



Parent and Student Handbook

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Mission

The aim of Northeastern Elementary School is to build lifelong learners by nurturing our students' creativity, knowledge and character. We believe in high expectations, a commitment to community and PRIDE!

Vision

Our goal is to work in a partnership with our parents and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential.

Student Motto

I am a Northeastern Elementary School student. I have pride in myself and my school. I am full of possibilities. I can learn, I will learn and I must learn. I believe I must start today to prepare for my future. I am determined to work hard today to make the next day possible. I pledge to make the right choices, not because it's expected but because it's the right thing to do.



GENERAL INFORMATION

School Hours

Entry:	8:40 AM – 8:50 AM
FULL DAY:	8:50 AM – 3:52 PM
HALF DAY:	8:50 AM – 12:02 PM

Opening and Dismissal Times:

8:35 Outdoor supervision begins
8:44 First bell rings-students are taken to class
8:50 Tardy bell rings, instruction begins
3:50 Dismissal

Half-Day Schedule

8:35 Outdoor supervision begins
8:44 First bell rings-students are taken to class
8:50 Tardy bell rings
12:06 Dismissal

ARRIVAL TIME

Students are expected to arrive promptly at the start of school. Regular and timely attendance is critical for the academic success of our students and our school. Students can arrive as early as 8:35 AM. Please do not drop students off prior to this time because they cannot enter the school, and we will be unable to monitor them.

BREAKFAST/LUNCH PROGRAM

All students may eat school breakfast and lunch daily. Students are offered only breakfast on half days of school. Monthly menus are sent home with students. Breakfast is universal and free for all students who wish to participate. **Breakfast and Lunch are FREE to everyone!** Please complete all lunch forms to assure that lunch remains. Applications are located in the Parent Portal.

DROP OFF PROCEDURE

Parking spots are available directly in front of the school or in the parking lot to the right of the building. Please do not park in the bus semi circle. PRIDE patrol and supervising adults will be in position to welcome students and help the bus enter safely. It is important that cars are not parked directly in front of the school in order for this process to work as smoothly as possible.

VISITOR/SECURITY

Northeastern welcomes families and community members to visit our building and volunteer their time. All visitors to the building are required to sign-in at the office and receive a visitor sticker. We do, however, ask that parents and other visitors refrain from visiting during instructional time to ensure that students have uninterrupted time for academic learning.

Please check with your child's teacher for a schedule of classroom specials and subject areas, and make arrangements with your child's classroom teacher ahead of time. Your cooperation is requested for the safety, security and academic success of all students. Volunteers working with students need to fill out a background check.

DISMISSAL TIME

Students will be dismissed at 3:50 PM. Just as arriving promptly is an important part of our student's school day, a full day of school is just as important. Please refrain from early pick-up whenever possible; it is not appropriate to pick your child up early, by even a few minutes, just to avoid parking lot traffic. When students are not allowed to stay for the entire day of school important instructional content is missed. While we understand that there are occasions that require early removal from school, excessive removal may be reported as educational neglect.

A number of our students have siblings who attend other schools which dismiss around the same time as Northeastern. Please understand that our teachers are instructing students up until dismissal time, and you are expected to make arrangements for a dismissal plan for your child *at* dismissal time (3:50), rather than picking him/her up early on a consistent basis.

PICK-UP PROCEDURES

We are aware that parking at Northeastern is limited, and pick-up time can be very busy. In order to maintain safety for our staff, students, and parents, *please be patient at pick-up time!* Please park in designated parking areas; do not park in the staff parking lot or the bus turnaround! Above all, *stay alert and SLOW DOWN!* Thank you for your cooperation.

Teachers will bring students outdoors for dismissal. Bus riders will be placed on the bus and students will be released to parents. If your student is a car-rider, please make sure that s/he is picked up promptly and that you are parked in a permissible area.

If an alternate method for transportation is required please make sure that the office is notified as soon as possible either by phone call or with a note, **prior to 3:00 p.m.** Please note that last-minute changes in busing arrangements **will not be allowed**, per district policy.

Please make sure that students are picked up promptly at 3:50 PM or at the appropriate time designated by an after-school activity. When students are not picked up at the appropriate time it interrupts necessary meetings and obligations by the teachers after school.

TARDIES/ABSENCES

It is the law in the State of Michigan and the policy of the Kalamazoo Public School District that your child is in attendance and on time every day. Please understand that an educational neglect petition can be filed with the 9th Judicial Circuit Court (family court) if your child is not in school and on time, on a consistent basis.

- School begins promptly at 8:50 a.m. Students are required to obtain a tardy pass from the office if they arrive after the tardy bell.

- A half-day absence (AM absence) will be recorded if your child comes to school after 10 a.m.
- A half-day absence (PM absence) will be recorded if your child leaves school before 12:00 p.m.
- To assist us in verifying your child's whereabouts, please contact the office at 337-0690 by 9:00 am **each** day your child will be absent, and send a note upon his/her return.

Students must be at school every day, on time. These are critical years of development and learning. We will work hard to provide a strong foundation that will contribute to educational success in future years, but regular attendance is necessary for us to meet this goal. Students who miss more than **FIVE days** within a one month period will be contacted by the school in order to provide support, if needed. If a student misses ten or more days, unexcused, at any point in the school year, it will be our responsibility to report this as educational neglect and require a doctor's excuse for the remainder of the year. It is very important that if there are any problems or issues that prevent regular attendance, you contact the school as soon as possible for support.

It is also important that whenever possible an absence or tardy is supported with documentation; please send an excusal note to school following your child's absence!

STUDENT REGISTRATION

The student registration is our way of contacting you, and our means of identification for your student. If you have special information for us regarding custody, childcare information, visitation, or any other instructions, it must be noted with the student registration form. If there are any legal issues involving your student, we must have copies of court orders to make sure that your child is protected. When you have a change of address or phone number, please notify the office promptly so that your information can be kept current. We use the student registration phone numbers if your child is ill or injured. Please give us all home, cell, and work phone numbers.

CLASSROOM ASSIGNMENTS/TRANSFERS

A great deal of time and effort goes into developing each class list. A variety of factors must be considered to ensure that classrooms are balanced, and provide a wide-range of experiences for all students. All of our teachers are highly-qualified and work to provide the best educational experience for students at Northeastern. We ask that you refrain from requesting specific teachers unless there are special needs required by the students. In the event that multi-age classrooms are required we will do our best to place students according to need.

Once school begins we will not be able to honor requests for transfers. Should a concern arise regarding a teacher it is very important to first discuss those concerns with the teacher. If matters are not resolved please notify the principal as soon as possible so that a meeting can be scheduled.

RELEASE OF STUDENTS

Children may be released from school to authorized persons ONLY. Authorized adults are listed on the Student Registration and on file in the office. Each year, parents will be asked to designate, in writing, any persons who are authorized to pick their child(ren) up from school. You may list as many friends, neighbors, and family members as you want. If an adult who is not familiar to staff comes to pick up your child we will ask that person to go to the main office and show picture identification. Students will only be released to people whose names are on the child's registration form and who have ID. Always send a note with your signature if a child has an alternate arrangement for pickup. If your child normally rides the bus, but will be picked up by you, please send a written note to the teacher whenever possible or contact the office **BEFORE 3:00 PM.**

If your child needs to leave school during the day for any reason, you must come to the office and sign him/her out. The office will call the classroom and request that the child come to the office for dismissal. If returning the same day, it is necessary to sign your child in upon return. Students will not be released to any individual that is not listed on the registration. Also, information regarding the student will not be given out except to agencies or other authorized individuals.

RIDING THE BUS

Transportation services are provided to all qualifying Kalamazoo Public Schools students. These services are provided as a privilege, not a right. Students are expected to be on their best behavior on the bus, just as we expect in the classroom. If a student is found in violation of proper bus behavior it will result in a school consequence. Repeated misbehavior may result in bus suspension or permanent removal. We cannot express the importance of proper bus behavior. It is our wish that students have a safe and orderly ride to and from school.

TELEPHONE CALLS

All staff members have voicemail accounts. In order to protect student instructional time, office personnel will not disrupt classrooms for student or teacher messages. All calls will be routed to voicemail or a message will be taken and placed in the teacher's mailbox.

Students cannot use the school phones unless there is an emergency. Please ensure that your child is aware of any changes to their dismissal plan prior to coming to school. If the teacher does not have a written note from you, we will follow the normal dismissal plan.

Any emergency changes to a student's normal dismissal plan must be received in the office BEFORE 3:00 PM; otherwise, we cannot guarantee that your child will receive the message.

MEDICATION POLICY

Students are not allowed to carry prescription or over-the-counter medications (including cold medications, aspirin, cough drops, etc.) while in school or on the bus. In the event that your child should need medication during the school day, please follow these guidelines:

- A parent must deliver the medication directly to the school office.

- The office must have written instructions from the child’s doctor for both prescription and over-the-counter medications, which indicate the frequency and dosage to be dispensed. (*A school form must be completed*).
- The office must have written permission from the parent to dispense the medication as prescribed by the physician. (*A school form must be completed*).
- All medications must be in the original container and should include the student’s name, name of the medication, dosage and frequency. Please ask your pharmacist to dispense the medication in two containers, one for school and one for home.

SCHOOL CLOSINGS

Snow Days: Please turn on your TV (channel 3, 4, 8, 17) or your radio (WKZO – 590 , WKMI – 1360 AM or WQLR 106.5 FM). You may also check channel 3’s website@ www.wvmt.com for school closings; you can also sign up to receive text alerts through the channel 3 website. The superintendents’ office will try to give school notices to the above stations by 6:00 am.

Delays or Severe Weather:

If there is going to be a delay in the starting time it will be announced on the above stations. Please do NOT call the Administration Building or school.

In the case of severe weather, Northeastern adheres to the Kalamazoo Public Schools policy of keeping all of our children safe. In the case of tornadoes or other severe weather, the students will remain at school, with supervision, until it is safe to transport them home. If the parent or guardian would like to transport the student home it is necessary to sign the student out at the office.

RECESS

Indoor Recess:

Students will have indoor recess if outdoor conditions are too wet, or otherwise dangerous weather conditions exist.

Outdoor Recess:

Our students will continue to play outdoors throughout the year, in a variety of weather conditions. Please have your student dress for the weather *every day* – snow pants, boots, hat, mittens, etc., even if you believe the weather will be too cold. It is important to be prepared every day.

IMMUNIZATIONS

Kindergarten students are required by law to have immunizations before entering school.

Please check to make sure that your child is up to date. Students whose immunizations are not current may be excluded from school until they have been updated. The State of Michigan also states that every student must have a hearing and vision test before entering kindergarten.

These tests are offered by the Kalamazoo County Health Department free of cost. **Starting this year incoming kindergarten students are required to have a dental screening.**

ILLNESS POLICY

Flu/Fever: If your child is running a fever, throwing up, has diarrhea or coughing, please keep him/her home from school. Children need to be symptom free for 24 hours. This protects your child from contracting other illnesses as well as protects the other students from contracting an illness from your child.

Chronic Conditions: If your child has a special medical need, please notify the office.

Lice: If your student has head lice, you will be notified and requested to treat his/her hair.

Ringworm and Pink Eye: Must be seen and treated by a doctor for 24 hours before returning to school.

If your child is not well enough to go out for recess, s/he is probably not well enough to be in school. Students will not be allowed to stay in without a written note from their physician.

VACATIONS

Vacations during school days are strongly discouraged, and are treated as unexcused absences. When students are absent from school for vacations, they often receive the message that school is not important or that attendance is not necessary. Quite the contrary is true. It is extremely difficult to make up for lost class time (such as class discussion, demonstrations, new material, and skills taught). Merely doing the “paperwork” cannot capture much of what goes on in the classroom. In cases where students are granted prearranged absences, course work will generally be made up when they return to school. Failure to complete assignments in the allotted time will result in loss of credit. After a student is absent over 15 days, the student will be referred to a member of the district administration team. The student is responsible for all work missed during an absence and will be given a reasonable amount of make-up time (usually one day for each day missed). ***Please do not ask teachers to pre-plan assignments for any unexcused absence.***

BIRTHDAYS

Northeastern will utilize a school-based method for celebrating birthdays as permitted. If religious views do not permit celebrating please notify the office in writing. Please contact your student’s teacher for approval with bringing in classroom items such as food (cake, cupcakes). Please keep in mind that we have students with serious allergies, particularly nuts. It is best to avoid food items and provide items such as pencils or birthday souvenirs. Items such as balloons, flowers or other birthday items are strictly prohibited due to disruption to the instructional day and transportation issues. The office will take time to recognize all birthdays school-wide each morning and will provide students with a birthday certificate. This will allow the preservation of instruction time and prevent student exposure to foods that may cause allergies.

EMERGENCY SITUATIONS

Should an emergency situation occur, it is important that parents are familiar with these terms:

- **Internal lockdown:** all school interior doors are locked, students are confined to their classrooms, and no entry or exit of the school is allowed. This takes place if there is a threat or possible threat inside the school. During an internal lockdown, the main entrance doors will be locked and a sign will be posted on the front door indicating that the school is in an internal lockdown.
- **External lockdown:** all school exterior doors are locked. This takes place if the threat is outside of the school. If the situation allows, parents could be admitted into the school with proper identification. If it is deemed safe for you to enter the building, you will need to show a proper form of identification such as a driver's license, military I.D., or other valid photo identification.
- **Tornado drills:** means selecting small, interior rooms/hallways in the school, with no or few windows, and taking refuge there until it is safe to release students. This is a precaution aimed to keep our students safe from hazardous materials that may have been released into the atmosphere or hazardous weather. This procedure is implemented if it is determined that evacuation or dismissal could possibly place students at risk.

Fostering school safety is everyone's responsibility – staff, students, parents, and the entire community. Please report any safety concerns you have to your school principal.

CURRICULUM

Northeastern is committed to providing all students with a rigorous academic curriculum that meets their individual needs. Teachers are trained in differentiated instruction and curriculum development with a strong emphasis on literacy and integrated instruction. Each classroom has a 1.5- hour language arts block and a 1-hour math block with integrated science and social studies.

The following general time and emphasis guidelines are recommended for each classroom:

Music—Two 30-minute sessions per week

Gym—Two 30-minute sessions per week

Art—One 50– minute session per week

ACADEMICALLY TALENTED/AT PROGRAM

Students will be screened for the AT program at the end of the second grade and will be selected based on results from assessments and teacher recommendation. Students must meet the criteria outlined by the district in order to qualify.

Home-School Partnership

Parent Conferences and Mid-quarter Progress Reports:

- Parent/Teacher Conferences are held in the fall and the spring, and report cards are given to parents at that time.
- Report cards are sent home with students in the winter and mailed home in the summer.
- Meetings with teachers, academic facilitators, or the principal to discuss academic concerns are welcomed any time by appointment.

HOMEWORK

Homework is designed to give students an opportunity to practice the skills they have learned in class. It is also a way to develop a healthy habit of organizing and using time efficiently to support academic achievement. Individual classroom teachers have their own policies that are outlined at the beginning of the year.

KPS would like for all students to participate in literacy enrichment every night. We encourage all parents to read with your children, let them read to you, talk to them about your day, practice basic math facts and solve real-world problems.

Students in grades K-2 should read with or to someone for a minimum of 20 minutes each night. Third grade students should read a minimum of 30 minutes.

HOME/SCHOOL COMMUNICATION

- Folders are sent home with weekly communications from the school and community.
- Classroom and school newsletters are sent home frequently. Please check your child's teacher to find the schedule.
 - A monthly newsletter will be provided by the principal.

SCHOOL IMPROVEMENT TEAM (SIT)

All parents, staff and community members are welcome to join SIT. Once a parent group is established a meeting schedule will be provided. This is an excellent way to help promote the school's vision and maintain academic excellence for all students. Your participation is greatly appreciated.

[PTO \(PARENT/TEACHER ORGANIZATION\)](#)

All parents and staff are invited and welcome to join the monthly PTO meetings. Meetings are held every 1st Tuesday of the month at 4:00 pm. This is an excellent way to get involved in your child's education and meet other families. Childcare is not provided. **We are looking for a new PTO president. If you are interested please contact Ms. Washington at washingtonsm@kalamazoopublicschools.net**

[CODE OF CONDUCT](#)

Northeastern School follows the Kalamazoo Public Schools' Code of Conduct Rules. We utilize Positive Behavior Supports as a way to reinforce expected behavior and characteristics of good citizenship. Students are able to earn Pride tickets for making positive behavior choices, and/or going above and beyond what is expected of them. At Northeastern, we have developed behavior guidelines and expectations for success, aligning with our PRIDE acronym. Please see our PRIDE Guidelines for Success, below:

- Personal Responsibility
- Respect
- Integrity
- Dependability
- Excellence

Students who do not follow the positive behavior expectations may lose freedom and privileges in their classrooms. They may be redirected and/or put into "Time Out." They may be directed to a different classroom or to the office. Parents or guardians may be called, or asked to come into school. If students demonstrate that they are not able to behave in school, they may be sent home for the day. ****Staff is prohibited from spanking, shaking, biting, or pinching children. Northeastern has zero tolerance for violence and bullying.**

Kalamazoo Public Schools strictly prohibits bullying. It is prohibited on school premises, at school-sponsored activities or events, on a school bus or related vehicle, or at bus stops. Students who intentionally participate in violent behavior by hitting, fighting, or using threatening words will be suspended for one to three days. If a child is hit or threatened we expect them to seek adult help, not hit back. Please notify the principal as soon as possible of any incidents of suspected bullying or violence.

DRESS CODE

Children do go outside for activities, and participate in art, science, and other activities. They may get shoes and clothing dirty. Children may remove coats, sweaters, or sweatshirts due to changing temperatures. Please clearly mark all items with students name or initials. We try to match lost clothing to its owner, but often fail if the name is not on the clothing.

We gratefully accept donations of clean, gently used clothing for use in emergencies.

If staff members judge that a student is dressed inappropriately, we reserve the right to call home for other clothing, or to have the child change into clothing that we have at school.

- Hats, do-rags, or bandanas are not allowed in school unless approved by the principal. (Hats appropriate for outside recess are allowed only during recess).
- Distracting jewelry, big key rings, etc, are not appropriate for school.
- Shirts that show the midriff, backless tops, tube tops, or see-through tops are not allowed.
- Pants must be worn at the waistline.
- Underclothing should not be exposed.
- Clothes that promote or advertise drugs, alcoholic beverages, tobacco products, or poor behavior, or dress that is sexually explicit is not allowed.
- All shorts and skirts need to cover the bottom and midriff completely, and fit modestly.
- Sneakers are required on physical education days. Sensible shoes are expected.

LUNCH ROOM

While lunch time should be a time to eat a healthy meal, a time to relax and visit with friends, it is also important that certain rules are followed for the health, safety and well-being of all students.

- Students are not to share or trade food.
- Students are to behave in an orderly manner, practice good manners and socialize quietly.
- Students are to walk to their seats and stay seated until they have finished eating. Running in the lunchroom is not permitted.
- Students who have an accident or spill food should help clean it up. Throwing of food or wrappers is not acceptable.
- Empty trays, bags, milk containers, etc. are to be deposited in the proper containers. Food wrappers, papers, etc. may not leave the eating area.
- It is highly recommended that cold lunches are free of candy, pop or hot chips.

LOST AND FOUND

The school is not responsible for lost, stolen or damaged possessions. Valuable items should not be brought to school. Toys can be disruptive to learning and should not be brought to school. Toy guns, swords and knives are classified as weapons and may not be brought to school at any time – NOT EVEN AS A PART OF A COSTUME. Game cards, electronic games, phones, radios (including mp3, iPods or similar devices) are not to be brought to school. They will be taken away from the student. Parents may collect them later. The lost and found is located in the lobby near the gym and cafeteria. Please label all items (lunch boxes, coats, hats, mittens, boots, etc.)

BUSES

Bus stops and school buses are considered a part of the school day, and all school rules apply. Students are expected to follow the Code of Conduct. Students are to sit with their backs to the seat back and bottoms to seat bottom on the school bus. Rough-housing, loud voices, teasing, or throwing of objects are not allowed. Bus videotapes are used on all KPS buses. Students not meeting the expectations may lose their privilege to ride the bus. In this case the parents are responsible for ensuring that their student arrives at school on time every day.

FIELD TRIPS

Field Trips are based on a class by class basis. However, our 1st graders take a trip to the neighborhood library and the main branch every year and our 5th graders attend a Growlers game every year in June. Please complete the parent permission slips and return them to school as soon as possible.

CLASSROOM PARTIES

While seasonal celebrations can be a lot of fun, our main focus must be student instruction. Seasonal/Holiday classroom parties are at the discretion of the teacher. Please watch teacher newsletters for information.

QUESTIONS OR CONCERNS

When a question or concern arises, please speak with your student's teacher first. If the problem cannot be resolved at this level, parents can call or stop by the office to make an appointment or see the principal.

We are looking forward to a wonderful year of learning.

If you have any questions or concerns, please call the school.

Thank you for your support, and for being a part of our Northeastern family!