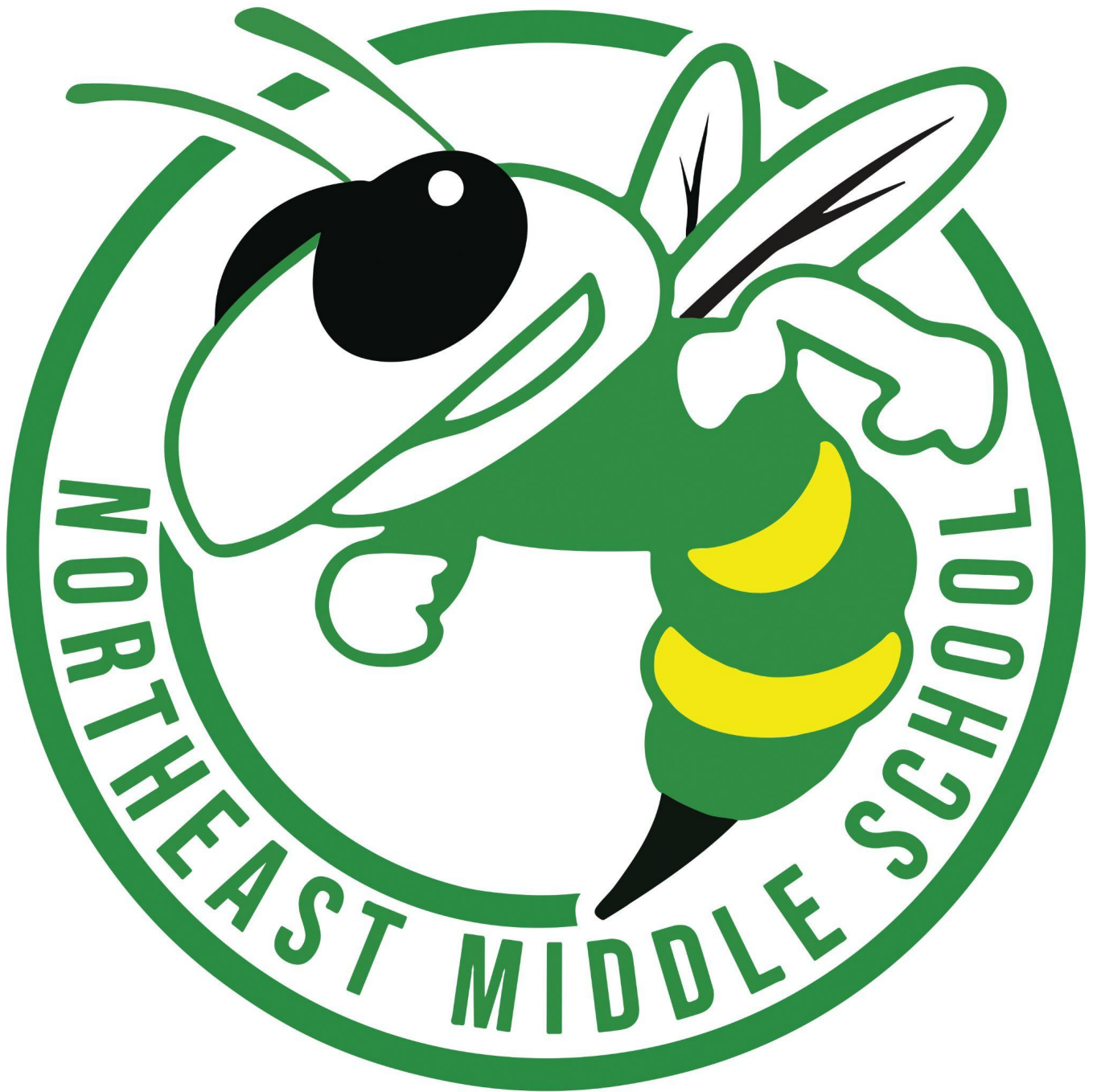


**Northeast Middle School
Family/Student Handbook**



**1170 Fernwood Street
Bethlehem, PA 18018
610-868-8581**

**Northeast PROUD is built on
Pride, Respect, Opportunity, Unity, and Dedication
for All and by All.**

Northeast Middle School's mission is to have all students develop as resourceful and collaborative community members. We aspire to this goal by incorporating high expectations and appropriate support. We will accomplish this mission with the cooperation of our students, our staff, our families and our community partners.

Principal's Welcome

Welcome to the 2026-2027 school year. Every new school year is an exciting opportunity for change, growth and improvement. This is especially true for the middle school years. We have three years together to help our children transition from elementary school to high school. At Northeast, we embrace this challenge and celebrate the expanding potential of each and every individual.

We encourage family members to stay involved in their child's education. We will have Family Engagement Nights throughout the year. Our first event is our Open House on September 9, 2026 at 6 PM.

I look forward to meeting each of you and having your child gain great experiences at Northeast Middle School. Please feel free to contact me if you have any questions about this handbook as written.

[Theodoro Quinones](#) Ed.D.
Principal

Visit our website [Northeast Middle School](#)

GENERAL INFORMATION for FAMILIES

Administrative Offices

The Principal, Dr. Quinones and Assistant Principal, Mrs. Derrington are located in the Main Office at the second floor entrance. The building secretary, Mrs. Fink and the guidance secretary, Ms. Rivera are also located in the Main Office (610) 868-8581.

Assistant Principal, Mr. Johnson, and attendance secretary, Mrs. Osorio Urena, are located in the Student Services Office which is located on the ground floor of the Fernwood Street entrance (bottom of steps).

School Counselors

Three counselors are also located in the Student Services Office and are available for consultation services by students and their parents/guardians. Please call (610) 868-8581 or email the counselor for any concerns regarding the well being of your child:

Gr. 6 - Ms. Davies

Gr. 7 - Mrs. Kern

Gr. 8 - Mrs. John

Concerns

Please try to contact the teacher, IEP case manager, coach, or activity supervisor first with questions or concerns about the class or activity. It is important that we all work together to provide the best possible educational experience for our students.

Community School Coordinator

Our Community School coordinator is Mrs. Sukanick. Her office is on the first floor in the center of the school. Her primary goal is to provide a direct connection for our school families and the available support programs in the community. Mrs. Sukanick also coordinates our parent evenings, as well as our afterschool activities and clubs. Her number is (610) 868-8581 ext. 42118.

Northeast Parent & Teacher Organization

NEPTO provides family members with the opportunities to support NEMS events and activities as well as providing feedback to educational programs. The NEPTO meetings are on the second Wednesday of each month. Our first meeting takes place in August at 6:00PM in the school library. All NEMS community members, parents and guardians are invited to the meetings. Being a member of NEPTO does not require you to attend every meeting, just your interest in supporting our school.

Pride Respect Opportunity Unity Dedication

P.R.O.U.D. is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. The Northeast P.R.O.U.D. philosophy is to establish a climate in which appropriate behavior is the norm. This is achieved by every individual accepting their personal responsibility for their own success and our school community as a whole. The PROUD philosophy has prepared Northeast for the Leader in ME.

Leader In Me

Is a BASD district wide character and leadership program that includes all students K-8. Students are continuously supported through the 7 habits. The first three habits are focused on individual habits for self leadership. Habits 4-6 are focused on group dynamics, peer relationships, and collective success. *Sharpen the saw* is Habit 7 which reminds us to take the time to enjoy life and our earned successes. This program has a newer 8th Habit of *Find your voice*. Habit 8 encourages the students to explore ways for them to impact the world through the inner strengths and learned personal skills.

Spirit Days

Throughout the year, the entire school participates in activities as decided by a committee of teachers and students to encourage school pride while contributing to our community needs. Activities such as Green and White Day and Sports Day encourage school unity while contributing to a community group. All activities are in compliance with the *Student Framework For Citizenship*.

Arrival Procedures

Students walking to Northeast Middle School are expected to utilize pavement/sidewalk areas and avoid walking on private lawn areas/roadways. Roadways should be crossed only at designated or patrolled crossing areas.

Breakfast

Student breakfast is available every regular school day at 7:40 AM in the Northeast cafeteria. Breakfast is free for all students. Breakfast must be consumed in the cafeteria before the start of school at 8:05 AM.

Lunches

Student lunch is available every regular school day in the Northeast cafeteria. The reduced lunch price is \$.40 and full price student lunch is \$2.85. There are a variety of choices, or students may also bring lunch from home. All food and drinks must be consumed in the cafeteria during the assigned lunch period. **Students are not permitted to consume food or drinks in the hallways or classrooms at any time.**

Families can apply for free or reduced meal plans by completing the form found on this link. Dining services can be reached at (610) 861-8135.

[Dining Services / Free and Reduced Meals Information](#)

Delivered Food

Food deliveries from restaurants or services are **not** allowed for students during the school day. Such deliveries will not be accepted at the school. Parents, do not bring food from fast food restaurants, Wawa, etc. for your child.

Water Bottles

Students are permitted to carry water bottles in school. This privilege may be modified for individual students by school administration.

Gifts

Gifts, flowers, balloons and other deliveries **will not** be accepted for students during the school day.

Bicycles

Students may ride bicycles to school and are expected to know general rules of safety. Bicycles are to be locked only in the outdoor racks, with a lock provided by the student. The bike rack is located outside of the cafeteria/auditorium entrance. The school is not responsible for any damage or thefts incurred to bicycles on school property.

Busing

Parents may contact the Transportation Department directly (610) 861-0360 with questions or concerns. Please discuss appropriate bus conduct with your child. Bus misbehaviors are a *Framework For Citizenship* violation and may cause your child to lose his/her/their bus privilege.

AM Parent Drop Off



Parent Drop Off

We strongly encourage students to walk or bike to school unless a bus has been assigned to them. Parents/guardians are requested to drop off students in the drop off area located in the parking lot near the field house. Parents should enter from Minsi Trail Street. Make a right and follow the flow to drop students off near the field house.

Parents should use the same practice for picking up at the end of the day.

Parents/guardians can also drop off students in the front of the building on Fernwood Street. Cars should stay in a single file and follow the flow to drop students off near the main entrance. **At no point may you park in the main bus channel nor leave your vehicle. This is a new process to help support our families and keep our children safe. Please be mindful, patient, and alert. It is up to all of us together to keep our children safe.**

NO CARS are to enter the parking lot from Fernwood Street from 7:45 AM – 8:30 AM

The students will be allowed to enter the building at 8:05 AM. Teachers and staff may allow the students to enter earlier due to inclement weather conditions.

PM Parent Pick Up

Parents are encouraged to park on the street in front of the building. During the afternoon, parents should **not be utilizing the loop**, as some afternoon buses will need to use the driveway. Additionally, no rideshare vehicles (Uber, Lyft, etc..) will be allowed to enter into the Fernwood entrance during school dismissal.

NO CARS are to enter the side/back parking lot from Fernwood Street from 7:45 AM – 8:15 AM and from 2:45 PM – 3:30 PM. The students will be allowed to enter the building at 8:05 AM. Teachers and staff may allow the students to enter earlier due to inclement weather conditions.

Late Arrivals

Students who arrive after 8:10 AM should enter through the Student Services Office on the ground floor and obtain a late pass. If a student's reason for arriving late is determined as unacceptable, they will be referred to an administrator for appropriate action under the guidelines established for "promptness to class" in the *Student Framework For Citizenship*.

Students who arrive late due to a medical appointment or other urgent reason(s) must bring in a written excuse signed by a parent/guardian or doctor, including the name of the student, date and time of the late arrival, and reason for the late arrival.

Attendance

Attending school regularly is an expectation for success. Our goal is for all students to achieve 95% attendance. Student attendance is required 8:05 AM - 3:05 PM each day. Students attending less than 4 hours may be marked absent for the school day.

When absent, an excuse from a parent or doctor **must be** submitted once the student returns to school. Students who are absent from school **may not** attend or participate in a practice, contest, dance, athletic event, performance or any school district event as a participant or spectator on the day of the absence.

Excuse Notes

All absences require an excuse from a parent/guardian. Excuses must be received within 3 days of a student's return to school. Failure to submit an excuse will result in the student's absence(s) remaining as unlawful.

Excuses can be emailed to Mrs. Osorio Urena at [Northeast Attendance](#), faxed to Mrs. Osorio Urena at 484-821-2936 or provided to the student's homeroom teacher upon return to school.

Automated attendance letters are mailed home once a student reaches **3** unlawful absences, **7** cumulative absences and **10** cumulative absences.

Attendance Information

Vacation/Trips Policy

Parents/guardians are strongly encouraged to schedule family vacations with the School District Calendar and major assessments in mind to ensure that students attend school a maximum number of days.

BASD policy permits middle school students to take **only** two (2) educational trips, not to exceed a total of 10 days in three years. Each educational trip may not exceed five (5) days.

Requests by parents/guardians to have their children excused from school for educational/vacation trips must be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, not School Sponsored."

The [Application for Permission for Student Excusal Due To An Educational Trip or Tour](#) must be received by the Student Services Office ten (10) days prior to the first day of absence, and must be approved by an administrator. Permission will **not** be granted for trips/tours during the Middle School's or State Department of Education's testing programs. PSSA testing is April 26- May 7, 2027 and Keystone testing is May 17 -28, 2027.

Partial Excusals/Appointments

A note from a parent/guardian is required to excuse a student from any school activity, including gym. If your child must be excused during the school day to attend a doctor's appointment, please send in a note with your child stating the time they will be picked up by a parent/guardian in the Student Services Office. The student must also bring a note from the doctor's office upon their return.

Delayed Openings/Closings of School

Be sure to listen to the radio or TV for information regarding delayed openings or closings of school. A message will be sent to your designated primary phone number through the BASD ParentLink system, and will also be posted on the BASD website, [Bethlehem Area School District](#). These websites are

updated promptly and will eliminate the need to contact the school. All early morning student activities are canceled on days of delayed openings. All after-school and evening school district events are automatically canceled on days when schools are closed for emergencies or when schools are dismissed early due to inclement weather.

Medications

A doctor's note is required if students are to take any form of medication during the school day. Current prescribed medications will be kept in the health room.

Students are not permitted to carry medication in school or on school trips, unless a doctor's note authorizes them to carry an inhaler. The authorization form to self-administer medication will be kept on file with the school nurse. The nurse is permitted to distribute select OTC drugs with a signed authorization form. A parent/guardian may be required to administer specific medications to their child during the school day. Please visit the BASD health services page at [Health Services / Medications In School](#) or contact our school nurse with any questions.

Picking Up Your Child

A parent/guardian must pick up a student in the Student Services Office on the ground level whenever the student must leave during the school day. The parent/guardian must sign the student out of school and be prepared to show ID. We will call the student from class once the parent/guardian arrives in Student Services. Students **will not be dismissed** between 2:50 PM – 3:05 PM without the approval of an administrator or designee.

Sick Children

Parents/guardians will be called by the Health Room to pick up sick children. The school nurse will make the determination when a student is to be excused from school for health reasons.

Parents/guardians can pick up students at the Student Services Office on the ground level.

Visitors

Parents and guardians are welcome to visit the school or teacher at any time with an appointment.

Visitations will not occur while the teacher is teaching unless approved by the Principal. Assisting a teacher must be arranged directly with the teacher. All visitors should report to the appropriate office: Student Services on the ground level; and registration, testing, and withdrawals on the main level.

Visitors should park in a designated parking space in the parking lot or on the street. Cars may be parked in the bus channel off of Fernwood between 9:00 am and 2:00 pm. All visitors must wear a visitor's pass, unless attending a public performance.

Withdrawing a Child

A parent/guardian must notify the office three days before a student is being withdrawn from school.

Please contact Ms. Rivera in the Main Office, second floor. Student chromebooks, textbooks, library books and all school issued items must be returned to Northeast. School records will be sent to the new school when the student is registered.

Cell Phones (and Accessories)

A student's cell phone is expected to be turned off and put away (off body) during the school day. The School District assumes no responsibility for lost or stolen cell phones. Visit the BASD website for more information.

Family members are asked to refrain from texting or calling students during the school day. If it is an emergency, please contact the school directly. This creates a disturbance to our instructional day. In the case of an emergency, please contact the school office at (610) 868-8581. A teacher may ask a student to place their phone on the teacher's desk until the end of the period or another established practice to improve the learning environment.

Our goal is to increase our students' interaction with each other and support focused learning. We need your help with this expectation.

Other Prohibited items: Earbuds/headphones, Meta Glasses, Smart watches, etc...

BASD Families Homepage

Please visit the BASD [For Families / Homepage](#) for important information

Homeroom Teacher emails

	<u>Purpose</u>	<u>Impact</u>	<u>Leaders Rock</u>
6th grade	Laura Maderas	Thomas Wills	Julie Braido
	Vanessa Bernardo	Catherine Jewell	Kim Scaglione
	Shelly Craven	Paige Tricarico	
	Traci Schanewolf	Kenneth Force	
7th Grade	<u>World Explorers</u>	<u>Innovate</u>	
	Elisa Vanderstel	Alexandra Rinaldi	
	Liza McNulty	Felicia Bauder	
	Abiel Solitario	Payton Aquila	
	Kevin Anderko	Nathan Borso	
	Michael Reed	Sarah Ryan	
8th Grade	<u>Dream</u>	<u>Grit</u>	
	Jack Wenner	Andrea Torres	
	Christopher Caseino	Paige Hoffman	
	Donna McCandless	Don Detwiler	
	Morgan Dell	Adam Soto	
	Jared Angerman	Lisa Frederick	

Title 1

[2026 - 2027 NEMS Compact \(English & Spanish\)](#)

STUDENT EXPECTATIONS

Framework For Citizenship

The BASD [website copy - Framework for Citizenship - Revised 2023](#) outlines the expectations and responsibilities for all students in the school district. Students and families should review the framework and use it to guide their learning experiences.

Students are expected; to enter the school beginning at 8:05 AM, first bell; transition directly to their lockers by 8:10 AM, second bell; be in their assigned homeroom seats by 8:13 AM, third bell.

Homeroom Period

This time period is provided once per day for students at Northeast, providing each student with at least one adult in school who knows him/her/them well, takes attendance, and helps start students off in a consistent and successful manner. These advisors or homeroom teachers are responsible for assisting each of their students to become the best possible students and persons they can be. In addition, each advisor will be available to assist and support their students in a variety of areas:

- Guide and encourage students in taking advantage of school programs and services, such as extra-curricular activities, use of the library, tutoring, etc.
- Provide positive direction for students.
- Support and encourage students in achieving academic success including: consulting with their counselor, teacher(s) and parents/guardians whenever appropriate.
- Facilitate daily Leader In Me activities and restorative conversations.

Lockers

A locker and combination is given to each student. Students are not permitted to share lockers or combinations. Students should talk with their homeroom teachers if there's a locker concern. Padlocks are not allowed.

Six-Day Cycle

All BASD middle schools follow a six-day cycle. Each instructional day will be 1-6. If the students go home on day 2, the next instructional day will be day 3. This is true if school is closed for weather or a scheduled day off.

Dress Code

The BASD student dress policy begins by stating that students are not permitted to wear revealing clothing which offends the sense of common decency as judged by those entrusted with providing a positive school environment. Some prohibited items which may not be worn inside the school are hats, blankets, coats/jackets, hoods over the head, pajamas/pajama pants, slippers, crop tops, camis, tank tops,

halter tops, spaghetti straps, see-through clothing, costumes, masks, face paint, and gang-related items. Appropriate footwear is also required for safety concerns.

Unauthorized Items

Students may not bring toys, stuffed animals, blankets, or any item deemed to be distracting from the educational environment. Such items may be confiscated and will be returned to the parents/guardians in person at the school.

Computer Usage

Computers are provided for students' educational use. Students are prohibited from defacing any laptop and should not write, draw or attach stickers to the computer. Parents/guardians will be charged for computers that are lost or damaged. Teachers and administrators have access to a student's computer usage history. Misuse of the computer will be shared with the parents/guardians and are subject to school disciplinary actions.

Students may not use personal devices in school nor on the district Wi-Fi.

Extracurricular Activities

An extracurricular activity shall be defined as any and all student organizations and activities which meet in the name of Northeast Middle School and are not part of the regular school curriculum. This policy shall include, but not be limited to the following: academic activities; athletic teams (varsity sports, cheerleaders, intramural tournaments); music organizations (bands, choruses, auxiliary marching unit); student council, and NEMSTC.

It is our hope that a student can fully participate in as many activities as they want, and to which they make a meaningful contribution. Due to conflicting schedules for different activities, it may be impossible for a child to be in two activities that meet at the same time. The advisors of the activities may, at their discretion, be willing to make arrangements for alternate participation dates; however, if the activity is one for which a team depends on the student, the student will have to make a choice to participate in only one of the conflicting activities.

In keeping with the PIAA standards of academics, all organized sports, clubs, and units will be held to the same standard of academic excellence. Students with two or more F's will not be eligible to participate in the programs. This includes performances, games, and trips.

In the case of athletic teams and music organizations, students may attend practice, but not compete or perform. Eligibility sheets, indicating the names of all ineligible participants on a varsity team (basketball, cheerleading, football, soccer, softball, volleyball, cross country, and field hockey) shall be completed by teachers.

[Athletics](#) **[Activities](#)**

Sports

Interscholastic sports (grades 7 and 8) are available to all students. Football, co-ed soccer, boys and girls basketball, cross country, girls volleyball, girls softball and girls field hockey are the competitive sports between middle schools. PIAA rules apply to all interscholastic sports. Intramural sports are offered to students (grades 6, 7 and 8) through our after-school programs.

Coaches'/Advisors' Standards

Various rules and regulations may be added by the coach or advisor with the approval of the principal. Guidelines listed in the middle school coaches' handbook will be followed, along with the PIAA rules.

Students who participate in the extracurricular program must keep good sportsmanship in mind. They are always in the public eye and their personal conduct will always be subject to the scrutiny of other students, fans, and opponents. Students have an obligation to serve as positive role models for others by demonstrating the following:

- Maintaining academic eligibility
- Emphasizing the ideals of sportsmanship, loyalty, ethical conduct and fair play
- Appropriately representing the Northeast Community
- Understanding that trying one's personal best is important in every facet of life

Any display of unsportsmanlike behavior toward an opponent, official, or spectator during the season may result in discretionary discipline by the coach and possible suspension/termination from that activity. Spectators are expected to adhere to these guidelines as well or they will be asked to leave.

Disciplinary Standards

A student placed on in-house or out-of-school suspension may not represent the school in a performance or competition during the suspension. A student may neither practice for school sponsored activities nor attend them during the period of the in-house or out-of-school suspension. Students are not allowed on school property during an out-of-school suspension.

Lost And Found

Lost items are given to the Student Services Office on the ground level. Students who have lost any items may check with the Student Services Office. Unclaimed items will be repurposed throughout the school year.

Lost/Damaged Books

Charges will be made for lost books or damaged books, as well as damage to school property. Parents/guardians will be notified.

Schoolwide Discipline

The Northeast mission is to have all students develop as resourceful and collaborative community members. We aspire to this goal by incorporating high expectations and appropriate support. We believe the acceptance of the responsibility for our own actions is the first step in becoming successful individuals. The first step is for each student to read, understand, and follow the *BASD Student Framework For Citizenship*. [website copy - Framework for Citizenship - Revised 2023](#)

Classroom Expectations

Teachers are responsible for the management of their classrooms. Teachers will review classroom expectations with students. These expectations will be reviewed as needed. Teachers will review classroom expectations with individual students based on needs. Teachers will work with students, family members, guidance counselors and fellow teachers to help the student meet the classroom expectations.

Focused Learning

BASD has established a focused learning approach for all schools. Students in elementary and middle schools will follow an off, away and off body approach for personal electronic devices during the school day. Research has shown that personal electronic devices are an interruption to the learning environment for students.

Hallway Behavior and Transitions

Students are expected to proceed safely and directly to their next scheduled class. Students are not permitted to use the restroom, stop in to guidance or any other office or visit another teacher in between classes. Students who are identified as being out of area in between classes will be subject to disciplinary action. For example, an 8th grade student who is scheduled for PE and is on the second floor is an example of an Unauthorized Area infraction.

Beginning of Class

Students are expected to enter the classroom before the second bell or posted time for periods 4, 5 and 6. Upon entering the classroom, students are expected to be in their assigned seat and begin the starting activity or procedure while the teacher takes attendance. Students are not permitted to leave the room during the first 10 minutes of the period. At this time, the teacher will begin instruction and explain the expectations for the class period.

Physical Education

Students are required to have appropriate footwear and clothing to participate in PE class. Students will be encouraged to change clothes for appropriate personal hygiene. Crocs, even in sport mode, are not appropriate footwear.

Teacher Restorative Conference

Teachers may assign a teacher restorative conference to students to help the student meet behavior expectations. A teacher restorative conference can be scheduled before school, after school or during lunch, based on the teacher's conversation with the parent/guardian about the student's behavior.

Administrative Detention

An administrator will give the student a written referral/notification and attempt to contact a parent/guardian when assigning an administrative detention. It is the responsibility of the student to give the written referral/notification to the parent/guardian.

Students are given 24 hours advance notice when they are assigned detention after school. The administrator may decide to assign a lunch detention based on the situation.

If the child is absent on the day detention is assigned, the student will be rescheduled by the office on the day the student returns. Students who do not report to their assigned detention will have the detention rescheduled and are subject to additional discipline including an in-school suspension.

Detention is from 3:15 PM – 4:15 PM on Tuesdays, Wednesdays and Thursdays.

Personal electronic devices including, but not limited to cell phones, headphones, air pods, and portable speakers are not permitted. Students are not allowed to eat, drink nor use the restroom during detention. Any disruptive behavior during detention will lead to additional disciplinary actions.

Privilege Denial

Many activities during the school year are based upon appropriate student behavior and academic cooperation. Students who have not displayed these requirements may be placed on temporary privilege denial. Suspension and repeated discipline referrals may result in privilege denial based on administrative approval. Activities such as; dances, field trips, spirit days, reward days and all after school activities including sports and performing groups are subject to privilege denial. Parents/Guardians will be notified of privilege denial.

Telephones

Students may use the school telephones for emergencies only. Permission must be obtained from your child's teacher or a teacher on their team to use the phone in the classroom. Parents/guardians and students should have a plan for both after school and inclement weather situations which do not require using the school phone. Please do not ask the school secretaries to relay messages to your child unless it is an absolute emergency. Calls made to the offices close to dismissal time may not be relayed to the student before they are dismissed, so please be sure your child is aware of any after school transportation arrangements.

End of Day

Students are expected to visit their lockers and promptly exit the building at the end of the day. Students participating in after school activities will report to the cafeteria to wait for their advisor. Students participating in sports and music practices can report to areas as defined by the coach/supervisor.

Website: <https://basdwpweb.beth.k12.pa.us/northeast/>

Our website features daily updated information. The school events calendar is found on our website.