



Northern Elementary School

Miss Joyce Cal

Northern Elementary Principal

657 South Baltimore St.

Dillsburg PA 17019

To: Parents/Guardians of Northern Elementary Students

CC: Northern Elementary Staff, Superintendent Dr. Eshbach, Transportation Director- Mrs. Wagner

From: Joyce Cal- Northern Elementary Principal

Date: December 15, 2012

This document serves as a summary of procedures that are currently in place at our school. Please review carefully and review these expectations with your student(s). We wish to assure you that all persons are held to these expectations and we appreciate the support and assistance you provide in bringing any concerning observations to our immediate attention.

SCHOOL BUS PROCEDURES

All students at Northern Elementary are provided with district transportation and are encouraged to utilize this service.

Parents/Non-staff, are not permitted to board a school bus or van at bus stops or while parked at school. Should parents wish to broach a concern with the bus driver, it is essential that they communicate first with the school office or place a call to the district transportation office.

Students are always expected to follow these school bus rules and those provided by their driver.

1. Stay in seats/remain seated at all times
2. Keep hands and feet to themselves and out of aisles
3. Always face forward (back and bottom on seat)
4. Talk quietly with students in their seat

Failure to follow the bus rules may result in a disciplinary form referred by bus driver to the building principal. Please reference the Parent Handbook and Student Code of Conduct provided on the first day of school for specifics on Bus Discipline Referrals. Please note: Our bus drivers will make seating changes throughout the school year, based on the best interest of all students and the bus environment. This is similar to the seat changes made within classrooms at the teacher's discretion. Please address any questions or concerns to our school office and we will be certain to contact you in a timely manner.

Students should not bring toys, animals (including hermit crabs or other small living things), or large items on the school bus. They can roll under the bus pedals, become distracting to the driver and/or present an unsafe travel environment. Additionally, please note: eating on the school bus is not permitted.

Students are not permitted to walk or ride their bikes to Northern Elementary.

This year, we are excited to implement the PEACEFUL School Bus Program. This program dovetails nicely with our OLWEUS Bully Prevention Program. Please look for additional information about our family bus meetings (similar to our family classroom meetings).

STUDENT ENTRY TO AND/OR EXIT PROCEDURES

Our students follow the routine of quiet, single file entry into/out of our building. We support them with this safe procedure and they do very well with this support. Students are expected to travel immediately from bus to classroom and/or classroom to bus. Therefore, any visitors entering/exiting the building at that time, are not permitted to engage with students. Additionally, parents picking up their children at our gymnasium doors are held to this expectation as well. Our staff monitoring this entry/exit area, provide reminders and ensure that children travel immediately to their designated location.

MORNING: DROP-OFF PROCEDURES (8:35AM-8:55AM) LOCATION- BETWEEN NES AND HS. Parents should utilize our (back parking lot) curbside drop-off in the AM ONLY. A NES staff member, wearing a NYCSD badge, manages this area. Cars should enter via the Middle School entrance and follow the route down the hill, past the band field (on right) and bear right to pull up alongside the curb cresting the back of our Northern Elementary building. Please follow the school speed limit and signage in this area.

Cars within the designated yellow lines may permit students **to exit via the sidewalk doors**. Cars outside the yellow markers should wait to be inside these markers before permitting students to exit.

We need your assistance in keeping our Student Drop-Off area safe and we thank you in advance for your support.

1. We ask that students remain in vehicles and exit on the passenger side for safe passageway. Parking in the adjacent lot and walking students across to the sidewalk is not permitted in this area.
2. We understand your desire to wish your student a wonderful day... this makes for a bright start to their day! However, we ask that all hugs/kisses occur at home so that students are simply exiting upon arrival to the drop off area. We thank you so much for understanding.
3. Finally, please keep the flow of traffic moving by pulling all the way up so that other vehicles can pull in behind and exiting promptly for others to follow behind.

AGAIN, PLEASE NOTE: Students should be packed and prepared to exit as soon as the vehicle has come to a stop within the yellow markers. We ask that parents remain in the cars as this will assist with the pacing and safe flow of vehicles.

Students will walk up the sidewalk and immediately report to the gym where they will be chaperoned by a member of our building staff. Students will report to designated grade level areas within the gym and engage in a quiet activity, such as reading, until their dismissal to classrooms at 8:45 A.M. Students who are dropped off after 8:45 will bypass our gymnasium and walk directly to their classrooms.

AFTERNOON: PARENT PICK-UP (3:35 PM) LOCATION- FRONT OF BUILDING AT GYM DOORS.

Parents wishing to pick up their child at the end of the school day should send in a note indicating date and person responsible for pick up. It is imperative that this responsible person is listed on the "approved persons for pickup" completed by parent and returned to office. This eliminates the need for follow up calls to verify authorization for dismissal of student to said adult. We ask that pick-up persons have their driver's license available in the event that we are not familiar with the individual.

IMPORTANT: It is vital that communication to our school office indicating parent will conduct pickup, **occur prior to 3:00 PM** each day. This permits us to communicate with the classroom teacher and it assists our office staff in attending to end of day procedures without unexpected interruptions.

Students who have been placed on our permanent parent-up list or who have brought in a note indicating 'parent pick-up' will be dismissed via the gymnasium doors. We ask that all adults be prepared to show proof of person before we release the student. Our goal is to ensure the security and safety of your child. We appreciate your continued support and assistance with this important school procedure.

VISITORS TO OUR BUILDING

Whenever a visit has been arranged between a staff member and non-staffed individual, this arrangement (date/time/name) is communicated in advance to our school secretary. Our secretary then anticipates the arrival of this visitor/volunteer and notifies the classroom that they have arrived and are reporting to the location. We ask that all visitors to our building make these arrangements prior to their arrival. As a result, we do not permit unexpected visitors/volunteers to classrooms during the school day. Our intention is to find out the nature of visit and whether the instructor or staff member is expecting the visitor. Once verification of intention (presentation, assisting in classroom, etc.) is received from the staff member to secretary, the visitor/volunteer is permitted entry.

Along with this safety procedure, in order to preserve the instructional environment, we do not permit parents or visitors to walk their children to the classrooms, drop off lunches, etc. during the school day. As many of you know, those items are left in the school office and our staff makes the deliveries or assists the student to class. This procedure runs very well and we are grateful to our parents for understanding the intention behind this routine.

All visitors are required to enter the building through the main doors and report to the school office to sign in and receive a **Visitor Sticker**. Safety and Security are top priority at Northern Elementary and therefore we ask that this badge be visible throughout your visit. Please also anticipate a request for personal identification, such as a driver's license.

It is additionally important that all visitors report directly to the classroom and/or visit site intended. This includes individuals coming in to see our school nurse. This preserves the instructional environment of other classrooms and assists in ensuring that all visitors are accounted for in a timely manner.

We appreciate your cooperation in maintaining a safe environment for our school family. Please be sure to sign out at the main office, prior to exiting the building.

We recognize that our visitors are very busy individuals, we are glad for the time taken to visit our school community. Yet, we ask that all cell phones be coded to silent/vibrate while in the building. Disturbances such as a cell phone are disruptive to the learning process and we wish to keep such distractions to a minimum. Thank you in advance for this courtesy.

VOLUNTEERS IN OUR BUILDING

Our school greatly appreciates the donation of parent support in classrooms and at school events. School volunteers are required to follow the same procedures as our school visitors, along with the following additional expectations:

- PLEASE NOTE: Children may not accompany volunteers during hours of service. This presents a potential distraction to our volunteers from closely fulfilling their responsibilities. We greatly appreciate all that you do to make our schools a safe place for our children.
- A valid form of identification will be required in person for verification and completion of District Volunteer Form (i.e. PA driver's license, employment badge, passport).
- All forms are available in our school office and on our District Website.

ASSISTIVE VOLUNTEERS (persons working directly with students, with direct guidance and facilitation of instructional staff) are required to have the following clearances:

- Completion of volunteer paperwork (signature and presentation of driver's license)
- TB (tuberculosis) test or medical documentation indicating negative results

INDEPENDENT VOLUNTEERS (persons working directly with students, who may at times be out of direct guidance and facilitation of instructional staff) are required to have the following clearances:

- Completion of volunteer paperwork (signature and presentation of driver's license)
- TB (tuberculosis) test or medical documentation indicating negative results
- Act 151 Clearance: Child Abuse
- Act 34 Record Check: State Police

If individuals have completed and provided to the school these items in previous years, this does not need to be completed again.

It is important for all volunteers to maintain complete confidentiality when working within our schools and with our students. Should a volunteer have a concern with any practice observed within the school, it is essential for the volunteer to address this concern immediately with the instructor and/or administrator. This is an expected component of the partnership ensuring the success of our students.