

Northeast Elementary School Parent/Student Handbook 2024 – 2025



Mrs. Jennifer DeRubeis
Principal

Ms. Kathy Lane
Assistant Principal

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MTSS

82 Scofieldtown Road
Stamford, CT 06903
203-977-4469

www.northeastelementary.org

MISSION STATEMENT

SPS Stamford Public Schools Mission Statement: Is to provide an education that cultivates productive habits of mind, body and heart in every student.

Northeast Elementary School Mission is to empower each and every student by providing an exemplary educational foundation that includes: critical and creative thinking, social-emotional learning, physical education, music and the arts, in a collaborative and inclusive learning environment.

Important Links:

[Northeast School Website](#)

[SPS Website](#)

[SPS Family Guide](#)

[District ALERTSTransportation](#)

[Parent Portal](#)

[School Calendar](#)

[Student Registration](#)

[Bus Tracking First View App](#)

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PROCEDURES

SCHOOL SESSIONS

Grades K - 5 Full Day Session	7:55 a.m. - 2:30 p.m.
Early Release Day Session	7:55 a.m. - 12:30 p.m.
Delayed Opening Session	9:55 a.m. - 2:30 p.m

Students are considered late after 8:15. Arriving at school on time is necessary to receive all the academics required to be successful. If on occasion a student should arrive after 8:15 a.m. students must be with an adult when approaching the front door to ring the doorbell. Students are then let in to report to the office before going to the classroom.

ATTENDANCE POLICY

If your child is going to be absent, please notify the school at 203-977-4469. In order for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child's name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused. Excessive or unexcused absences from school are detrimental to the educational process. **Students having more than 18 absences for the year may, on the authority of the principal, be denied promotion.** The procedures for unexcused absences are as follows:

Extended Travel We request that a family's travel plans respect the school calendar. If a child's absence is prolonged, the school should be informed in writing. Parents are asked to write an email or note to the teacher and Principal indicating the reason for the extended leave. We will not provide work for your extended travel. Please note, we will note the student's absence as per state guidelines (see below). *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention click [here](#) for more information.

[Policy Guide for Families](#)

ARRIVAL

To ensure a smooth start to the school day, students walk to class on their own. Families dropping off students are encouraged to say goodbye before students enter the building, as our hope is to build confident, independent scholars.

EARLY PICK-UP

If a child **must** leave school before dismissal begins, please send a note into school with your child notifying the teacher of the early pick up. Children will not be released without a note from a parent. **We ask that you keep early pick-ups to a necessary minimum.** Every minute of classroom instruction is vital to our scholars' academic, social, and emotional success. To ensure the safety of our students, **no student(s) will be released after 1:30 pm on Full schedule day and 11:30 am on Early Release schedule day.**

In case of extreme emergency, you may phone the office notifying the office staff of the need for early pick-up. If an early pick-up is necessary, please come directly to the main office to sign-out your child. **Please do not go to the classroom;** for the safety and security of all children, teachers are not permitted to release

children to anyone directly. Any person other than the parent picking up a child must have written authorization to do so and must be 18 years of age or older. Children will not be waiting in the office; they will be called from class when you arrive.

DAILY DISMISSAL

Our staff members will follow the dismissal plan indicated by the parent/guardian at the beginning of the school year.

Any changes in dismissal plans MUST be communicated by the parent or guardian to the child's teacher at the start of the day in writing with the date for the change clearly indicated. We understand emergencies arise, but any changes in dismissal plans must be made before 12:00 p.m. to ensure your child's change will be made in a timely manner.

Please note: We cannot accept dismissal changes communicated by your child. Without a note from the parent/guardian, we will follow your original instructions.

CAR PROCEDURES-

Student Drop Off:

Students transported to school by car are to be let out of the vehicle, starting at 7:55 am. Staff members are assigned to direct students along the sidewalk to the front door. Doors open no earlier than 7:55 am. No students should be let off in the front of the building nor the parking lot to walk in via flagpole. Please have your student(s) prepared to be dropped off in the car line, a Staff member will assist with opening doors, this will help the flow of traffic. No driver should be getting out of their vehicle or passing other cars on the side while in the drop off line.

Student Pick-Up:

Those using a car to pick up students are asked to put a sign in your passenger window with the last name and grade of student(s) being picked up. Cars will then proceed to the back of the building on to the blacktop area in the rear parking lot. A Staff member will call your student out from the building, in which another Staff member will assist your student into your car where they should be able to put on their seatbelts. No one should be out of their cars during this time. If you are sending a new person to pick up your child, a note must be sent to our office that morning. We will not allow a student to leave the building without communication from the parent about the new driver prior. Students riding home for a playdate with a different driver must also present a note stating the name of the student(s) changing plans to be picked up. Remind your child he/she is to let one of the staff members supervising that he/she is leaving the area.

NO ONE IS TO EVER TAKE A CHILD FROM THE CAR PICK-UP AREA IF A NOTE HAS NOT BEEN PRESENTED IN THE OFFICE FOR A CHANGE IN TRANSPORTATION HOME.

SCHOOL CANCELLATIONS AND DELAYED OPENINGS

Inclement weather may cause a school closing, an opening delay, **or** an early dismissal. You may get up to date information several ways:

- ParentLink Phone Call sent out by Stamford Public Schools
- <http://twitter.com/SPSSuper>
- WSTC 1400 on the AM radio dial
- Channel 12 on Cablevision
- www.stamfordpublicschools.org or www.ctweather.com

REASONS TO VISIT MAIN OFFICE

VISITORS

Visitors are always welcome at Northeast for educational purposes. All visitors must enter through the main entrance and check in at the main office with a form of ID. If you need to speak with a teacher, or would like to visit, please send your child in with a note, call the main office, or email the teacher in advance. (Visiting during school hours is permitted by appointment only.)

VOLUNTEERS

We strongly encourage families to volunteer throughout the school year. Family Members and guests volunteering in the school are also asked to present a valid driver's license to go through our Raptor system in the main office. **THIS IS AN IMPORTANT SAFETY PRECAUTION.** To ensure the safety of everyone in the building, doors will be locked at 8:15 a.m. Access to the building during school hours should be made through the main entrance. Volunteers must coordinate with the classroom teacher/event organizer in advance of a visit/event.

Parent Volunteers Northeast encourages and welcomes parents to participate as volunteers in their children's' classrooms, at P.T.O. sponsored events, and on special occasions throughout the year. All persons who wish to volunteer in any capacity at NE School must complete both sides of the Stamford Public Schools Volunteer Application. You will find the Volunteer Application (English/Spanish) on the website or by clicking [here](#). Once you have completed the application, please give it to your child's teacher and he/she will send it to the main office.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Any changes in contact information must be corrected in Power School by Parent(s). If you need assistance please contact the front office or our Parent Facilitator.

WITHDRAWALS & TRANSFERS

If you are moving out of Stamford or if your child will be attending another Stamford School, notify the office as soon as possible. A Student Record Release Form (SR7) must be completed and submitted to the main office so that school records may be forwarded to the new school. These forms serve as permission for the school to send information about your child to a new location. Please ask the school secretary for the SR-7.

PowerSchool Parent Portal

Parent engagement is a key factor in student success. The Stamford Public Schools has provided families with a useful tool – PowerSchool Parent Portal. The PowerSchool Parent Portal will give you access to your child's grades, attendance and bus information (if applicable). If you have not created a PowerSchool Parent Portal please communicate with our Technology Integration Support Specialist (TISS) at 203-977-4469 for assistance.

Important forms that need to be signed electronically each year via the PowerSchool Parent Portal.

- A) Acceptable Use Policy
- B) SPS Educational Technology Device Agreement
- C) Media Consent
- D) Student Parents/Guardian Contact Information (changes can be updated in this section)

BUS POLICY

BUS SAFETY

You can help the school protect your child's welfare by discussing the following bus guidelines:



- When waiting for a bus, your child should stand away from the traveled portion of the road and remain in the protected area until the bus comes to a full stop.
- After boarding a bus, your child should take the assigned seat and remain seated until the destination is reached.
- The bus driver has an important responsibility. To be effective, the driver must have complete charge of all passengers. If a driver finds a student's conduct is unsafe or disrespectful, a report will be made to the school. You will be notified of the infraction. If correction is not immediate, bus riding privileges may be suspended for a period of time.
- **If no one meets your child at the bus stop, the bus driver will return her/him to school.** Kindergarteners **will not** be released without supervision. Always call the school immediately if your child does not get off the bus you may call First Student at (203)324-8538 for assistance.
- **If your child is not going to ride the bus on a certain day, the classroom teacher must be notified in writing about other arrangements.** Without a note, we will follow your original instructions.
- Students **may not** switch buses to ride home with a friend.

For more information please go to:

<https://www.stamfordpublicschools.org/departments/transportation>

or <https://www.northeastelementary.org/student-life/school-buses>

NOTES ON NUTRITION

15-snacks-for-school



SNACKS

Snacks are important. They provide extra fuel for your child during a long learning day. Please help your child get the most out of snack time by sending foods that are:

- Low in sugar
- Low in salt
- High in nutritive value
- Appealing to your child.
- Please do not send candy or glass bottles to school with your child.

We encourage fruit, raw vegetables, yogurts, and other healthy snacks. Water is by far the best thirst quencher and brain cell energizer you can send. Feel free to supply your child with a bottle each day.

Speak to your child's classroom teacher about snack time in their classroom.

HOT LUNCH PROGRAM

Stamford Public Schools has been approved to provide free healthy breakfast and lunch at school to all students during the 2024-25 school year!

- You do not need to do anything.
- You do not have to pay any money or fill out any forms.
- You do not need to send your child to school early for breakfast. Breakfast will be part of the school day.

Chartwells Dining Services

Khadijah Smith, Food Service Director
, Assistant Food Service Director
Audrey Way, SPS Determining Official

203/977-5807
203/977-4738
203/ 977-1177

NOR Lead Manager Martha

203/977-4882

Breakfast & Lunch Menus are at:

<http://stamfordpublicschools.nutrislice.com/>

HOMEWORK

Homework is an opportunity to practice concepts and skills learned in school and to develop responsibility. Your child's classroom teacher determines the kind and amount of homework as it pertains to the curriculum. A parent should not do homework for their child. On occasions when a child has difficulty with an assignment, please share this information with your child's teacher. Your teacher will provide guidance to you and your child in such cases.

Each child is expected to try to complete assigned work. In addition, reading should be a daily home practice.

DAILY RECOMMENDED TIMES

Kindergarten	10-20 Minutes with a grown-up
First Grade	10-20 minutes with a grown-up/alone
Second Grade	20 minutes with a grown-up/alone
Third Grade	up to 30 minutes
Fourth Grade	up to 40 minutes
Fifth Grade	up to 50 minutes

HOMEWORK TIPS

Homework periods are often challenging for children and parents. The following suggestions may help with completing assignments with minimum stress.

- Establish a regular time for homework.
- Work in a quiet place and encourage use of this area nightly.
- Turn the TV off during homework time and organize work materials before beginning.
- Encourage your child to be neat, to check for errors, and to take pride in their work.
- Encourage and support your child, but allow him/her to do the work.
- Ask for help if needed. Communicate with your child's teacher if homework is a consistent problem.
- Pack books the night before. Set school clothes out before going to bed. This will make the morning an easier, less stressful time.

DRESS CODE/ NORTHEAST CHARACTER



Our scholars are expected to come to school dressed appropriately for learning. Boys and girls should wear clothing that is layered to ensure comfort in all areas of the school building.

Please adhere to the following guidelines required for all scholars K-5:

- Shoes/sneakers/sandals must be worn **at all times** in school throughout the year (including warm weather months). Flip flops are not recommended due to safety.
- Long or short sleeved shirts, blouses, tops, etc. must cover the stomach & back completely. (Tank tops and spaghetti straps are not appropriate attire for school.)
- Pants and skirts must sit on the waist. Belts should be worn to keep pants/skirts on the waist and undergarments covered at all times. Elastic band pants and skirts work well for meeting the dress code.
- Shirts and shorts need to be at school appropriate length (middle of the thigh).
- Please leave any distractions to the learning environment at home, such as cell phones, electronic gadgets and games, big jewelry, toys, etc. Cell phones are NOT allowed at school. If you feel your child needs a cell phone, it must be turned off and remain in his/her backpack.

If a child's outfit is not suitable for school a phone call home will be made for a change of clothes. For students in kindergarten and 1st grade we suggest keeping a change of clothing in school should clothes get soiled.

If you have questions, please do not hesitate to call the school for clarification at **(203) 977-4469**.

We thank you for sending your child dressed appropriately for school.

NORTHEAST CHARACTER

At **Northeast**, we expect our scholars to use three simple principles to guide their behavior:

- **Respect for self**
- **Respect for others**
- **Respect for your environment**

As a school community, we need to work together to provide models for our children. Children learn from adult attitudes and actions. Classroom expectations are established to guide the development of good citizenship and to maintain an orderly learning environment. School is a shared place of learning. Every learner deserves the opportunity to work in an orderly and safe classroom. Please discuss the expectations of behavior with your child throughout the year.

When a child displays behavior that is not aligned to expectations there is a process in place to help your child learn from their mistake.

1. Teachers are equipped to handle misbehavior in their classrooms. Reminders, talking quietly with a student or students, change of seat, time with a buddy teacher are some of the strategies used to support students.

2. A referral to the office for a child to see an administrator will be made when either:

- The behavior is ongoing and the student is still struggling to meet expectations despite teacher intervention.
- The behavior is severe and places the safety of the student or other students or adults at risk.

The administration will work with the student and the referring teacher to handle these situations. Consequences may include:

1. Meeting with administration
2. Phone call to parent
3. Conference with administration and teacher
4. Loss of privileges
5. ½ day or full day in-school suspension
6. ½ day or full day out of school suspension
(This consequence is used very infrequently and only after all other consequences have been exhausted this includes policy)

HEALTH SERVICES

SCHOOL NURSE

The school health office is operated by our school nurse. Parents are called to pick up their child if their child has a fever, is vomiting, has diarrhea, and or appears to be suffering from an illness or injury. **To ensure prompt notification it is critical that all emergency forms are current.** ebuxton@stamfordct.gov
203-977- (Mrs. Buxton)

The school nurse is an important resource in our school. School nursing is provided by the City of Stamford Health Department. The school nurse provides care for injuries and illnesses, reviews the health status and immunizations of all students, performs yearly vision and hearing screenings, and works to prevent and control illness within the school environment. Please note that a current physical (within 12 months of school entrance) is required when registering, or re-registering students, in kindergarten, sixth, and ninth grade.

All medications are dispensed by the nurse or, in his/her absence, by school administrators. Medications must be in original marked containers. State law requires an authorization form from the physician. No medications will be administered without the state form. Forms can be obtained from the school nurse or your child's physician. A child with a fever should not be sent to school. When a child develops a fever of (100 degrees) at school, a parent or guardian will be contacted. Students must be fever free for 24-hours before returning to school.

MEDICATION POLICY

Medication must be kept in the nurse's office and administered by the school nurse or the person designated by the principal to give medication in the nurse's absence. Over the counter medications are not permitted. Guidelines for administering prescription medication within school are as follows:

1. A Request for [Medication Administration form](#) must be completed and signed by the student's doctor/dentist and parent/guardian.
2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal's medical designee by the parent/guardian of the student.
3. **Medications must be brought to school by the parent/guardian and not the student**



STAFF ROLES

ELL TEACHERS

English Language Learners teachers are staff members who work with students whose second language is English. The ELL teachers use a variety of techniques and materials to teach the four language acquisition skills: listening, speaking, reading and writing. These teachers imbed grade level curriculum into second language learning and conduct assessments throughout the school year to determine strengths and weaknesses in order to ease the transition from one's native language to English. The ELL department collaborates with classroom teachers and families to suggest strategies and techniques that will help ELL students succeed academically and socially. The program also reinforces cross-cultural understanding while teaching students to appreciate the value and beauty of different languages and cultures to create an accepting environment and reinforce positive student self-image.

LITERACY/MATH SUPPORT TEAM

Members of the Literacy Team work with small groups of students in all grade levels to provide focused literacy support and instruction. The team also works with classroom teachers to deliver language arts programs and curriculum that help children become confident readers and writers. This team provides on-going literacy support, intervention, enrichment, and assessments. They meet with families and conduct workshops to reinforce literacy achievement in school and at home.

OCCUPATIONAL AND PHYSICAL THERAPISTS

Occupational Therapists (OT) and Physical Therapists (PT) are contracted by Stamford Public Schools through Constellation Health Services. The OT and PT deliver educationally related occupational and physical therapy services in the context of the school environment to maximize the students' functioning in the areas of gross motor skills, mobility within the school, fine motor skills, visual motor/perceptual skills, school related self-care, and sensory processing skills. OT and PT address both functional and educational goals while helping to improve each child's participation in school. They are members of the Planning and Placement Team who use their expertise to integrate these services into the natural context of the school and to collaborate with the school community.

PARA-EDUCATORS

Teaching teams are made up of teachers and paraeducators. Para-educators play a vital role in the learning process. They work with children in small groups, help with instruction and support students in the class.

SCHOOL PSYCHOLOGIST

The School Psychologist is a member of the Planning and Placement Team who works with students, staff, and families. School psychologists tailor their services to the particular needs of each child and each situation. School psychologists use many different approaches and may play many different roles, which include, but are not limited to: consultation, assessment, social and academic intervention, crisis management, teaching and learning strategies, research and planning, and developing partnerships with the school community to create a healthy school environment. Families and teachers may also consult with this member of the Planning and Placement Team to determine if evaluation may be useful in understanding learning needs.

SOCIAL WORKER

The social worker is a member of the Planning and Placement Team who facilitates outreach to our families. The social worker collaborates with teachers and administration to help children whose emotional or social needs interfere with school performance. The social worker also helps by:

- o Counseling individuals and groups
- o Accessing community resources to aid families
- o Conducting mediation and conflict resolution meetings with children
- o Conducting lessons on social and emotional learning

SPECIAL EDUCATION TEACHERS

These teachers are members of the Planning and Placement Team who work with students to meet their individual learning needs. Special education teachers consult with staff on a regular basis about teaching methods and strategies in order to better support learning accommodations in the classroom.

SPEECH AND LANGUAGE PATHOLOGIST

The Speech and Language Pathologist is a member of the Planning and Placement Team. In order for children to succeed in the classroom, they must first acquire adequate speaking and listening skills. Children who are suspected of having difficulty with articulation, voice, speech rhythm and fluency, expressive or receptive language are referred to the Speech and Language Pathologist for observation, screening, or diagnostic evaluation. This person determines the nature of the communication problem and works with the Planning and Placement Team and classroom teacher to provide support.

TEACHING INTERNS/BUILDING SUBS

Local universities provide teaching interns to work within the school district for one year. In return, Stamford Public Schools fund the tuition for the interns who are seeking a Masters Degree in Education. The intern is a resident substitute teacher. We are honored to train prospective members of the profession.



SPECIALIST PROGRAMS

ART

Based on the Bank Street philosophy, the art curriculum is integrated with the curriculum and is closely linked to the other classroom studies. Art classes provide an opportunity for students to explore different mediums while learning how to create with drawing, painting and sculptural techniques. Critical thinking and problem solving skills are developed as children work on increasingly complex projects through the grades.



MUSIC – INSTRUMENTAL

Instrumental lessons in woodwinds, brass, and percussion are available to students in grades 4 and 5. Through their efforts to master an instrument, our scholars learn the value of self-discipline. They develop the ability to play in groups and to share individually through music. Our elementary program sets the foundation for participation in secondary music programs.

MUSIC - VOCAL

A variety of methods of music education creates the foundation of music instruction at Northeast. Teachers use a child-developmental approach which sequences skills learned in accordance with a child's musical proficiency. Children are first introduced to musical concepts through experiences such as listening, singing, and movement. They will learn Curwen hand signs and syllables as well (De-Re-Mi). Various instructional pedagogies are implemented in order to ensure a balanced music education for every child.

PHYSICAL EDUCATION/HEALTH

The Physical Education program provides physical activity to all students teaching them the skills and knowledge needed to establish and sustain an active lifestyle.



Benefits of the program include:

- o Learning character traits such as sportsmanship, teamwork, cooperation, kindness, responsibility and respect for others.
- o Promote health and wellness by making health and fitness fun. Incorporate lessons on the importance of fitness and nutrition.

The primary grades (K-2), are introduced to body awareness, spatial awareness, loco-motor movements, throwing/catching, jumping rope, dribbling with hands/feet, and kicking and punting. The upper grades (3-5), apply sport skills to simple sports and lead-up games and are introduced to more complex game strategies and rules.

TECHNOLOGY

Students at Northeast learn how to use their devices to support learning during technology, in addition to digital citizenship to keep students safe and teach digital responsibility. Computer science is also a focus as it

exposes students to beginning coding skills and supports many of the skills taught in other academic classes to prepare our students for later grades and the future.

SPS POLICIES

[Policy Guide for Families](#)

SPS Cell Phone and Electronic Device Use Policy

The Stamford Public Schools recognize that many students at all grade levels possess and bring cell phones and other electronic devices to school. The purpose of the Stamford Board of Education Cell Phone and Electronic Device Use Policy is to ensure that cell phones and other electronic devices support classroom instruction, enrich student learning, and promote the safety of students, school staff, and school property. The use of cell phones and other electronic devices will be regulated by building administration and by the classroom teacher.

The Board considers allowing students to bring such devices to school to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to Board policies and associated rules and regulations. The following are guidelines and/or the Stamford Board of Education's acceptable use and regulations for electronic devices.

The Stamford Public School system assumes no liability for personal electronic devices that are lost, broken, or stolen, or damaged in any manner.

Policy Adopted: Aug 29, 2022

5131.81R

Cell Phone and Electronic Device Use Regulations

For the purpose of this policy and regulation, an electronic device is defined as any two-way wireless communication device or any other device capable of storing, playing, transmitting, or receiving images, data, text, video, audio files, and/or games, including, but not limited to, tablets, smart watches, cell phones, smart phones, e-readers, headphones, handheld video game devices, etc., and similar devices (hereinafter collectively referred to as a "Device" or "Devices").

Use

Any improper or unauthorized use of Devices while on school property, while on school-sponsored transportation, while at school-sponsored events or at such times not authorized by the principal or designee is prohibited.

Timing

Devices are permitted on school grounds and at school-sponsored events, but may not be used, heard, or displayed during the school day, or during a school sponsored event, unless specifically approved pursuant to this regulation, by the request of the classroom teacher (Approved by building administrator), or where required by an IEP or 504 plan.

During the instructional day, all Devices shall be silenced and stored in the students' bookbags, backpacks, and/or personal bags except as set forth below. The school day includes but is not limited to, transportation to

and from school by school bus, lunch breaks, recess periods, class changes, study halls, and any other structured or unstructured district activity that occurs before, during, or after the school day. Use of Devices might be allowed at appropriate times during the school day as noted below by grade level.

Use: Content

Devices shall not be used in an illegal manner or in a way that violates a published Board of Education policy or regulation (including school based regulations). Any image depicting persons in any place or situation in which there is a reasonable expectation of privacy may not be published, broadcast, or transmitted to any other person/device without the consent of the person/persons appearing in the image. Prohibited conduct specifically includes creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Audio and/or video recording devices and other Devices may be authorized for student use by the principal, and/or their designee, during a class and only in support of a student's specific education needs (IEP/504). In such cases, if a lesson is being recorded, the teacher and the entire class must be notified that the lesson is being recorded. Students may wear a smartwatch, provided the same is used solely as a watch and not as a communication device.

Examples of prohibited uses include, but are not limited to, the following:

- In a locker room or restroom;
- In any place or situation in which a person has a reasonable expectation of privacy, without the person's permission (if the person is mentally impaired, permission must be obtained from the person's parent or guardian);
- In a way that would violate copyright law;
- To harass, intimidate, or bully another person;
- To invade a person's privacy;
- To send any form of harassing, threatening, or intimidating message or image at any time to any person (such communication may also be a crime);
- To take pictures without the specific permission of the subject of the picture;
- To record (video or audio) of oneself or another individual while on school property, while on school-sponsored transportation, while at school-sponsored events, or at such times not authorized by the principal or designee;
- Any use which violates academic integrity, such as taking pictures of an assessment, sending the questions or answers to students, or providing assistance to students on an assessment in a manner that violates Board policy.

Any improper or unauthorized use of a Device while on school property, while on school-sponsored transportation, while at school-sponsored events, or at such times not authorized by the principal or designee, is prohibited. Unauthorized or improper use of such Devices may lead to disciplinary action, up to and including expulsion.

A student's Device may be searched and/or seized by an administrator (or designee in accordance with a specific administrative directive if there are grounds for suspecting that the search will turn up evidence that the student has violated the law, Board policy, regulation, or the rules of the school. If a Device is confiscated, the Device will be returned to the student at the end of school day. If appropriate, a parent/guardian will be required to pick up the Device at school.

Responsibility/Liability

Any student who chooses to bring a Device to school shall do so at their own risk and shall be personally responsible for the security of their Device. Neither the district personnel nor the Board of Education will assume any responsibility or liability for loss, theft, damage, or vandalism to a Device brought onto school property, or for the unauthorized use of any such Device. Students may not store Devices in non-secured locations, including cubbies and lockers.

School Based Regulation

Each school must establish a school-based regulation regarding the use of Devices on school property (that conforms with Policy 5131.8, this regulation and each grade level's regulations contained). The school-based regulations may treat different kinds of Devices differently. By way of example only, cell phone use may be permitted during lunch breaks, while use of a handheld video game device during lunch breaks may be prohibited.

Elementary School Students

Elementary school students may possess Devices on school property and school-sponsored transportation provided such devices are not visible, used, or activated, and are kept in the "off" position upon entrance into the building and throughout the instructional school day. Students must keep their Devices stored in a non-visible secure location or a location determined by their teacher during the instructional school day. Students may use their Devices while waiting for dismissal at the end of the instructional school day (unless otherwise directed by their administrator or classroom teacher) and as allowed by the school principal. At all times when a Device is in use, students must comply with the requirements of the "Use - Content" section above.

FIELD TRIPS:

Administrators, curriculum leaders and teachers plan together to make field trips an exciting extension of classroom activities. Subject areas are integrated whenever possible to make the experience more meaningful. Parents may be asked to assist with supervision and transportation as needed.

Parents/Guardians receive permission slips for all trips. Signed permission slips must be returned by the due date before a child is allowed to participate. ***No child will be permitted to participate on a trip without a signed permission slip.***

LOST AND FOUND:

Found lunch boxes and clothing are placed in a closet/chest outside the gymnasium doors in the hall. Items found on a bus are left on the bus for a couple of days and then sent to the school office. Any lost items may be claimed by proper identification. We encourage parents/guardians to clearly mark items with the

Owner's name so items can be returned without delay. Lost and Found items will be donated to charity at the end of the school year.

SIGN-IN/SIGN-OUT:

All parents/guardians and visitors to Northeast are expected to come directly to the office with proper id and sign-in and out of our *Raptor* program on the computer. Visitors are given a visitor's badge to be worn when visiting Northeast school. This procedure is for the safety of our students and staff.

Communication between home and school is very important.

OPEN SCHOOL NIGHTS

Open School Nights are held in the fall. Information will be sent home indicating the date and time. Parents/Guardians are invited to visit the school and classrooms, meet the staff, view displays, and see their child's work. Open School Night is *NOT* a conference time to discuss your child's progress. However, parents/guardians may schedule a conference for a future date if desired.

PARENT/TEACHER CONFERENCES: Communication is essential in the educational process at Northeast. **The Stamford Public Schools sets aside two "official" conference times – immediately following the distribution of report cards** this is a time for parents/guardians and teachers to have the opportunity to share knowledge about the child's academic, social and emotional growth and development. Teachers will set aside time to meet with parents during these conference times. Conferences may be held in person or via Google Meet online. In the event that you cannot attend a conference in person or virtually, teachers can plan phone conferences.

Remind A two- way messaging tool that helps teachers and schools engage with students and connect with parents. Teachers can send out announcements to the entire class and a parent and teacher can communicate directly and privately with each other. Your teacher will send information out at the start of the school year to get you set up in his/her class.

School Messenger is an automated parent notification system that is utilized by the district and school to communicate school events and important reminders via telephone and/or email. It is very important that if there's a change in phone number or email address please let the main office know.

AFTER SCHOOL PROGRAMS

If the budget permits, Northeast offers a variety of after school experiences for its students. Flyers will be sent home explaining these offerings as they are planned. After school buses may be provided for students involved in after school activities. After school programs usually end at 4:15pm.

OTHER LOCAL AFTER SCHOOL PROGRAMS

All programs below have transportation provided to their programs:

Transportation First Student	203/325-8538
Boy's & Girl's Club	203/324-0594
Yearwood Center	203/323-3547
ROSCCO	203/609-9027
JCC	203/322

The ROSCCO AFTER SCHOOL ACTIVITIES PROGRAMS begin at school dismissal and run until 5:30 p.m. In addition to a Daily Snack, Supervised Homework Time and Reading Corner, Enrichment Activities include: Arts & Crafts, Chess, Cooking Projects, Dance/Music/Skits, culminating in an annual show, Field Trips, Movies, Outdoor Play, Gym Games, Science Projects, Story Time, Table Games, and visiting specialists. The After School Program registration follows the monthly payment schedule and is based on a predetermined schedule of either 3, 4, or 5 days per week. For more information you may refer to www.roscco.org