locked down throughout the school day. All visitors must be buzzed in at the north pool doors and are required to sign in at the front office before gaining any access to the rest of the building. Surveillance cameras are located in the hallways and common areas throughout the building and on school grounds.

SAPPHIRE SYSTEM [COMMUNITY WEB PORTAL]

The NESD utilizes a web-based program called Sapphire to disseminate information to students and parents regarding such topics as attendance, grades, notifications, class activities/assignments, and other classroom or school related messages. Parents are encouraged to regularly monitor Sapphire for news and updates. Parents also have the ability to make any changes to demographic information directly through the Sapphire System. Instructors will update their gradebooks in Sapphire a minimum of once per week.

STUDENT SEARCHES [Board Policy 226]

All student items including jackets, bookbags, and other apparel are subject to search by school administration in the interest of student and staff safety. If there is reasonable suspicion that a contraband item is in the school, the administration has the right to search accordingly. Parent notification will occur any time a search is conducted.

TECHNOLOGY [Board Policy 815] ACCEPTABLE USE OF INTERNET, COMPUTERS, & NETWORK

Students are provided a technology device each year that they will be able to utilize throughout the course of the school year. These devices are educational tools to be used as a means for supplementing and enhancing instructional delivery in the classroom. Students are expected to use these devices in a responsible manner. Students and parents are both required to review and sign the NESD 1:1 Chromebook Agreement. Devices will not be provided until this form has been submitted to the NEES office. Students who do not abide by the rules of technology device usage will lose their device privileges. Students are responsible for any damage.

TEXTBOOKS / LIBRARY BOOKS

Students are responsible for all textbooks and library books that are issued to them throughout the school year. Should a book become lost and/or damaged, it is the student's responsibility to pay for the cost of replacing/mending the book. These costs are based on the cost incurred by the district.

USE OF SCHOOL FACILITIES [Board Policy 707]

School and District facilities are made primarily available to support and promote our school instructional and extracurricular programming. Students and our educational programming will hold priority as it relates to all facilities. This includes both indoor and outdoor areas and facility space. All other groups and organizations must complete the associated application process in order to request usage of any district facility. Documentation can be found at www.nesd1.org.

VACATIONS / EDUCATIONAL TRIPS

Parents are strongly encouraged to plan family vacations and educational trips around the school calendar, including the state-mandated PSSA assessments held each spring. The school calendar is accessible via the NESD webpage @ www.nesd1.org. Should an extended absence be necessary for the purpose of vacation, a Request Form must be completed in advance. This document is available in the NEES office. It is requested that this form be completed at least one week prior to the extended absence. The classroom teachers will determine how missed class work will be handled as a result of the absence. Students assume the responsibility for completing the missed work within one (1) week after returning to school. Any assignment not received will be recorded as a failing grade.

VALUABLES

It is highly recommended that students do not bring items of significant importance and/or value (i.e. cash, electronics, trading cards, etc.) to school. Cubbies do not have locks and there is no way to entirely guarantee the safety of valuables in school. NEES is not responsible for lost, broken, or stolen items.

VISITORS *[Board Policy 907]*

As stated earlier, visitor parking is available during school hours in the north pool parking lot. Please ring the buzzer at the doorway entrance and wait to be buzzed into the building. You must report directly to the office. Nobody will be permitted into the building through the east library parking lot doors. **All visitors to NEES must report to the north pool doors during the school day.**

WALKERS

All student walkers are expected to arrive to school between 8:15AM and 8:30AM in the morning. Walkers will enter the school building through the East Library doors. At dismissal, walkers will exit the building through the same doors. Students are expected to walk directly home. All students must remain on the sidewalks and follow directions from all crossing guards.

WITHDRAWAL / TRANSFER *[Board Policy 208]*

Parents who are preparing to withdraw their child from school must notify the NEES office and Principal at least one week in advance of the last day of attendance. Student records will be prepared by the NEES office to be transferred to the next school upon written request by that school. Students will not be officially withdrawn from the NESD until formal notice has been received from the next school that the student has been enrolled and begun attending.