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**PAGES 22, 23 & 24 ARE TO BE REMOVED, COMPLETED AND RETURNED TO SCHOOL**

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Dear Parents or Guardians,

I would like to encourage you to take some time to read and discuss this booklet with your child during the first two weeks of school. One thing young children and people of all ages need are clearly defined expectations. This is the purpose of this booklet. We want all our students to know specifically what it is that we expect in terms of appropriate school behavior. We believe that the time invested in reviewing and discussing this booklet will be a terrific aid in developing and maintaining a healthy, productive school environment.

You will notice throughout this booklet there is a strong emphasis on “learning”. Please help instill in your children the importance of working hard and learning all they can in the school setting. Children need to see school as their “job”; they need to recognize their role in the learning process.

Again, we thank you for your interest and involvement in your child’s education. We are fortunate to have such committed conscientious parental support here at York Haven. Feel free to call any time with concerns or questions.

Have a great year!

Sincerely,

Raymond March
Principal
York Haven Elementary
A Message from the PTO President

Dear Parents and Guardians,

The PTO is happy to present your family with the York Haven Elementary School Handbook. It will serve as a reference guide throughout the school year. In addition to the school policies and rules, we have included some information you might find useful. Among them are dates and times of PTO meetings and descriptions of each committee within the PTO.

Each year the PTO plans various activities for you and your child. These activities are able to happen because of the hard work of the members of the PTO. How do you become a PTO member? Simply complete the form you will find at the end of this booklet and sent it into the school with a $1.00 donation for each member. It is that easy! As a PTO member, you are invited to volunteer with the various activities we host each year. Additionally, members are invited to attend the Executive Board meetings each month to see what is being planned for your children as well as input your ideas. Our goal is 100% parent participation in this area. The money paid as dues goes into the PTO budget, which pays for such things at Scarecrow Night, Bingo Night, and Spring Fling. I invite you to join our Parent Teacher Organization and share your ideas and thoughts!

Please read the descriptions of committees within the PTO. There are so many ways you can be involved! Think about what you are interested in … can you cook? We have a committee that makes meals for the teachers! Love reading? The book fair is right up your alley! Good with numbers? Maybe you would enjoy the Ways and Means committee. Whatever your interests or talents, we would love to have your help! Whether you are a working mom, stay and home parent, or a dad with crazy hours, we have something you can help with. Our greatest desire is to have parents like you working with other parents and teachers toward creating a fantastic school year for your children.

The PTO is very excited about the upcoming school year. We appreciate all our volunteers for donating their time and efforts toward making York Haven a school to be proud of. I encourage you to join the PTO and help make a difference. Remember all that we do, we do for our children. If you have any questions please feel free to send a note to school with your child and it will be forwarded to me. I look forward to partnering with you in our children’s interests!

Very truly yours,
Ashley Bloss, PTO President

** Please note all the forms at the end of the booklet are forms to be completed and returned to school if you are interested in joining and participating in the PTO. We would love to have you.
UPCOMING EVENTS
YORK HAVEN ELEMENTARY SCHOOL PTO 2012-2013 CALENDAR

September 10, 2012
PTO Meet
6:00 p.m.

September 12, 2012
PTO Back-To-School Night
6:00 p.m.

October 9, 2012
PTO Meet
6:00 p.m.
PTO Scarecrow Night
7:00 p.m.

October 31, 2012
PTO Fall Festival
1:30 p.m.– 3:00 p.m.

November 5-9, 2012
Bookfair

November 7 and 8, 2012
PM Bookfair
6:00 p.m.-8:00 p.m.

November 14, 2012
PTO Meet
6:00 p.m.

December 8, 2012
Santa Workshop
8:00 a.m. – 11:00 a.m.

December 10, 2012
PTO Meet
6:00 p.m.
PTO Holiday Program
7:00 p.m.
Gr. 2&3

January 7, 2013
PTO Meet
6:00 p.m.
PTO Movie Night
7:00 p.m.

February 4, 2013
PTO Meet
6:00 p.m.
PTO BINGO Night
7:00 p.m.

February 14, 2013
PTO Valentine Party
2:00 p.m.– 3:00 p.m.

March 11, 2013
PTO Meeting
6:00 p.m.

March 14, 2013
PTO Skating Party
6:00 p.m.

April 8-12, 2013
Bookfair

April 17, 2013
PTO Meet
6:00 p.m.

April 23, 2013
Spring Concert
7:00 p.m.
Grades K&1

May 11, 2013
Yard Sale
7:00 a.m.

May 13, 2013
PTO Meet
6:00 p.m.
PTO Movie Night
7:00 p.m.

June 7, 2013
Spring Fling
during school day

PTO meetings begin at 6:00 p.m. Everyone is encouraged and welcome to attend these meetings.
<table>
<thead>
<tr>
<th>INCOME</th>
<th>PROPOSED BUDGET</th>
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<td><strong>EXPENSES</strong></td>
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<tr>
<td>Tissues/Copy paper</td>
<td>$ 200.00</td>
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<td>Field Trips</td>
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<td>Insurance</td>
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<td>Classroom Parties</td>
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<td>School Assemblies</td>
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<td>Scholarships</td>
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<td>Skating Party</td>
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<td>Spring Fling</td>
<td>$ 1675.00</td>
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<td>Stationary</td>
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<td>Principal/Secretary Gifts</td>
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<td>Teacher Grants</td>
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<td>Yearbooks (Gr. 3 only)</td>
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<tr>
<td>Miscellaneous</td>
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<td>Donations Parking</td>
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<td>Gym Fund</td>
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<tr>
<td><strong>Total</strong></td>
<td>$ 12,600.00</td>
</tr>
</tbody>
</table>
YORK HAVEN ELEMENTARY PTO OFFICERS

President  Ashley Bloss  855-3481  
Vice President  Ashley Myers  650-0001  
Secretary  Jen Nagy  395-6545  
Treasurer  Carolyn Heiges  364-5299

YORK HAVEN ELEMENTARY PTO COMMITTEE DESCRIPTIONS

Teacher Appreciation: This committee currently has a chairperson. Members plan and carry out the preparation of an evening meal and dessert prior to evening conferences for the teachers and staff and plan other ways to show appreciation to them.

Ways and Means: This committee will be responsible for helping with organizing, distributing, and overseeing all fund raisers.

Homeroom Parents: The homeroom parent is responsible for planning games, activities, and snacks for parties.

Membership: This committee is responsible for collecting memberships to the PTO and maintaining the membership roster; keeping track of parental attendance at PTO meetings; providing popsicles for the winning classroom each month. (PTO pays for the popsicles)

Book Fair: This committee is responsible for planning and carrying out the Book Fair in coordination with Scholastic Book Fairs. There are opportunities to help set up, assist the children during the fair, and closing of the book fair.

Spring Fling: Committee members are responsible for planning the Spring Fling; choosing prizes, sending information home regarding volunteer help; creating a fun day for students.

Memory Book: This committee currently has a chairperson. Members will take pictures at various activities throughout the year for in the book; coordinate the publication of the memory book and advertise it for student purchase.

Bingo Fun Night: This committee is responsible for planning this activity, as well as soliciting donations for prizes.

Secret Santa Shop: This committee organizes and carries out the annual Santa Shop. This committee currently has a chairperson.

Each committee’s chairperson(s) organizes the committee and reports it’s progress at the Executive Board meetings. Any parent, working or stay at home, can volunteer. Most of these do not require you to be available during the day. We encourage you to choose a committee that interests you. If you have any questions regarding a committee, a PTO officer or the chairperson would be happy to answer them for you. They say it “takes a village to raise a child” .. it takes the parents to run the PTO and provide fun activities for your children.
GENERAL RULES FOR STUDENTS

All student rules will be guided by the PRIDE Rules developed by the school. They are as follows.

- Positive attitude
- Respect yourself, others, and property
- Involved in learning
- Directions followed the first time
- Excellent choices expected

1. Students who walk to school or are dropped off by parents should plan to arrive at school at 8:30 a.m.
2. Students will not be allowed to ride bicycles to school.
3. During inclement weather, students will be permitted to wait inside the school building.
4. All lost or found articles will be kept in the hall by the cafeteria doors.
5. Children are permitted to go to the health room to see the nurse only if they have first asked a teacher or aide for permission to do so.
6. Children are to restrict trips to the school office only for necessary items and then only after they have received permission from their teacher.
7. It is assumed that a child who is well enough to be in school is well enough to go outdoors for recess, weather permitting. If a child must remain indoors during recess, a note must be written by the parent explaining why the child must do so. A note from the doctor may be required if the request becomes too frequent.
8. Two adult aides will be on playground duty and students should play in their assigned areas.
9. **Parents picking up students during the school hours must report to the office. Students will be called. Adults will be asked for ID when picking up a child.**
10. We request that animals not be brought to school unless specific arrangements have been made with the teacher. If animals are included in the instructional program and are brought on school property, it is highly desirable to have them restrained or in an appropriate container. Animals are not allowed on the school bus.
11. Textbooks are loaned to the students by the school. If they are lost or damaged the student must pay them for.
12. **Students needing the use of the telephone must have the call cleared through the office and then only for emergencies.**
13. Students and parents should become familiar with the building discipline plan. **The guidelines listed in the plan are just that, and the administrator has the prerogative to alter discipline as circumstances dictate.**
GUIDELINES FOR SUCCESSFUL DISCIPLINE

1. Give attention and praise for good behavior, not bad behavior.

2. Don’t disapprove of what a child is – disapprove of what he does.

3. Parents should allow and encourage discussion, but the parent makes the final decision.

4. Punishment should be swift, reasonable, related to the offense, and absolutely certain to occur – it does not have to be severe. (I’d define punishment as consequences).

5. Throw out all rules that you are unwilling to enforce, and be willing to change the rules if you think it reasonable to do so.

6. Don’t lecture and don’t warn – youngsters can remember things they think are important to remember.

7. Don’t feel you have to justify rules, although you should be willing to explain them (and listen to their side).

8. As your youngster gets older, many rules may be flexible, and subject to discussion and compromise; however, on those few rules you really feel strongly about, enforce them even if other parents have a different rule.

9. Allow the child or youth to assume responsibility for his decisions as he shows the ability to do so.

10. Don’t expect children to show more self-control than you do as a parent.

11. Be honest with your youngster – hypocrisy shows.

12. The most important thing in your youngster’s self-image is what he thinks you think of him, and his self-image is a major factor in how he acts and what he does.

SCHOOL DISTRICT ATTENDANCE POLICY

The “No Child Left Behind” legislation has caused school districts across the country to reexamine the procedures that govern our operation. As you may know, each school is required to maintain an attendance rate of 90% or higher. Should a school generate an attendance rate lower than 90%, the building would be forced to implement an Improvement Plan that was designed to remedy this situation. Being proactive in this effort, the district made several changes to the attendance procedures in August 2004. Please review this policy and should there be any questions, please contact the principal.

- When a student accumulates five days of absence, a “Letter of Concern” will be mailed to the parent or guardian. This letter will indicate our concern for your child’s attendance.
- Students who accumulate seven days of absence during the first semester (first two marking periods) will be required to produce a doctor’s note for any absence that follows.
- Students who accumulate their tenth day of absence during the second semester (third and fourth marking periods) will be required to produce a doctor’s note for any absence that follows.
- The district will not include days for court appearances, religious holidays, funerals, and pre-approved educational trips when determining the need for a doctor’s note.
- All absences of three days or longer require a doctor’s note, regardless of the student’s attendance record. Please include all dates of absence.
- Students will be permitted three days after their return to school to produce an excuse for any absence from school.
- Students accumulating three days of unexcused absences will receive an official warning. This warning will be mailed to the parent or guardian and will not be issued again until the student moves to a different grade level at a different building in the district. Once this warning is issued, any unexcused absence will require the district to issue a citation for violation of state attendance laws. A new citation will be issued for every day of unexcused absence.
- All requests for Pre-Approved Educational Trips will be approved for no more than five days. This opportunity is available once each year and must be approved two weeks in advance.

Students arriving to school between 8:40 a.m. and 12:00 p.m. will be marked tardy. Students arriving to school after 12:00 p.m. will be marked a half-day absent.

If a student’s attendance was an issue last year, parents may be required to submit a doctor’s note for each day of absence beginning the first day of school. If students are truant (skip school) they will serve ISS (in school suspension) and be subject to fines. **When a student is absent from school, they may not attend any school functions on the day(s) of absence.**
ABSENCE AND EXCUSES

All absences require a written excuse from the PARENT OR GUARDIAN. Upon returning to school the student will bring a written explanation of the absence. Each excuse note must contain the following information: the child’s full name, the grade, the teacher’s name, the reason for absence, dates of absence, and the parent’s signature. In cases where the pupil’s absences are so frequent as to require investigation, parents may be required to submit proof of illness as indicated by a note from the family physician.

An absence from school, which is not supported by a written note from the parents within one week of the absence, will be marked as unlawful. Excuses shall be coded as excused or unlawful.

1. **Excused:** Absences resulting from illness, death in the immediate family, major religious holidays, exceptionally urgent reasons affecting the child, or absence when previous permission is granted may be excused.

2. **Unlawful:** “I overslept”, I missed the bus”, the York Fair, working, babysitting, hunting, trip without prior excusal, or absence without parent knowledge, etc. Persons within the compulsory attendance age (6-17) who are absent from school for reasons other than those listed in (1) above are unlawful.

After three days of unlawful absence, parents will receive written notification that their child has had three or more unlawful absences, which constitutes a warning. After the warning, any future offenses shall be liable to a fine without further notice.

**WORK MISSED DURING AN ABSENCE**

Students are permitted and are encouraged to make up all work that is missed during their absence. The student must make arrangements to make up the missed work within three days after returning to school. The individual teacher, based on the length of the absence, will determine the length of time that will be given to make up the work that was missed. Homebound instruction is provided when a lengthy absence is anticipated.
EXCUSED ABSENCES FOR TRAVEL

The school district recognizes that students may have the opportunity to participate in pre-planned trips and educational experiences with their parent or guardian during the school year. It is recommended that contact with the child’s teacher be made in advance before making final arrangements for an educational trip.

Requests for excused absence for an educational trip must be submitted in writing to the Superintendent two weeks prior to the trip. Request forms are available in the office. The determination of each request will be made on the basis of the weighted education of the planned experience.

Educational trips should be limited to ONE (1) trip per school year to a maximum of five (5) school days.

HOMEBOUND INSTRUCTION

If a student is absent for an extended period of time (longer than two weeks), the parent should notify the school principal to secure the proper forms. A statement must accompany all requests from the attending physician, which specifically states the technical diagnosis and the estimated duration of absence from school. When a student is absent for a lesser time, the parent should contact the classroom teacher to secure assignments.

BACKPACK EXPRESS

Please check your child’s backpack on a daily basis. This is the school’s way of communicating the important information to the parent. Notices from the principal, the teacher, the librarian, etc. are sent home in this manner. Also, please impress upon your child the importance of taking home every notice that is sent.

BIRTHDAY/PARTY INVITATIONS

Students/parents are NOT permitted to hand out birthday/party invitations in school. This method of distribution has created problems of feeling being hurt for our children who are not invited, and is, therefore, inappropriate.
CAFETERIA – YORK HAVEN ELEMENTARY

Northeastern School District cafeteria utilizes a “Point-Of-Sale” system using computerized cash registers in the York Haven Elementary School. Every student has an account set up using his or her student ID number. You may prepay any amount into the account and each day the amount of purchase will be deducted from their balance for lunch and/or breakfast.

Only students who bring in their lunch money each day must report to the cafeteria in the morning. Students bringing in an envelope with a check or cash for more than $1.75 will take this envelope to their classroom and the teacher will send the envelope to the cafeteria. The student’s account will be credited for this amount.

The cafeteria will be sending a notice home with your student when their balance gets to $5.25, or 3 lunches. In addition, a notice will be sent when your student owes the cafeteria money. It is important to read the date, this tells you when the notice was prepared.

EXAMPLE: Date: Sept. 10, 2008
Balance: $45.25 – you have enough for Sept. 11,12,15,2008
-$5.25 – you need to send money immediately. This is a negative balance.

Please fill out the envelope your child brings home attached to the notice. This insures proper credit is given to your child’s account. Free lunch students will continue to receive free lunch and reduced lunch students will continue to pay $.40.

If your child forgets his/her cafeteria money, he/she may borrow money as they go through the lunch line. Reminders of account balances are only sent home once per week and only if the account balance is $5.25 or less. Normally these reminders are processed on Wednesday. One of the major advantages of this system is your student will no longer have to worry about lunch tickets.

There are meals available each day, regular menu, or alternate lunch. This will appear on the menu, which is sent home with the students monthly. In addition, from time to time there will be substitutions, which will be announced to the students or a notice sent home. We will make as few substitutions as possible. From time to time, there will be notices of cafeteria happenings posted on the back of the menu.

Students are expected to pick up waste and place their empty trays at the dishwashing room before leaving the cafeteria each day. Throwing food is not permitted. Manners are expected to be practiced in the dining area at all times. Food is to be eaten in the cafeteria. Students are not allowed to remove food from the cafeteria.
A free lunch application will be sent home with every student at the beginning of school. Applications are available during the school year at the office for any new student or for anyone whose financial situation changes. **If your child received free or reduced lunch at the end of the previous year, he/she is in the same status for the beginning of school year, however you are required to file a new application.**

<table>
<thead>
<tr>
<th></th>
<th>Lunch</th>
<th>Reduced Lunch</th>
<th>Milk</th>
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<tbody>
<tr>
<td>Daily</td>
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<td>$.40</td>
<td>$.50</td>
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Breakfast will be served the first day of school.
Regular - $ .90
Reduced - $.30

**Northeastern School District - Wellness Policy**

All School Districts are required to have a Wellness Policy in place by the first day of school after July 1, 2006. Each policy must include Nutrition Guidelines for all foods available on the school campus during the school day (30 minutes prior to school beginning and 30 minutes after school has ended). The Northeastern School District Wellness Committee has developed goals and guidelines for all foods available on the school campus. The areas of focus are:

- Ala Carte
- Classroom parties
- Fundraisers
- Foods used as rewards
- Vending Machines
- School stores

This will have an impact on the PTO with fundraising and classroom parties/celebrations. In addition, we will be offering tasty, healthier, and affordable selections in all vending machines and ala carte areas in our cafeterias.

Attached is a list of snack ideas for school/classroom parties to help with your effort(s) in accomplishing our Wellness Policy goals and Nutritional Guidelines. As parents, guardians, care givers, and educators, we can be positive role models. Help our district promote healthy lifestyle principles.

If you have any questions or concerns, please contact Kimberly Alessandroni, Director of Child Nutrition Services at the Administration Center (266-3667).
FIRE DRILL PROCEDURES

Fire drills are held monthly, as required by state law. To ensure the safety of all children the following rules must be followed:

1. Pupils will proceed to the assigned fire exit as soon as the alarm is sounded. Pupils will walk quickly to the exit door and continue to walk to their assigned area after they have left the building.
2. There must be absolutely no talking, either inside or outside the building, during a fire drill. This allows teachers to give last minute instructions, as needed.
3. Teachers will take their attendance charts or a roster of their students with them and check attendance outside the building.
4. Students may not re-enter the building until the all-clear signal is given.

NUMBERED DAY SCHEDULE

Northeastern School District students use a numbered day schedule for the school year. Under a numbered day system, students follow daily schedules of Day 1, Day 2, Day 3, Day 4, Day 5, and Day 6, then repeat Day 1, Day 2, etc. Under the traditional Monday to Friday schedule, some students were not receiving equal curriculum exposure due to the frequency of school holidays falling on Monday or Friday. By using the numbered day schedule, students will be insured of equal instructional time.

What does this mean for your family? Students will have their “special” classes (art, music, physical education, library) by numbered days rather than day of the week.

How will you know the schedule? The numbered day schedule is printed on the district calendar and on the monthly cafeteria menu.

How will this change? If there is a snow day, the numerical sequence will continue upon return. For example: Tuesday, Day 1, Wednesday, snow day, Thursday, Day 2 …
SCHOOL CLOSING - WEATHER

When weather conditions call for the schools to close, such announcements will be carried over local radio and TV stations at the earliest possible time. Similar announcements for the benefit of parents will be made in case of an early dismissal due to inclement weather.

The news of “early dismissal” comes from the Administration Center. We ask that you listen to the local radio stations for the news of any early dismissals instead of calling the school.

School closing and early dismissal announcements can be heard on WSBA 910, WQXA, WHVR, WARM 103, WHTM, WPMT, and WGAL TV. School closings will also be posted on the district’s web site.

SCHOOL BUS CONDUCT

Remember - Riding the school bus is a privilege! Breaking any of the rules could deprive you of this privilege.

In the interest of safety, students are required to conduct themselves properly while entering, riding, and leaving school buses. Video and audio capabilities are on the bus to monitor behavior.

1. Students may not ride any bus other than the one to which they are assigned.
2. In cases of inclement weather or bus mechanical failure, students are expected to wait at least one half hour for the bus to arrive before returning home.
3. Students must stand on the side of the road and in no way interfere with traffic while waiting for the bus.
   Students will respect property rights of people who reside at or near the bus stop.
4. No swearing or screaming while on the bus.
5. No body parts (head, hands, feet, or arms) or book bags in the aisle or out of the windows.
6. No throwing objects in or out of the bus (trash box in front of the bus). Deposit trash as you exit the bus.
7. Remain seated while the bus is in motion.
8. Keep hands to yourself.
9. No hitting, pushing, or fighting.
10. No spitting out the windows of the bus.
11. No eating or drinking on the bus.
12. The driver on each bus has the same responsibility for maintaining discipline as the teacher in the classroom.
CONSEQUENCES FOR BREAKING BUS RULES

1. Bus drivers will report, in writing, all observed, justifiable discipline cases to the principal.
2. Upon receipt of the first referral form, the principal will counsel students concerning bus conduct. A letter will be sent to the parents. Parents will be required to acknowledge receipt of the letter by contacting the principal.
3. Students being referred for a second offense may have bus riding privileges suspended for a period of three days and a conference with parents has been held. (Parents must provide alternate transportation.)
4. A third disciplinary referral may result in an automatic suspension of the student’s bus riding privileges for five school days. (Parents must provide alternate transportation.)
5. A fourth disciplinary referral may result in suspension of the student’s bus riding privileges by the Superintendent for a period of time exceeding five school days and could extend through the remainder of the school year. (Parents must provide alternate transportation.)
6. Depending on the nature of the offense the administration has the right to bypass the aforementioned procedures.

POLICY ON STUDENT DRESS

Clothing with ornaments of any kind, which could mar or scratch furniture and/or damage school property shall not be permitted. The use of undergarments, which includes long underwear, shall be worn as their original design was intended. Shorts will be permitted in the spring and fall only when the weather warrants their use. It is expected that when shorts are worn, they will be of appropriate size and style.

Transparent or immodest clothing which attracts undue attention including tank, tube, halter tops, low cut blouses (front or back), muscle shirts, spaghetti straps, and cut off shirts are prohibited.

Proper shoes and clothing are to be worn during gym class. Jewelry may not be worn during gym class. The students are responsible for their own jewelry - please discourage children from wearing jewelry on gym days.

Clothing which creates a hazard or injury to the wearer or clothing displaying slogans or pictures suggesting the use of alcohol, drugs, obscene language, lewd, or illegal behavior is prohibited. NO “BAGGY JEANS”.

Head coverings shall not be worn in school buildings.

Bare feet, “flip flops”, Heelies, or other footwear causing a potentially dangerous condition to the wearer is prohibited.
GRADING SYSTEM

Report cards indicating grades, attendance records, social attitudes, and/or teacher comments are issued quarterly for grades K-12 in all district schools. The grades represent the teacher’s best judgment of the pupil’s accomplishment for the nine-week period and should be evaluated in terms of the child’s ability, with the understanding that all children do not achieve equally.

Parents are encouraged to consult teachers early in the marking period if problems are developing. Please respond when teachers indicate a conference is desired. A copy of the report card, signed by the parent as evidence of receipt, shall be returned to the teacher after each report period.

MEDICAL INFORMATION

If a student becomes ill or injured at school, he/she should report first to his/her classroom teacher or the aide on duty and then to the nurse. If the nurse is not present, the school’s designee will see the student, and if necessary will contact the nurse. Transportation of the student to the home or to a medical facility is the responsibility of the parent or guardian.

Emergency information is kept in the nurse’s office. At the beginning of each school year, parents are required to complete a new emergency procedure card for each child attending school. If a parent’s address, phone number, place of employment, baby sitter, or other pertinent information changes during the year, please notify the school. Any serious illness, accident, surgery, or medical condition should also be reported to the school nurse. A confidential list of the medical problems of students is distributed to teachers each year to make them aware of any special considerations for the individual student.

DISMISSAL FOR MEDICAL APPOINTMENTS

We encourage the parent or guardian to attempt to make doctor and dental appointments at times before or after school hours. It if becomes necessary for your child to leave school early for an emergency, dentist or doctor appointment, send a note to the school a day before the appointment or that morning and stop in the office when you come for your child. Excusals of less than ½ day will not be marked as an absence. An early dismissal requests of more than ½ day will require an excuse upon return the next day.

COMMUNICABLE DISEASES IN SCHOOL CHILDREN

The following information is taken from the Regulations of Communicable and Noncommunicable Diseases of the Pennsylvania Department of Health.

The principal or superintendent shall exclude students from school who have been diagnosed by a physician or are suspected of having the disease by the school nurse for the indicated time for the following diseases:

STREPT THROAT AND SCARLET FEVER - 24 hours from institution of appropriate antibiotic therapy, must have a note from the physician.
PINK EYE (acute contagious conjunctivitis) - 24 hours from institution of appropriate therapy, must have a note from the physician.

RINGWORM (all types) - After institution of proper treatment, must have a note from the physician.

IMPETIGO - Until judged non-infective by the child’s physician after treatment is instituted, must have a note from the physician.

SCABIES - Excluded until physician institutes treatment, must have a note from the physician.

HEAD LICE - If lice are found; may return after one treatment with a shampoo specifically for killing lice; shampoo must be repeated one week later. Must return box top of head lice shampoo. Student must be nit free.

CHICKEN POX - Contagious 24-48 hours before vesicle appears and during active disease. May return to school when all sores are dry. (Usually 7 to 14 days).

PARENT CONCERNS

1. To discuss a pupil’s general behavior or a specific disciplinary program, please contact the classroom teacher. If matters cannot be resolved, contact the principal.
2. To discuss a matter of general school administration, please contact the office.
3. To discuss transportation matters – bus routes, stops, times of arrival and departure, missed pupils, etc., please contact Mrs. Smith at 266-3667.
4. When you must contact your child immediately under emergency conditions, call the office at 266-5007. NOTE: Pupils and teachers are called out of class only in cases of extreme emergency. Teachers will return calls at a convenient time during the day.

PARENT/TEACHER CONFERENCE

Parent/teacher conferences are regularly held during the school year at the end of the marking period. A conference, however, may be scheduled anytime during the school year by contacting the school office.

DRUGS, ALCOHOL, AND TOBACCO

Students are prohibited from possession and/or use of drugs, alcohol, and tobacco products while on school property.

TEXTBOOKS, SUPPLIES, AND SCHOOL PROPERTY

Textbooks are loaned to students at the opening of the school term. At the end to the term or upon the student’s withdrawal from school, the student must return the books loaned or is called upon to make a reasonable payment. A similar charge will be made for damage caused by carelessness and misuse.

Students and/or parents are, likewise, accountable for damage to supplies, equipment, and other school property. If necessary, legal action will be taken to collect damages.
PARENT VISITATION

1. Schedule your visit in advance. A phone call to the office is all that is needed.
2. If you desire a conference with a teacher, make an appointment through the office. Classes will not be interrupted for this purpose. If we have advanced knowledge of your visit, the principal and/or teacher will be able to furnish you with an up-to-date progress report on your child.
3. **All visitors must report directly to the office.**
4. Visitors must be in the building for a purpose. Parents bringing books, gym shoes, etc., must report to the office.
5.

SCHOOL PICTURES

During the fall, individual student pictures are taken. Parents may choose from a variety of packages as described in a pamphlet, which is sent home. Remittance will be due to the photographer on the day at the time the pictures are taken. Provisions will be made for retakes later.

SPECIAL EDUCATION SERVICES

Special services are provided for children who have been formally tested and identified as candidates for special programs. Classes are provided for children who have been recommended for placement in LS (learning support) and GS (gifted support). Assignment to these classes is made only with the consent of the parent/guardian. Likewise, students cannot be withdrawn from these classes without parental agreement.

TITLE I

The school district, in cooperation with the federal government, provides a Reading Program for students who are identified as being in need of additional help in reading skills development. Certified Reading Specialists meet with small groups of students at least four periods per week. Classroom teachers normally refer students to the Title I program. All Title I students are tested in September and May to assess reading progress. Students who test out of the program in May are re-assigned to the regular reading program.

SPECIAL SERVICES

PSYCHOLOGIST - A school psychologist is provided school district to help the school staff and parents aid the student in reaching his/her potential. This is done through a referral process in which the parents are contacted. After testing, a meeting with the parents will be scheduled to discuss the results.

SCHOOL WIDE TESTING - A variety of tests are administered to our students throughout the year. They test many things including students’ strengths, weaknesses, and rate of growth. Students in grade 1 are given the Otis Lennon Test. Students in grade 3 are given the PSSA.

SPEECH, VISION, AND HEARING - The Lincoln Intermediate Unit provides these services to the students of our district. Parents or teachers through the school office may make referrals.
STUDENT ACCIDENT INSURANCE

Parents are reminded that the medical cost of injuries sustained on school premises is the responsibility of the parents. With this in mind, the school district each year provides an opportunity for each student to purchase, at his own expense, insurance, which will cover all accidents at school, during school-sponsored activities, or travel to and from school.

REPORTING OF BMI TO PARENTS

BMI is a weight-for-stature index that is a screening tool that is used to interpret a person’s growth pattern. The BMI is then plotted for age on a gender-appropriate graph to come up with a BMI percentile. These values are then interpreted as following:

- BMI less than 5th percentile: underweight
- BMI 5th to 84th percentile: normal growth pattern
- BMI 85th to 95th percentile: at risk for overweight
- BMI greater than 95th percentile: overweight

The BMI will be reported to parents so that they can discuss the information with their health care provider. Remember, this is only a screening tool and not a definitive measure of over/underweight. For example, some athletes may have a higher than expected BMI due to increased muscle mass, which weighs more than fat mass.

If you have any questions concerning the state mandate, please call me to discuss the issue. The nursing staff wants to be supportive of families and their choices in keeping their children healthy.

Deborah Bumbarger, RN, BSN
Certified School Nurse

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Here are some tips for deciding whether to keep a child home from school:

- Monitor any symptoms of illness before your child goes to sleep at night. In the morning you may not have time to evaluate the symptoms. Is the child eating well? Is he waking at night with a sore throat or earache?
- Children can attend school with the sniffles as long as they feel all right otherwise. But keep the child home if there is a heavy cough and it is accompanied by a steady stream of mucus, or if the cough is accompanied by breathing that is rapid or labored.
- If your child has a rash, it is important to determine the source. If it is poison ivy, for example, the child can go to school as long as the rash is being treated properly. If the rash is unexplained, note whether such other symptoms as unusual crying or a general feeling of discomfort or tiredness accompanies it. If so, keep the child home and describe the symptoms to your doctor.
- The most common child complaint is an upset stomach. Several things, including a situation in school that your child may be reluctant to confront, can cause this. If your child is able to play or do other activities, the pain probably is not too serious and the child can come to school.
- Keep your child home if vomiting, diarrhea or fever accompanies stomach pain. If the child complains of stomach pain for several days, you should call your doctor for advice.
- A child should not come to school with a fever. A temperature reading below 99.6 degrees is usually not a cause for concern. If a fever is above this reading, it could indicate a more serious illness. Keep the child home and do not send them back to school until they have been without a fever for 24 hours.
- Any symptoms that indicate a communicable disease will exclude your child from school. Keep them home if you think they have pink eye, impetigo, or ringworm and consult your doctor.
- If you think the child has head lice or scabies, keep the child home and notify the school. Your school nurse can make recommendations for the care of your child and the home.
Your school nurse is always available to speak to you and answer any questions you may have. Please call the school at any time if we can help you in any way.

A healthy child is a child who can learn.

Volunteer Clearances Policy

As part of the district's ongoing efforts to ensure student safety, a volunteer clearance policy will be effective at the start of the 2012-13 school year. The district's Safe Schools Committee is following a recommendation from the PA State Auditor General’s Office, which requires all volunteers to undergo both a Child Welfare and a PA Criminal Background Check. Those who volunteer more than 10 hours per week, and are in direct contact with students, must also undergo a tuberculosis test.

The new volunteer application is posted on the district website (www.nesd.k12.pa.us) and is available in your child’s school office. Volunteers must be at least 18 years of age. Whether you are a new volunteer or have been volunteering within the district for years, you must complete the new application. Clearances do not have to be renewed unless there is a break of service of a year or more. Please understand that the majority of districts in York County require volunteers to obtain these clearances. Reviewing clearances allows the district to ensure the adults working with our students do not have a criminal background. The Northeastern School District wishes to take the necessary steps to maintain a safe school environment for our students.

Examples of Volunteers Requiring Clearances:
Classroom Helpers
Tutors
Field Trip Volunteers
Chaperones
Book Fair Volunteers
Kid Writing Volunteers

Examples of Volunteers NOT Requiring Clearances:
Junior Achievement Presenters
Guest Speakers
Fundraising Distributors
**YORK HAVEN ELEMENTARY PTO**

2012-2013 MEMBERSHIP DRIVE SIGN-UP SHEET

It’s easy to become a PTO member. Simply fill out the form below and send in your contribution. That’s it! Remember parents, grandparents, aunts, and uncles are encouraged to join!

One Dollar ($1.00) per Individual Membership

Or

$5.00 per Family Membership

Student(s) _________________ Teacher _________________

_________________               _________________

_________________                      _________________

_________________                      _________________

Memberships being paid for:

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By signing up we are showing support to the York Haven Elementary PTO. We are sending in our contribution of $1.00 for each membership or $5.00 per family to this organization.
The school is looking for parent volunteers who would like to assist in the library. The work involves shelving books and preparing new materials for students and staff members.

Anyone interested in participating will enjoy a “quiet” environment and will be making a valuable contribution to the children in our school.

Thank you for your support of the library program.

LIBRARY VOLUNTEER FORM

Please print:

Name __________________________________________

Telephone ________________________________

Notes
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Student Name ________________________________

Teacher ______________________________________

RETURN THIS FORM TO SCHOOL IF INTERESTED IN HELPING IN THE SCHOOL LIBRARY
STUDENT AND PARENT SIGN-OFF

We have taken the time to read the booklet provided by the York Haven PTO to let us know all about York Haven Elementary School and the things expected of us this school year.

STUDENT: __________________________

PARENT(S): ___________________________

Please feel free to share any comments or experiences in sharing our booklet with your family. We at York Haven wish to continually polish and refine our programs, activities, and practices. We thank you for your time, care, and support. York Haven parents are terrific!!!

Comments:

Please return this form to school.