

# NORTHEAST ELEMENTARY



# STUDENT HANDBOOK

## *Northeast Mission Statement*

*At Northeast Elementary School, our mission is to engage and challenge students academically in preparation for college and career readiness. Through collaboration and mutual respect with students, colleagues, families, and community members, we strive to help every child grow socially and academically in order to achieve his/her greatest potential.*

**Dan Clark, Principal**  
**Tim Farrell, Assistant Principal**  
**Janell Lamberson, Secretary**

11001 Forest Avenue  
Cumberland, MD 21502  
Phone: 301-724-3285/Fax: 301-724-7308  
School Cafeteria: 301-724-6647  
[www.acpsmd.org/ne](http://www.acpsmd.org/ne)

August 29, 2018

Dear Parents/Guardians:

We would like to welcome you and your child to Northeast Elementary School for the 2018-2019 school year. It is our mission to engage and challenge all students academically and socially in preparation for college and career readiness. We recognize that in order to do this, we must develop and maintain a strong relationship with parents and community members. We invite you to attend parent conference meetings, PTA meetings, and any functions we have at Northeast Elementary School during or after the regular school day.

We are excited to welcome several new staff members to our school. Mrs. Samantha Kyle is returning to our Northeast faculty as our special education inclusion teacher. We congratulate Mrs. Kyle on her recent marriage. You probably remember her from last year as Ms. Twigg. Ms. Kelsey Logue will be joining us as our new pre-k teacher. Ms. Hannah Twigg and Ms. Lacy Dickel will be joining Ms. Williams on our first grade team. Ms. Chelsea Carr and Ms. Julie Robeson will be joining Northeast as third grade teachers. Ms. Amanda Wilder will be joining Ms. Wertz on our fifth grade team. Finally, Ms. Kristen Creegan, Ms. Melissa Amezcua, and Ms. Kim Rice will be joining our team as instructional assistants.

Again this year, report cards will not be printed. They will be available online following the close of each marking period on the following dates: 11/16/18, 1/31/19, 4/9/19, and 6/19/19.

If you choose to bring your child to school for morning arrival, please remember that the doors open at 8:20 AM. Please do not bring your child early and leave him/her unsupervised. Also, student drop-off from 8:20 – 8:30 must be at the carpool loop, so as to not have vehicular traffic interfering with bus traffic.

We are excited to announce that we will be continuing the breakfast program this year through a grant titled Maryland Meals for Achievement. This program enables **every student** to eat breakfast each morning free of charge. We encourage all students to be here by 8:30 so they may enjoy a hearty breakfast before kicking off the school day.

We will continue to offer school lunch in the cafeteria under the traditional payment system. I encourage you to submit an application for free and reduced-price meals, even if you believe that you will not qualify. If you have not yet filed an application, please contact the school or visit [acpsmd.org](http://acpsmd.org) for an application. We are always available to offer assistance with filling out the form, should you need it.

We look forward to working with you and your child throughout the school year. Thank you in advance for your continued support of our program at Northeast Elementary School. If you have any suggestions as to how we may enhance our program, please feel free to contact us at 301-724-3285.

Sincerely,

Dan Clark  
Principal

## 2018/2019 Northeast Faculty and Staff

### Administration

Dan Clark Principal  
Tim Farrell Assistant Principal  
Janell Lamberson Secretary  
Lisa Carney Health Nurse  
Terri Simpson School Counselor

Pat Aaron Strings  
Sara Cook Music  
Sarah Jackson Band  
Michael Fiscus Media Specialist  
Nathan Simpson Phys. Ed.  
Dan Jimerfield Art  
Jennifer Rice School Psychologist

### Teachers

Kelsey Logue Pre-K  
Cole Green Kindergarten  
Sarah Troutman Kindergarten  
Heather Peters Kindergarten  
Natalie Williams Grade 1  
Lacy Dickel Grade 1  
Hannah Twigg Grade 1  
Regina Yost Grade 2  
Heather Hook Grade 2  
Chelsea Carr Grade 3  
Julie Robeson Grade 3  
Allyson Ruddell Grade 4  
Greg Troutman Grade 4  
Amanda Wilder Grade 5  
Karen Wertz Grade 5  
Maureen Mathews Reading Intervention  
Samantha Kyle Sp. Ed. Inclusion  
Wendy Kutcher Sp. Ed. Facilitator

### Specialists

Jamie Clark Math Specialist  
Krista Trenum Reading Specialist

### Pupil Personnel Worker

Elissa Pancake PPW

### Instructional Assistants

Kim Rice AM Pre-Kindergarten  
Kim Rice PM Pre-Kindergarten  
Ellen Combs (133) Kindergarten IA  
Debra Parks Sp. Ed.- IA  
Tracey Lehr Title I - IA  
Melissa Amezcua Sp. Ed – IA (CAS)  
Linda Iliff Sp. Ed – IA (CAS)  
Brandon Haggerty Sp. Ed – IA (CAS)  
Kristin Creegan Title I - IA

### Custodial Staff

Kenney Wiseman Head Custodian  
Diane Crabtree Custodian  
Andrew Twigg Custodian

### Cafeteria Staff

Brenda Engle Cafeteria Manager  
Glenda Lee  
Heather Simmons

## MORNING PROCEDURES

- In the mornings, children are not permitted to be in the building before 8:20 AM as that time has been established as the beginning of the teachers' workday. No child should arrive before 8:20 AM, since adults are not available to supervise until that time. The staff at Northeast assumes no liability should children be dropped off prior to 8:20 AM.
- Students who are eating breakfast should arrive in time to eat breakfast and be seated in the classroom prior to 8:45 AM. **Breakfast will be free for all students** and will be served between 8:20-8:40. ***Students not in the classroom at 8:45 will be marked as tardy. Announcements begin at 8:45 AM.***
- **Carpool students:** Although students are strongly encouraged to ride the school bus, students arriving at school by car should be dropped off at the flagpole between 8:20-8:30 AM. Only buses are allowed beyond the gate between 8:00-8:30 AM. If you plan on walking your child in to school, please park your car.
- **Tardies:** You are reminded that children arriving after 8:45 AM need to be signed in by the parent/guardian in the school office. They will then receive an Admit to Class slip to be admitted to the classroom. One of the school's goals is to have an outstanding attendance rating. To do so, children are expected to be in school unless illness or other valid reasons prevent them from attending. If you have difficulty getting your child to the bus stop on time, or you oversleep and have no transportation, have an appointment scheduled for your child without transportation to school after the appointment, please call the school or Pupil Personnel Worker (PPW) to assist you. We will try to help you keep your child in school. We will try to get you phone service, an alarm clock, a wake up call, transportation, or whatever it is you need to have your child get an outstanding attendance record. Students with outstanding attendance records will be recognized.

## CORRESPONDING WITH THE SCHOOL

### ROADRUNNER FOLDERS

Most correspondence from the school office and the classroom will be sent home with students via the RoadRunner folder. This will help you stay informed with what you need to know about upcoming events at Northeast. We ask that you take a few moments each evening to talk with your child about her/his day and review any important information that may be included in this folder.

### ASSIGNMENT NOTEBOOKS

Assignment notebooks are sent home daily in grades 1-5. Each evening please read all notes for the day and sign the notebook. The notebook is a great way to correspond with your child's teacher. If you need to contact your child's teacher for a conference or would like him/her to call, the assignment notebook is the best way to arrange for this.

### DISMISSAL CHANGE/APPOINTMENTS

If your child will be leaving the school by a different method of transportation, please notify the office in writing at the beginning of the school day. Although we understand that last-minute changes are sometimes unavoidable, for your child's safety we ask that no phone calls regarding dismissal changes are made after 2:15 PM each day. Dismissal time is very busy and may cause miscommunication. We want to have your child arrive home safely each day.

## ABSENCES

The attendance policy for Allegany County Public Schools continues to be in effect. The regulations state that a student may miss no more than twelve (12) days of school per year. When a student accumulates a total of twenty (20) absences, with at least five (5) of those absences being unlawful, or ten (10) consecutive unlawful absences, the student and his/her parent/guardian will face punitive action – up to and including, referral to the State’s Attorney and/or Juvenile Services for violation of compulsory attendance laws.

All absences, tardiness, requests for early dismissal, vacations or any other change in the regular daily program of your child should be explained in a written note to the teacher. Students are also responsible for completing missed work.

A student is considered to be in attendance for a full day if he/she attends four (4) hours or more. A student is considered to be in attendance for a half day if he/she attends at least two (2) hours, but less than four (4) hours.

If your child must miss due to illness, please ensure you send a note to school with a brief explanation so that the absence is not logged as “unlawful”. According to the policy, we can record it as a lawful absence based on your note for up to and including the twelfth (12<sup>th</sup>) cumulative day. Beyond twelve (12), a note from a physician will be required in order for the absence to be lawful.

Please remember that breakfast is served in the classroom from 8:20 to 8:40. Announcements begin at 8:45 with instruction starting promptly at 8:50. Please accompany tardy children into the building. Any child arriving to school at 8:45 or after will be considered tardy.

The day concludes at 3:15. Students will be receiving instruction until this time. Please note that if you take your child before the conclusion of the day, this is considered an early dismissal and will be recorded on his/her permanent attendance record.

## PARENT/TEACHER CONFERENCES

October 2, 2018	9:00 – 12:00, 1:00 – 3:30
March 4, 2019	11:00 – 2:00, 3:00 – 5:30

## END OF THE DAY PROCEDURES

Instruction occurs daily until 3:15 PM. Please try not to pick students up early unless absolutely necessary. If students leave early, they may miss valuable instructional time.

- **BUS PROCEDURE** – bus students are dismissed daily between 3:17 and 3:30 depending on the bus they ride.
- **CARPOOL PROCEDURES** – students who carpool will be dismissed at approximately 3:17 PM. The students will be escorted to the flagpole. Parents should line up vehicles around the flagpole circle, and children will be escorted to your vehicle as you proceed around the circle. In cases of extremely bad weather, dismissal may occur from the front lobby following bus dismissal.
- **EARLY DISMISSALS**- Students will not be dismissed between 3:00-3:17 PM. This time is crucial for students and teachers to complete instruction and pack up for the evening. Please make every effort to avoid picking up students at this time.



**\*\*\*ONLY BUSES ARE ALLOWED IN FRONT OF THE SCHOOL BETWEEN 3:00-4:00 PM\*\*\***

## SCHOOL LUNCH AND BREAKFAST PROGRAM



Breakfast in the Classroom is a program that our school is continuing this year. Breakfast will be free for all students and served in the classroom between 8:20-8:40 AM.

### *Lunch shifts are as follows*

Kindergarten and Grade 1	11:20-11:50
Grades 2 and 3	11:50-12:20
Grades 4 and 5	12:20-12:50

**DEPOSITING LUNCH MONEY** – Cash or check payments are accepted, however, checks or online payments through PayPAMs are recommended. PayPAMs is an online account management system to provide parents with a safe and convenient way to prepay for student’s meals online. Parents can set up automatic payment plans, view balances and account history, and receive automated notification on balance status. For more information, go to [boe.allconet.org](http://boe.allconet.org), Food and Nutrition Services, and select PayPAMs. (If paying by check please put child’s first/last name and account number on the memo.) Northeast is computerized and when purchases are made, the cost of the meal is subtracted from your child’s account balance. When your child’s account is in the negative, you will be notified and expected to make payment. The computer never allows more than three charges. If you have questions regarding your child’s account, you may call the cafeteria manager, Brenda Engle, at 301-724-6647.

**FREE/REDUCED MEAL PRICES** – Families must reapply for free/reduced lunch each year. A meal benefit form for Free and Reduced meals should have been sent via mail to your home over the summer and must be returned to the school by the deadline listed or your child’s status will be changed to a PAYING STATUS. If you did not receive this form, please contact the school. Complete one application per family. All children are included on one application regardless which school they attend. Please be sure to indicate your child’s school for each child. Your participation in the meal benefit program means additional staffing and funding for Northeast School. **Reminder: If your income status changes throughout the year, you may fill out a new application to see if your family qualifies for free/reduced status at any time.**

<u>Lunch</u>	
Grades K-5	\$2.65
Reduced Price Meal	\$.40
Milk	\$.50

## EMERGENCY INFORMATION

Each child will receive two emergency forms. One form is for the school’s main office and the other is for the nurse. Please return all emergency information to Northeast School as soon as possible. If you have changes such as place of employment, address, home phone number or emergency contacts for students during the course of the school year, please notify the school immediately.



It is essential that your correct address and telephone numbers be on file in our office so that emergency situations can be handled promptly. If you receive mail through a post office box number please don’t forget to also include your physical address, too. We must have the name of some alternate contacts in case of emergencies. We must be able to get in touch with someone during the school day. If an emergency arises for you, please contact the school to let us know how to get in touch with you. If we cannot get in touch with you during an emergency, we will act responsibly. In the past, when unable to reach parents or someone listed on the emergency form, we have had to take children to hospitals, shelters, and to police stations. **We ask that you please keep us informed so that we can avoid that type of situation during an emergency.**

## SCHOOL NURSE PROGRAM



Northeast School hopes you appreciate the personal attention and personal contacts that our school nurse will make during the school year. She will call you when there are extended days of absence to offer advice in the treatment of your child's illness, assist you in getting connected with appropriate medical help, and do everything possible to make your child well to return to the classroom. When you are aware your child will be out of school for whatever reason, please contact the school nurse. We like keeping communication lines open. Please return the pink emergency card to school as soon as possible. These cards are kept on file in the health room. Also, please keep in mind that the health room is not a clinic and injuries and illnesses that occur at home should be treated by the family physician or the hospital emergency room not the school nurse, but please provide the school nurse with any doctor's orders when a child needs treatment at school.

The health room does not keep over-the-counter medications. If your child requires **any type** of medication including cough drops, Tylenol, Benedryl, prescription drugs, etc. a *Medication Form* **must** be completed by your physician. We legally cannot, and will not, administer any medications without the complete written instructions from the prescribing physician on the *Medication Form*. These forms are available in the health room or the physician's office. When we have the completed form, only then will medication be administered. Medication must be received in its **original bottle** from the parent or guardian. ***STUDENTS ARE NOT ALLOWED TO BRING MEDICATIONS TO SCHOOL.***

## PRINCIPAL'S CHOICE GUIDELINES

At Northeast Elementary School, our students are held accountable to rigorous social, behavioral, and academic standards. We understand the importance of recognizing those students who demonstrate academic excellence and adhere to the behavioral and social rules of our school. In order to do this, we review our students' quarterly performance reports and choose those who meet the requirements to be recognized on our Principal's Choice list.

All students from k – 5 will now have their progress reported to parents using a number format. Students in kindergarten, first, and second grades will only have numbers rating their progress for various indicators in all subjects. Students in grades 3 – 5 will have numbers for indicators as well, with the addition of a letter grade indicating overall performance for the subject.

***Rating definitions are as follows:***

### Performance

4	Thorough understanding
3	Adequate understanding
2	Partial understanding
1	Minimal understanding

### Behaviors

4	Independently exhibits behavior without teacher prompting
3	Frequently exhibits behavior with minimal teacher prompting
2	Inconsistently exhibits behavior and often requires teacher prompting
1	Rarely exhibits behavior and frequently requires teacher prompting

In order to be recognized on the Principal's Choice list, students in kindergarten, first, and second grades must earn all 3's and 4's on their report cards. Students in third, fourth, and fifth grades must earn all 3's and 4's as well, along with all A's and B's. Additionally, students must not have any discipline referrals for the marking period.

## **Guidelines for sick children**

### *Keeping them home..... or sending them to school?*



**GO TO SCHOOL** – if your child has any of the following symptoms he/she should probably go to school.

- Sniffles, a runny nose and a mild cough without a fever (this could be an allergic response to dust, pollen or seasonal changes).
- Vague complaints of aches, pains or feeling tired.

**STAY AT HOME** - if your child has any of the following symptoms, please keep your child at home.

- **APPEARANCE, BEHAVIOR** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to your child to remain at home.
- **EYES** – Thick mucus or drainage from the eye or pink coloring on the whites of the eye. (With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, and redness. Your child may complain of eye pain and/or feeling scratchy. A medical evaluation is needed. If contagious, your child must be treated with prescription medication for 24 hours before returning to school.
- **FEVER** – temperature of 100 degrees or higher. Remember that a child must be fever free for 24 hours, without the use of fever reducing medications, before returning to school.
- **GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH** – should be seen by a health practitioner. These conditions may be contagious and require medical treatment.
- **SORE THROAT** – especially with fever or swollen glands in the neck. Children should not be sent to school until the results of a Strep test is known. (With Strep throat, the child may return to school after 24 hours on antibiotics.)
- **DIARRHEA** – during the night, in the morning before school or three (3) or more watery stools in a 24 hour period, especially if the child acts or looks ill.
- **VOMITING** – during the night or in the morning before school or vomiting two (2) or more times within the past 24 hours.
- **RASH** – body rash, especially with a fever or itching. If the cause of the rash is unknown and/or causes discomfort to the child, a medical evaluation is warranted. Heat rashes and allergic reactions are not contagious.
- **EAR INFECTIONS WITHOUT A FEVER** – do not need to be excluded, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **LICE, SCABIES, RINGWORM** – these are contagious diseases. Children may not return to school until they have been treated. A medical evaluation may or may not be necessary. All children need to be evaluated by the School Nurse before re-entering school. Please call the school nurse for details.
- **CHICKEN POX** – children must stay home for five (5) days after the onset of blisters, or until all pox are scabbed over and dry. All children must be evaluated by the School Nurse before re-entry to school.

Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick. If all parents keep their sick children at home, we will have stronger and happier children. While we regret any inconvenience this may cause, in the long run, this means fewer lost work days and less illness for parents, children and staff.

## STUDENT BEHAVIOR

### **POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)**

Northeast's discipline approach is to emphasize and recognize the proper behavior of our students. This can be done through a variety of methods:

- ❖ **ROADRUNNER REWARD CARDS** – These cards are given by staff members to recognize positive student behavior based on three school wide rules: BEING SAFE, BEING RESPECTFUL, AND BEING RESPONSIBLE.
- ❖ **CITIZEN OF THE MONTH** – One or two students are chosen per month by each teacher based on student behavior. Students will be honored with a certificate by the principal as well as in the school newsletter.
- ❖ **PRINCIPAL'S LIST** – Students will be given this award based on a set of predetermined criteria based on the student's report card. Students will be honored on a school bulletin board, and each student's name will be submitted to the *Cumberland Times News*.

## VOLUNTEERS

On occasion, you may volunteer or be asked to assist our programs in some way. Northeast parents have historically been very supportive and we look forward to that continued response. When serving as a participant in the Parent Involvement Coordinator's workshops, as a volunteer reader, field trip chaperone, tutor, library aide, or in other capacities, please make accommodations for your preschool age children, and remember to keep matters confidential.

## VISITING THE SCHOOL

All persons entering an Allegany County school at any time are required by county policy to check in at the school office first, regardless of the nature of the visit. This includes, but is not limited to, picking up children for appointments, volunteering in the classrooms, depositing money into your child's lunch account, or attending an event. Parents are requested not to enter teaching areas without approval from the office. If you are picking your child up before 3:15 PM, remember to sign him/her out in the office.

## PARENT TEACHER ASSOCIATION (PTA)

Stacia Whisner, President  
Veronica Thomas, Vice President  
Rachel Hampton, Treasurer  
Lori Christo, Secretary

## PARTIES

If your child is having a birthday party outside of the school setting we ask that invitations not be distributed in school unless every child in class is invited.

## DELAYED OPENINGS & EARLY DISMISSALS

Allegany County Public Schools utilizes **School Messenger**, an automated program which contacts parents via phone, email, and/or text message in regard to changes in school schedules and other important messages related to your child(ren)'s school. School Messenger will automatically call your primary phone number, unless otherwise stated. If you would like to make a change to how you are contacted, you may go to [acpsmd.org](http://acpsmd.org) to access the school messenger site. This will give you step-by-step instructions. An automated help line is also available at 301-759-2438.

Local radio stations will also carry information in regard to school closures, delays, and early dismissals. **Daily information regarding the school system can also be found by accessing the website [www.acpsmd.org](http://www.acpsmd.org).**

\*Early closings are usually announced by noon. Please do not call the Transportation Office or the school as this will tie up telephone lines that are absolutely necessary for emergency calls.

Also, please discuss your delayed opening and early dismissal plans with your child. If your plan is different than your daily routine, please explain your plan that you put on the Student Emergency Form. You may want to share your plan with your child's teacher as well.

## HOMEWORK

Homework is an important part of the learning process at Northeast Elementary School. Homework serves several important purposes which include:

- reinforcement and extension of curriculum
- a strengthened home-school connection
- to inform parents about current areas of study
- development of student responsibility

Time requirements for homework may vary from student to student. It is to be expected that students will have nightly homework. Students are encouraged to read daily in addition to regularly assigned homework. If your child is struggling with homework or spending an excessive amount of time completing homework, please communicate your concerns to his/her teacher.