NETHER PROVIDENCE ELEMENTARY

NPE

School Handbook
2025-2026

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"The Three to Be" at NPE

*** Be Safe** *** Be Responsible** *** Be Respectful**

Wallingford-Swarthmore School District Mission Statement

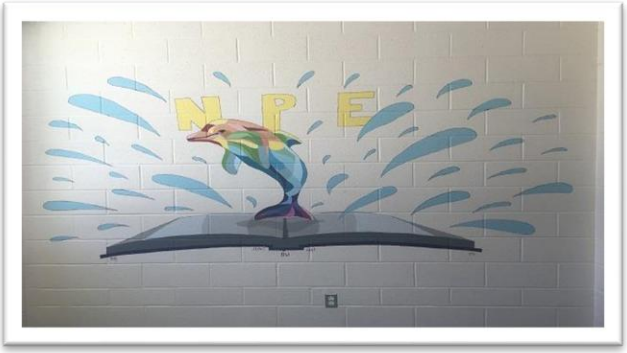
The Wallingford-Swarthmore School District is committed to assuring the academic achievement and personal growth of all students within an environment that promotes:

- Respect for self and others
- Active engagement in learning
- Leadership in the global community
- The pursuit of excellence

Vision: Our vision is to develop a world-class school district that provides students with the skills to succeed in a changing global environment. This vision will be realized through a commitment to high-quality programs and continuous improvement based upon careful analysis and integration of the most effective practices.

Beliefs: Our deepest convictions and values:

- All people have equal worth
- All individuals can be successful learners
- People learn in different ways and at different rates
- Learning is a lifelong pursuit
- Individuals learn best when actively engaged in the learning process
- High expectations yield high results
- Education is the shared responsibility of the student, family, school, and greater community
- Each person bears responsibility for the well-being of society and the quality of the environment
- Diversity of culture and belief enriches and strengthens our community
- Society benefits when individual rights are balanced with social responsibilities
- Ethical conduct is essential to the quality of life
- High-quality public education directly benefits the entire community and is essential for a democratic society



Wallingford-Swarthmore School District Contact Information

(610) 892-3470 District Main

(610) 874-5235 NPE Main

Administration

Dr. Russell Johnston X1105
Superintendent

Dr. Sharon Baddick X1104
Assistant Superintendent

DeJuana Mosley X1305
Business Administrator

Dr. Ian Sandberg X1502
Director of Student Services-
Personalized Learning & Related Services

Dr. Megan McCullough X1501
Director of Student Services-
Behavioral Health

Sherri Roam X1503
Supervisor of Special Education

Robert Maloney X1605
Supervisor of Operations

Alison Sload X1701
Transportation Supervisor

Dr. Leslie Pratt X1202
Director of Secondary Education

Anthony Gabriele X1201
Director of Elementary TLI

School Board Members

Region 1 Mr. Kevin Henry, Ms. Nannette Whitsett
Mrs. Kelly Wachtman

Region 2 Mrs. Rachel Holbert, Mr. Robert Miller
Ms. Mary Jo Witkowski-Smith

Region 3 Dr. David Grande, Mrs. Michelle Williams,
Ms. Christine Dolle

District Schools

Nether Providence Elementary
Mr. Al Heinle – Principal X4105

Wallingford Elementary
Mr. Steve Krall – Principal X4305

Swarthmore-Rutledge Elementary
Dr. Angela Tuck – Principal X4505

Strath Haven Middle School
Dr. Christopher Matsanka – Principal X3105

Strath Haven High School
Dr. Andrew Benzing - Principal X2105

Address Correspondence to:

Dr. Russell Johnston, Interim Superintendent
Wallingford-Swarthmore School District
200 South Providence Rd.
Wallingford, PA, 19086

Nether Providence Elementary
410 Moore Rd.
Wallingford, PA, 19086
PHONE 610-874-5235

Welcome Information

The administration, faculty and staff would like to welcome you to the Nether Providence Elementary School Family for the 2024-2025 school year. This handbook has been prepared to provide you with useful information that you may need throughout the year. NPE is the true definition of a community school, and we are fortunate to have a solid parent-school relationship which places the focus on the social and academic development of students.

The information contained in this book answers many frequently asked questions about the operation of our school. We ask parents, guardians, and our older students read this handbook carefully at the start of the school year. This will help everyone navigate interactions with our school staff and be able to support each other through shared expectations.

Additional information can be found on the Wallingford-Swarthmore School District website, as well as the Nether Providence school webpage. In an effort to become more environmentally friendly, many school forms can be found on our school webpage under the resources tab on the main page.

Feel free to contact the school's Main Office, principal, or teachers whenever you have a question or concern about your child. Teachers are usually able to return your phone calls within 48 hours. Since teachers may have before and after school meetings and duties, they are given allotted time to return phone calls and e-mails.

We encourage you to become involved with our many school activities, programs, and community organizations in the Wallingford-Swarthmore School District. At Nether Providence Elementary, we view the community as partners and through a joint effort we can achieve our common goal of providing our children with the best possible educational experience.

Best wishes for a healthy, happy, and successful 2025-2026 school year!

Administration

Al Heinle, Principal	Ex. 4101	aheinle@wssd.org
Carolyn Wren, Exec. Admin. Asst.	Ex. 4105	cwren@wssd.org
Diana Hurwitz, Att. Secretary	Ex. 4106	dhurwitz@wssd.org
Shannon Sluzalis, Psychologist	Ex. 4119	ssluzalis@wssd.org
Deb Sweeney, Nurse	Ex. 4141	dsweeney@wssd.org

School Colors & Mascot

- Blue and White
- Dolphin

School Hours

Grades 1-5:

Class starts promptly at 8:45 a.m. Students are considered late after 8:45 a.m. Dismissal is at 3:30 p.m. Children are not permitted on school grounds before 8:20 a.m.; adult supervision is not available before that time.

Kindergarten

AM-K: 8:45-11:30 AM

PM-K 12:45-3:30 PM

Weather-related Closings

School closing decisions typically occur prior to 5:30 a.m. utilizing data from the weather services, PennDot, and the Delaware County Intermediate Unit.

Announcement of School Closing and Delayed Openings

In the event of an emergency or schedule change, a message will be sent through the district's School Messenger System (See Page 7).

In addition, information on schedule changes due to inclement weather can be found at:

Website: www.wssd.org
Radio: KYW 1060 AM (School Closing #460)
Television: NBC10

Policy on Equal Rights and Opportunity

It is the policy of the Wallingford-Swarthmore School District not to discriminate on the basis of race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, national origin, or handicap/disability in its educational and vocational programs or employment as required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990 (ADA). Assurance is given that service, activities, and facilities are accessible to and usable by handicapped persons. Wallingford-Swarthmore School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community. For information regarding civil rights and grievance procedure, please contact Mrs. Deena Cellini Director of Human Resources, Wallingford-Swarthmore School District, 200 South Providence Road, Wallingford, PA 19086; phone: 610-892-3470, extension 1401; e-mail: dcellini@wssd.org

Notice of Special Education Services

The Wallingford-Swarthmore School District believes that all students can and must have an opportunity to reach their full potential. To this end, the District will provide free, appropriate public education to children with disabilities who need special education and related services and will identify, locate and evaluate all students with suspected disabilities for such special services using all applicable laws. If at any time, parents or guardians think that their child may be eligible for special education and related services they may request that the District conduct a multi-disciplinary evaluation. Such a request should be made in writing to the Director of Special Education, Wallingford-Swarthmore School District, 200 South Providence Road, Wallingford, PA 19086. All such requests will be addressed within 10 days of receipt from the parent or legal guardian.

Power School (Parent Portal)

Parent Access to PowerSchool

If you are the parent/guardian of a WSSD student, please use the link below to access the Parent Portal.
If you did not receive your PowerSchool email with directions for setting up an account to gain access to the Parent Portal please email WSSD's Educational Data Systems Manager, Derrick L. Clements, at dclements@wssd.org.

https://wssd.powerschool.com/public/home.ht

If you have not already done so, please be sure to complete and electronically sign the following documents via the Parent Portal:

1. Student Information Form
2. WSSD Acceptable Use Policy for Technology
3. Media Release Form
4. Google Apps for Education Form

School Messenger Alert System

The Wallingford-Swarthmore School District utilizes a messaging system that allows us to instantly communicate with all of our families and staff members if necessary. The system, *School Messenger*, enables us to rapidly deliver a single, clear message to all students' parents or guardians by telephone, cell phone, e-mail, and/or text.

By default, whenever WSSD or your child's school sends an alert, *School Messenger* will send the message to the default Parent/Guardian contacts we have on file for you in PowerSchool: **Phone 1, Phone 2, e-mail 1, e-mail 2, e-mail 3.** If you would like to add additional contacts to your account you can do so by following the directions found at www.wssd.org/schoolmessenger. If you do not have access to a computer, please feel free to contact your child's school for assistance.

School Messenger phone messages will "display" that the call is coming from 610-892-3470 which is the School District's main phone number. If you do not pick up your phone during an alert and your voicemail is available, the system will leave a message. If you do not have a voicemail set-up or if the mailbox is full, the system will make a total of three (3) attempts to call you to deliver the message.

We intend to use the *School Messenger* messaging system to immediately deliver a school closing message once a closing decision has been made. This typically occurs prior to 5:30 AM, but in some instances could be used for an early dismissal. As always, school closing messages are posted on the front page of the District's website (www.wssd.org) as well.

Two Hour Delayed Opening

Kindergarten: When there is a two (2) hour delayed opening, please follow the modified schedule listed below:

AM Kindergarten:	10:45 a.m. - 12:30 p.m. With buses picking up **two** (2) hours later than usual
PM Kindergarten	1:45 p.m. - 3:30 p.m. With buses picking up **one** (1) hour later than usual

Grades 1-5:
Report to bus stop two (2) hours later than normal

Family Emergency Plans
Please establish a family emergency plan with your children so they will know where to go in the event of an emergency closing. Please remind them to follow this plan during all emergency closures.

Arrival

Morning drop-off will occur in the side parking lot for car riders. Buses will drop students off in the front loop. Drivers remain in cars while staff members direct cars to the unloading/pickup area and assist with student car exit/entry. Please do not unload before directed to do so. Please do not leave the line and go around other cars or buses. As cars advance, please proceed slowly out on to Moore Road.

Students should not be dropped off prior to 8:20 a.m., unless they are attending a school-sponsored music lesson.

Students arriving at school after 8:45 a.m. are considered late and must be escorted into the school's Main Office in the front of the building by a parent/guardian to be signed in.

Throughout the year NPE offers after-school clubs and activities for which students will need to be picked up at the end of each session (usually around 4:30 p.m.).

Mid-Day Pick-Up/Drop-Off of Kindergarten Students

Mid-day kindergarten drop-off and pick-up is conducted in the front loop of NPE. Students who are bus riders will be escorted from their bus by NPE staff at arrival time and will likewise be brought to the bus by NPE staff at dismissal. Car riders can be dropped off and picked up in the front loop.

Dismissal/Car Riders

If you are picking up your child in a private vehicle, your child will be considered a **"CAR RIDER."**

- Students will be called for dismissal once walkers have been dismissed from the building. Students will be lined up in the gym. NPE staff will facilitate the loading of vehicles, once the adult has been identified by staff. To assist in this process, please clearly display the **VALET NAME CARD** on the front dashboard of your vehicle. This will speed up the dismissal process. Once loaded, vehicles will be directed out of the front loop by the township crossing guard.
- **"BUS RIDING STUDENTS"** are dismissed from their classrooms via PA system beginning at approximately 3:30 p.m. Students are lined up in the front hallway by NPE staff before being escorted to the buses, which will line up in the front loop as they arrive.
- **Bus riding students are not permitted to ride a different bus to another child's home for a play date. Any requests for a change in bus assignment must be arranged through BOTH WSSD Transportation and NPE Main Office. Transportation can be reached at 610-892-3470 extension 1701 or 1702.**
- If you need to change your child's dismissal plan on any given day, you must send a written note to school. Your child will not be released to any individual who is not listed on the Student Information Form or identified by you in a written note. Individuals picking up your child will be required to show proof of identification.
- If we do not have written notification of a change or a phone call to our school's Main Office, the student will need to follow their regular form of transportation.

Bicycle Riders

Children are permitted to ride their bicycles to school. We recommend that a child be in **third grade** before riding to school and all children must wear a helmet. There is a bike rack located by the main entrance of the building. Students should lock their bikes at this location. Students should walk bicycles while on school grounds during the arrival and dismissal process. Students should only cross Moore Rd. at the established crossing area under the crossing guard's supervision.

Walkers

We recommend that only students in **grades 3-5** are allowed to walk to school without an accompanying adult. All walkers will be dismissed at the "old" entrance to NPE, adjacent to the library. All students who walk to school should cross Moore Rd. at the established crossing area under the crossing guard's supervision.

Attendance

(For the complete Wallingford-Swarthmore School District Policy on Attendance please reference School Board Policy #204: WSSD Attendance Policy

Regular and timely attendance is essential for success in school. A student's first responsibility is to attend school regularly and fulfill all requirements. Regular and prompt attendance is a habit to be cultivated early in one's school career. Excessive absences, even when excused, have an impact on learning and student achievement.

If a student is out sick due to illness during the school day, the student is not permitted to participate in after-school activities. If a student is absent for another reason during the school day, prior permission is required for participation in any after-school activities.

Each day Mrs. Hurwitz will generate an automated call alerting parents/guardians to a student's absence.

Excused Absences

The District considers the following conditions to constitute reasonable cause for absence from school:

1. Personal illness, including if a student is dismissed by designated District staff during school hours for health-related reasons. Absences of three (3) or more days will require a doctor's note.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. Release from attendance for this purpose shall not be recorded as an absence on the student's attendance record.
10. Non-school-sponsored educational tours or trips (see separate section).
11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Unexcused Absences

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence. The written excuse must be submitted within three (3) days of the student returning from the absence or excuse will not be accepted. An absence note ***MUST*** *be produced within three (3) school days of the student returning to school, or the absence will be* ***permanently coded as unexcused****.*

Attendance Line

Please remember to call the school absence line at **610-874-5236** between 8:00 a.m. and 9:00 a.m. on any day that your child is going to be absent or after 4:00 p.m. on the evening before. We check those messages shortly after 9:00 a.m.; we will then immediately call the parent/guardian of any child who is absent and for whom we have not received a call. This practice ensures that both parents/guardians and school know that the children are where they are supposed to be.

Return from Absence

Upon return to school after an absence, students are required to bring a written excuse from a parent/guardian. Any written note should contain the following:

1. Student's full name
2. Date(s) of absence
3. Reason for absence
4. Signature of parent/guardian

If a student is absent three (3) or more consecutive days, **a doctor's note will also be required upon return from school.**

Electronic Absence Notes

Electronically submitted absence notes are accepted at WSSD schools. Absence notes may be submitted to the school as an e-mail attachment provided they comply with the following guidelines:

Directions on submitting electronic absence notes

1. Parent/Guardian writes the absence note on a piece of paper or the WSSD attendance card
2. Parent/Guardian signs the note
3. Parent/Guardian scans the note or takes a picture of the note
4. Parent/Guardian attaches the scanned note/picture of note to an e-mail
5. Parent/Guardian sends the message to the designated e-mail address for absence notes.
   NOTE: Each school building has its own attendance e-mail account.

Please follow these guidelines:

- **NO** electronic signatures will be accepted
- **ONLY** e-mails with a signed absence note attached will be accepted
- E-mailed notes **MUST** be sent to the designated E-mail account for each school (see below). Staff members may not forward absence note e-mails to the designated account.
- Notes must contain the date of absence, student's name, grade level, reason for absence and parent/guardian signature.
- **The designated e-mail account is for absence notes only. All other content should be sent to a school staff member directly.**

The e-mail addresses with the links can be found on each school site, as well as the Parent Portal page of our District website. They are listed below:

- Strath Haven High School — shhs-attendance@wssd.org
- Strath Haven Middle School — shms-attendance@wssd.org
- Nether Providence Elementary School — npe-attendance@wssd.org
- Swarthmore Rutledge Elementary School — srs-attendance@wssd.org
- Wallingford Elementary School — wes-attendance@wssd.org

Truancy and Absence

Truancy – Absence without sufficient reason as outlined previously for students 16 years of age or younger is considered illegal. Penalties for truancy are as follows:

- ✓ After accumulation of **three (3) illegal/unexcused** days of absence from school, the student's parents/guardians shall receive a First Notice.
- ✓ After accumulation of **four (4) illegal/unexcused** days of absence from school, the Guidance Counselor will be notified and will contact the parents/guardians.
- ✓ After accumulation of **six (6) illegal/unexcused** days of absence from school, the student's parents/guardians will receive a Second Notice, and Guidance Counselor will schedule and notify parents/guardians of a School Attendance Improvement Plan Conference. In addition, the student will

be considered habitually truant from school and may be referred to Truancy Court.

Absence in Excess of Ten (10) Days - When a student is absent for **ten (10) days or more in a school year**, the Principal will send a letter to the student's parents/guardians informing them that any further absence will be considered illegal or unexcused, unless a doctor's excuse covering the absence is furnished.

Disciplinary Consequences

Referral to Truancy Court and/or community agencies - The School District may refer any student to Truancy Court who has accumulated six (6) or more unexcused absences from school. Students who engage in excessive tardiness and/or excessive unexcused/illegal absence put themselves in academic jeopardy. Students may be retained at the end of the school year as a result of poor attendance.

Early Dismissals

To have your child dismissed from school for an appointment, please send a note to the homeroom teacher. An adult family member must come to the school's Main Office to sign the child out.

A dismissal request for a doctor's appointment must be verified with a note from the doctor upon return to school.

Extended Travel

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. The Principal, as empowered by the School Board, may excuse a student from school attendance to participate in an educational tour or trip for entertainment purposes not sponsored by the District if the following conditions are met:

1) The student must be in good academic, disciplinary, and attendance standing.
2) The parent/guardian must submit the Trip Preapproval Request Form at least one (1) week prior to the absence.
3) The student's participation must be approved by the Principal one (1) week in advance of the scheduled trip.

Tardiness

Punctuality is of the utmost importance. Lateness to school and classes violates school attendance regulations. Homeroom teachers take attendance promptly after school begins (8:45 a.m.). Students not in their classrooms will be marked absent. Any student who is late to school must sign in with Mrs. Hurwitz.

An accumulation of time missed from school due to unexcused tardiness can equate to full days of truancy and may be prosecuted in the same manner as other unlawful absences.

School Day Procedures

DELIVERING FORGOTTEN ITEMS

Food or forgotten items should be brought to the school's Main Office, **not** to the classroom. Those persons bringing items for parties and/or materials for class projects should report to the school's Main Office.

SCHOOL VISITATION AND SIGN IN PROCEDURES

Parents and guardians are welcome in the building. However, to avoid interruptions in the classroom and for the building's security, ALL visitors must first report to the school's Main Office, sign in, and receive a visitor's badge. Even though you may think "we know you," remember that not all building personnel can know all parents/guardians. We want to be sure that no one is in the building that should not be here. Please understand that we may stop you, even though "we know you," because as you move throughout the building you may encounter staff members or substitutes who do not know you. **Anyone not wearing a badge will be stopped by school personnel and sent back to the school's Main Office to verify identification and sign in.** This is to ensure the security of our students and staff.

A request to observe/visit a classroom must be placed in writing to the school Principal one (1) full school day prior to the requested visit. To minimize disruptions to the instructional program at Nether Providence Elementary, the school reserves the right to schedule an observation at a time that does not disrupt the educational process or which potentially violates student confidentiality.

Communication with the School's Main Office

Unless we hear otherwise from the custodial parent **in writing**, all students are expected to go home their regular way (e.g. bus, walk, parent-pick-up). If you car pool with another family or if someone other than the custodial parent will be picking up your child (e.g., grandparent, baby-sitter, etc.), please inform us in writing in advance. And please be sure to inform whoever is picking up your child about our procedures. We will not release children to people with whom we are unfamiliar. If you decide at the last minute to pick up your child and have not sent a note in advance, please stop in the school's Main Office to sign your child out. We will not release children from their bus lines without authorization.

If your child is involved in joint or shared custody or if there are parental visitation situations that might impact after-school pick-up, please let us know in writing. (For instance, if a child rides the bus Monday-Thursday, but is picked up by the non-custodial parent on Friday, please inform us of that practice.) This will help us ensure that there are no miscommunications between home and school and that your child goes home the expected way. If you have a custody order that details where children are to go after school or with whom they are to go, please make sure we have a copy of the custody order in the school's Main Office.

If you are picking up your child prior to dismissal time, please send a note informing the teacher that you will be picking your child up early. You must come to the school's Main Office to sign your child out from school. **Do not go to the classroom.** We will page your child to the school's Main Office to meet you when you arrive.

Communication with NPE Staff

Communication between home and school is essential to ensuring a child's success. Parents/guardians are invited to communicate with staff via e-mail, telephone, and scheduled conferences. *Please allow 48 hours* for a response to an e-mail or phone message, as teachers are working directly with students the majority of the school day. Parent/guardian meetings should be pre-arranged with the relevant staff and typically occur at 8:00 a.m.

Wallingford-Swarthmore School District
Medication Policy

Each year we have many requests from parents/guardians to give children medication during school hours. The following summary of the policies regarding medication has been prepared for your review. For complete information, please review School Board Policies #210 and #210.1. If you have any questions, please contact your School Nurse or Principal.

1. Every effort should be made to give all doses of medication at home. Normally, medication to be given three (3) times per day can be given at home (e.g., before school, after school, at bedtime). If medication must be administered four (4) or more times per day, one (1) or more doses will likely need to be taken during the school day.

2. Only medications prescribed by a licensed prescriber for a particular child will be given during school hours. Written instructions from the licensed prescriber are required. Any change in dosage or medication must be accompanied by a licensed prescriber's note.

3. Medication must be in the original pharmacy-labeled container with the student's name, name of medication, dosage, time, and duration of medication.

4. For the safety of all students, children may not carry medication to school. Parents/guardians must bring the medication to the Health Office. Enough medication should be left at school for the duration of the prescription. Children may not transport medication back and forth to school each day.

5. Over-the-counter medications: The School District Nurses have a standing order from the School Health Advisor which permits aspirin substitute (i.e., Tylenol or Ibuprofen), cough drops and Tuns to be administered during school as needed for appropriate illness. Parent's/ guardian's permission on the Student Information Form is required for administration of the above medicine. All other over-the-counter medications will not be administered in school unless accompanied by a licensed prescriber's note specifying the student's name, name of medication, dosage, time, and duration of the and timing of the medication. Children will not be permitted to take medication on their own during school hours.

6. One (1) exception to the above protocol involves the use of asthma inhalers. An asthma inhaler may be carried by a student during the school day if deemed necessary by the child's parent/guardian and doctor. A *Parent/Doctor Authorization Form to Carry Own Medication* should be completed. In addition to other information, this form includes verification of the student's knowledge and competency to self-medicate. The form also includes a statement relieving the District and its employees of any responsibility for the benefits or consequences of the prescribed medication, or for ensuring that the medicine is taken. It should be noted that the prescribed inhaler is for the intended individual's use only and must not be shared with others. Violation of this policy shall result in immediate confiscation of the inhaler and loss of the privilege to self-medicate.

7. When the School Nurse is in the building, the School Nurse will administer medication. The Principal or Principal's designee will administer the medication when the School Nurse is not available. Any parents/guardians who wish to come to school to administer medication to their own child may do so. Parents/Guardians must check in at the school's Main Office upon arrival.

8. Teachers are instructed to not permit children to take medication on their own at school. Please do not place your child in a potentially embarrassing situation by sending your child to school with medication.

9. Unused medications will be disposed of at the end of the school year or when the duration of the medication ends. If a parent/guardian wishes to keep any unused medication, the parent/guardian must come to school to pick it up. Unused medication will not be returned directly to students.

Student Wellness – Birthday Treats

(***For the complete Wallingford-Swarthmore School District Policy on School Wellness please reference School Board Policy #246***)

As your child's birthday approaches, you may be considering a way to have this acknowledged at school. While there are only three (3) school celebrations that are celebrated in our classrooms each year (Halloween, Winter holiday party, and Valentine party), birthdays are **only** recognized through **non-snack** options. Please know that teachers will recognize student birthdays whether or not a **non-snack** alternative is sent in. If you would like to send in something to acknowledge your child's birthday, we encourage options such as: erasers, pencils, stickers, stories, songs, games or other special recognition.

School Celebrations are encouraged to minimize the amount of goods containing sugar as a primary ingredient (e.g.. cupcakes, cookies) and should provide the following:

- Fresh fruits/vegetables, and
- Water

The food service provider can provide suggestions on snack-compliant options and compliant food options for purchase, if desired. ***School Celebrations*** may include but are not limited to, cultural awareness days, end of year celebrations, Valentine's Day, Halloween, and other building wide events as approved by the Principal.

The following are further guidelines concerning food at ***School Celebrations***:

1. Avoid sending in any snack with ingredients posing an allergy risk for classmates.
2. If you are unsure if the snack contains ingredients that may be dangerous to some students, please do not send it to school. We have students who need to avoid certain ingredients for various health reasons (diabetes, Celiac disease, or life-threatening anaphylaxis).
3. If you are bringing snacks that are store bought, please make sure they have their ingredients listed. If they are homemade, please send in an ingredients list. This will help ensure that an allergic reaction will not occur.

Your cooperation with our Wellness Policy is greatly appreciated.

NPE Positive Behavior Supports and Interventions (PBIS)

PBIS is a proactive approach schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. The overall approach ensures that appropriate behavior and expectations are taught to all children, and the use of research-based, scientifically validated interventions whenever possible, and the ongoing monitoring of student progress. The overarching themes at NPE are **Be Safe, Be Responsible, Be Respectful**---otherwise known as **"The Three to Be"** at NPE.

The matrix found below outlines specific examples of how NPE students are can follow the **"The Three to Be"** in all areas of our school.

	Classroom	Hallway	Bathroom	Cafeteria	Playground	Bus
Be Respectful	-"Whole Body Listening" (quiet hands, feet and mouth) -Eyes on the speaker -Raise your hand to share -Use kind words	-Quiet voice and feet -Hands to yourself (not on the walls and work on display)	-Quiet voice -Be polite -Honor each other's privacy	-Quiet voice -Listen and respond to adults politely -Raise your hand -Use table manners	-Listen to adults -Share -Take turns -Include others -Hands and feet to yourself -Use kind words	-Quiet voice -Let younger children board first -Board and exit calmly -Use kind words

Be Safe	-Walk -Keep your hands, body and objects to yourself -Use supplies properly -Maintain personal space	-Walk -Eyes forward -Maintain personal space	-Walk -One person per stall -Use bathroom equipment appropriately -Maintain personal space	-Walk -Stay seated -Keep your place in line -Maintain personal space	-Use equipment appropriately -Leave nature alone -Maintain personal space	-Face forward -Stay seated until bus stops -Keep belongings together -Keep aisles clear -Cross at least 10 feet from the front of bus -Maintain personal space
Be Responsible	-Follow directions -Be prepared (school supplies, homework) -Complete your assignments -Tell the truth -Accept consequences	-Follow directions -Be a good role model for others -Go directly to your destination -Tell the truth -Accept consequences	-Flush the toilet -Wash your hands -Turn off the faucet -Use trash cans -Clean after yourself -Return to class promptly -Accept consequences	-Follow directions -Clean up after yourself -Tell the truth -Accept consequences	-Follow directions -Put equipment away -Line-up at the first signal (whistle) -Bring in what you brought out -Tell the truth -Accept consequences -Appropriate use of Buddy Bench	-Follow directions -Go directly to dismissal areas when called -Tell the truth -Accept Consequences

The equitable administration of school-based discipline at all District schools based on a model of restorative practices rather than punitive measures, when appropriate, is critical to the District's equity efforts and goal of reducing disproportionality in discipline. When possible and appropriate under the circumstances, students will be afforded the opportunity to participate in restorative practices as an alternative to, or in addition to, more traditional forms of discipline.

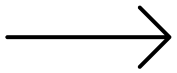
Examples of restorative practices include, but are not limited to, the following:

- Peer mediation;
- Conferences with counselors;
- Mindfulness exercises;
- Community building activities;
- Community service;
- Support from appropriate community organizations.

The following chart is a guide detailing the behaviors students are expected to exhibit and the consequences or other measures students can expect when they make poor choices regarding their behavior. It is not meant to be inclusive of all possible kinds of misbehavior; rather, it is a guideline that represents the more common and serious types of misbehavior that may be experienced in a school environment. Students are reminded that school rules are in effect, and students are subject to discipline: (1) while at school; (2) at school-sponsored events, trips, or activities, whether on or away from school property; (3) while traveling to/from school, school-sponsored events, trips, or activities on a vehicle owned, leased, or under the control of the District; and (4) as otherwise permitted by law.

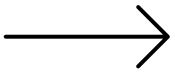
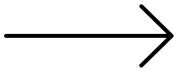
The severity of any consequence or other measures will be proportional to the severity of the infraction, the age of the student, the student's current and prior disciplinary record (including any history of repeat infractions), special circumstances about the incident, including whether the student was an aggressor or victim, as well as any applicable laws or regulations, including, but not limited to, those related to the discipline of students with disabilities.

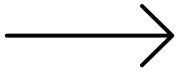
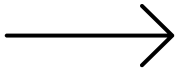
In cases where exclusionary discipline is required, the District will require that students returning to school from a suspension or expulsion meet with a designated school official to discuss academic and behavioral expectations upon return to school, individuals and resources available to support the student, the consequences of future noncompliance with Board Policy and/or school rules, and the number of hours, if any, of counseling required prior to the student's return to their regular class schedule. When a student has been issued an out-of-school suspension, the student's parent/guardian will be required to attend the re-entry conference with the appropriate school official(s).

Infraction	**Examples of Expected Conduct**	**Examples of Behavior in Violation of School Rules**	**First Infraction ***	**Repeated Infractions * (Potential Consequences Are In Addition To Those Possible For First Infractions)**
*In general, a school official will contact the parent/guardian of a student who has engaged in a disciplinary violation.				
Property Infractions				
Theft; Vandalism; Littering; Etc.	Showing respect for school property and the property of others.	Touching someone else's belongings without permission; Stealing, vandalizing, misusing or destroying the property of another, including school property; Littering.	Restorative practices; Parental contact; Conference with teacher or principal; Referral to principal; Loss of school-related privileges; Restitution; Suspension	
Infractions Against Others				
Assault; Battery; Fighting; Inappropriate Physical Contact	Respecting school staff, students, and visitors; Maintaining appropriate physical contact and conduct; Maintaining a safe and orderly school environment.	Physically or verbally attacking any person (includes behavior such as hitting, beating, striking, punching, biting, spitting, grabbing, tripping, etc.); Engaging in hostile bodily contact; Inappropriate touching or bodily contact. (The principal or	Restorative practices; Parental contact; Conference with teacher or principal; Referral to principal; Loss of school-related privileges; Suspension.	Referral for possible expulsion in instances of severe conduct.

		designee may choose not to discipline a student for actions reasonably and appropriately taken demonstrably in self-defense)		
Harassment; Bullying; Hazing	Maintaining appropriate physical contact and conduct; Treating others with respect and courtesy.	Harassment, bullying, hazing and other forms of prohibited harassment. Refer to School Board Policies # 247, 248, and 249.	(Refer to appropriate Board Policy/Administrative Regulation); Restorative practices; Parental contact; Conference with teacher or principal; Referral to principal; Suspension.	Referral for possible expulsion in instances of severe conduct.

Health, Safety & Welfare Infractions

Classroom / School Disturbance	Maintaining a safe and orderly school environment, conducive to academic instruction; Respecting school staff, students, and visitors; Following school rules and directions of school officials; Refraining from using profanity.	Behavior which disrupts or has the potential to disrupt the educational process or regular school operations, or which constitutes a threat to the health, safety or welfare of others. Includes not participating appropriately in class, acting in an unsafe manner in school or on school grounds, treating others in an unkind, mean or disrespectful manner, failing to identify or properly identify oneself upon request of a school official, failing to obey instructions of a school official, hall pass violations, insubordination, lying, cheating, profanity or inappropriate language, gesture, or action, disrespectful behavior, or other violations of school rules.	Restorative practices; Warning; Parental contact; Conference with teacher or principal; Referral to principal; Loss of school-related privileges; Suspension.	
Possession or Use of Prohibited Items (Drugs, Alcohol, Tobacco, Weapons, Other Dangerous Objects, Etc.)	Maintaining an environment free from drugs, alcohol, tobacco and other prohibited items and substances.	Weapon or Dangerous Items: Refer to School Board Policy # 218.1 Drugs/Controlled Substance: Refer to School Board Policy # 227 Tobacco: Refer to Schol Board Policy #222	(Refer to appropriate Board Policy/Administrative Regulation); Restorative practices; Parental contact; Loss of school-related privileges; Suspension; Possible referral for expulsion proceedings.	

Inappropriate Use of Electronic Device / Acceptable Use of Technology Violations	Using technology and electronic devices in accordance with Board Policy and school rules; Maintaining a school environment, conducive to academic instruction.	Failing to utilize technology and/or electronic devices in accordance with Board Policy, applicable law or school rules; Using technology or electronic devices in a way that is disruptive to the educational or extracurricular activities of the District; Refer to School Board Policy # 815 for additional information.	(Refer to appropriate Board Policy/Administrative Regulation); Restorative practices; Warning; Parental contact; Conference with teacher or principal; Referral to principal; Loss of school-related privileges; Suspension.	
Threatening or Intimidating Conduct; False Alarms; Terrorist Threats/Acts	Maintaining a safe and orderly school environment; Treating others with respect and courtesy; Maintaining a school environment conductive to academic instruction.	Engaging in conduct which undermines the safety, security or wellbeing of any person or of school property; threats of violence or harm communicated verbally or in writing; bomb threats; knowingly reporting a false threat; tampering with the fire alarm, fire extinguisher, sprinkler system or similar device. Refer to School Board Policy #218.2	(Refer to appropriate Board Policy/administrative Regulation) Restorative practices; Parental contact; Conference with teacher or principal; Referral to principal; suspension; possible referral for expulsion proceedings.	

WALLINGFORD-SWARTHMORE SCHOOL DISTRICT K-12 CODE OF CONDUCT/DISCIPLINE CODE

The Wallingford-Swarthmore School Board has the responsibility and the authority to make reasonable and necessary rules governing the conduct of students in school. Provided by Section 1317 of the *School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils*; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils as their parents/guardians or persons in parental relation with the student when: (a) they are attending school including technical college high schools; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational programs.
- The principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be in the student handbook for each school as well as online. Copies shall be available in each school library and to students and parents/guardians upon request.
- The principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the beginning of the school year.
- The teacher has the authority to send a student from a class to an appropriate school official for cause.
- Teachers and school administrators shall administer discipline within local, state, and federal statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved Administrative Disciplinary Action Schedule for the District's schools. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip teachers and school administrators for their disciplinary responsibilities. The schedule shall be interpreted by the principals and their designees in a manner in which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to enforce reasonable disciplinary action which they find warranted by situations not referenced directly in the disciplinary guidelines below.

ELEMENTARY CODE OF CONDUCT/DISCIPLINE CODE GRADES K - 5

Student Conduct	***School Rules***
In order to provide an effective instructional program, it is the responsibility of this school to provide a safe and orderly school environment.	**WALLINGFORD-SWARTHMORE ELEMENTARY STUDENTS SHOW RESPECT.** We respect ourselves and others. We respect all living things. We respect our surroundings. We respect property.

Student conduct is closely related to learning. The elementary school staff is committed to providing students with the strategies they need to become self-directed, lifelong learners and responsible, involved citizens. Please refer to the complete discipline policy for strategies used to help students develop responsible and respectful behavior that promotes a positive learning environment for all.	1. Be where you are supposed to be. Students are not permitted in classrooms without adult supervision. 2. Listen and follow directions. 3. Be respectful, cooperative, and kind to everyone. 4. Use respectful language and appropriate voices. 5. Walk quietly. 6. Keep hands, feet, and objects to yourself. 7. Do not bring weapons of any kind to school. 8. Follow the bus rules. 9. Follow the common area rules. 10. Tell an adult when there is a problem you cannot solve.

TRANSPORTATION	***BUS RULES***
For the safety of students, the following procedures have been established: The driver is in charge and has the authority and responsibility to enforce all rules and regulations over all students while traveling to and from school. Students who fail to abide by rules may be suspended from riding. Students are to ride only on their assigned bus. Exceptions will be made only in dire emergencies and after contacting the school for permission.	1. Wait at the bus stop in orderly manner and line up before entry. 2. Be seated upon entering bus and remain seated until time to exit. 3. Open windows only with permission. 4. Keep objects within the bus and hands to yourself. 5. Keep voices in quiet conversational tones. 6. Avoid behavior and conversation distracting to the driver.

Student Misbehaviors and Consequences

Student misbehavior prevents a student from fully contributing to the education process and also affects the ability of other students to learn. All school staff members are responsible for helping students develop responsibility for their behavior and for supporting an optimal learning environment for all students. As misbehavior increases in frequency or severity, more serious consequences are reflected below. These lists serve as guidelines.

Level I Misbehaviors	***Possible Consequences*** (Managed by classroom teachers and assistants)
• Cheating • Disruption of classroom activities • Inappropriate language • Minor disobedience • Pranks	• Verbal reminder • Proximity correction • Removal of student from activity • Take a break; Regroup • Time out

• Social exclusion, rumors • Teasing (verbal, non-verbal)	• Teacher calls parent • Student completes Problem Solving Form (student writes about incident; how to correct/prevent in the future) • Student writes about school rules • Student writes letter of apology • Separation from peers at unstructured times (including lunch) . NOTE: Report to classroom teacher (if misbehavior occurs outside of classroom)

Level II Misbehaviors	***Possible Consequences*** (Classroom or Office referral)
• **Continuation of unmodified Level I misbehavior that does not change after disciplinary action** • Blatant disrespect • Comments of a racial/religious/sexual nature • Failure to respond to classroom consequences • Inappropriate touching (i.e., private areas) • Stealing	• Teacher calls parent • Separation from peers at unstructured times (including lunch) • Student completes Problem Solving Form (student writes about incident; how to correct/prevent in the future) • Student writes letter of apology • Loss of special privilege • Conference (student, parent, teacher, principal) • Classroom Behavior Agreement • Behavior plan • Behavior/Instructional Support Team referral • After-school detention

Level III Misbehaviors	***Possible Consequences*** (Classroom or Office referral)
• **Continuation of Level I and II misbehavior that does not change after disciplinary action** • Chronic/blatant use of bad language • Chronic defiance/argumentative • Extortion • Fighting • Harassment/bullying • Making/possessing/using weapons • Threats (overt verbal and non-verbal) • Vandalism • Verbal/physical assault towards staff	• Principal notifies parent • Separation from peers at unstructured times (including lunch) • Student completes Problem Solving Form (student writes about incident; how to correct/prevent in the future) • Student writes letter of apology • Loss of special privilege • Cleaning/repairing vandalized area • Community/school service • Suspension from bus; parents responsible for transportation • Behavior/Instructional Support Team referral • After-school detention • In-school suspension • Out-of-school suspension • Restitution • Police intervention • Sanctions required by local law and District policies

* The Wallingford-Swarthmore School District recognizes the importance of recess, and uses the full loss of recess with discretion, most often as a natural consequence for serious or ongoing misconduct that occurs at recess. The restriction, like all discipline, should be employed not as punishment, but rather as an opportunity to teach and to reinforce proper behavior.

Electronic Devices

Although we do not recommend students carry cell phones or other electronic signaling devices, we recognize that parents/guardians may desire their child to have one in an emergency situation. We also recognize their potential for causing a disruption on our school campus.

Students are to keep cell phones, and any other electronic devices turned off during the school day and out of sight, which will minimize the disruption they can cause but make them available in an emergency. Please be aware that the District is not responsible for lost or stolen student property.

Homework Expectations

Homework is valuable to reinforce the skills and concepts that were taught to students during the course of the school day. Homework provides the necessary repetition of skills to attain understanding and mastery of content knowledge. To be effective, homework should be a collaborative effort among school, student, and home that provides the following benefits:

ACADEMIC	**AFFECTIVE**
Reinforces and extends skills taught	Develops responsibility
Guides instruction	Develops independence
Stimulates creative expression	Develops self-esteem
Assess acquisition, progress, and retention of skills	Develops ownership of learning
	Develops organization and time management skills
Previews new concepts	Develops interest and initiative in learning

We recognize that homework can sometimes be an emotional issue. Therefore, we affirm that homework should be meaningful and purposeful and have clear expectations.

Homework Guidelines

Homework is assigned at all grade levels. It may be given three (3) or more nights a week as deemed necessary and appropriate by the teacher. Teaching staff will work collaboratively to determine the amount, duration, and nature of the homework assignments. In addition, students are expected to read nightly. Teachers will guide students in planning and organizing long-term projects. Special area teachers may assign homework.

Expectations for Parents/Guardians

As parents/guardians are expected to partner with students and teachers to create an enriching and positive homework experience, please consider the following guidelines:

- Establish a routine
- Provide an appropriate working environment
- Provide the necessary materials and resources
- Provide encouragement and model a positive attitude
- Review the work WITH your child!
    - Check for completeness
    - Ask these questions:
        1. Did you understand the assignment?

2. Would you consider this your best effort?
3. Do you have questions for the teacher?

- Communicate any concerns to your child's teacher in a timely manner

Remember that one purpose of homework is to provide teachers with a tool to assess student understanding. That purpose is lost if the children are not doing their **own** work.

Volunteering

Nether Providence Elementary appreciates and welcomes parents/guardians and community members who assist the staff in delivering academic and extracurricular programming.

The Wallingford-Swarthmore School District has Guidelines and Directions for volunteers who wish to support our staff and children. Volunteer information can be found at www.wssd.org under the For Families & Community tab.

NPE Parent Teacher Organization (PTO)

The NPE PTO meets monthly – typically the first **Wednesday** of each month at 7:00 PM in the NPE library. There are many volunteering opportunities through our PTO and we encourage our families to participate during their elementary experience.

The PTO web page can currently be found at: https://www.npepto.org/