



Northwood Elementary School

Berryessa Union School District

Student-Parent Handbook

2014 – 2015



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Louis Barocio, Principal

INTRODUCTION

This handbook is intended to provide you with information you need to know about Northwood School. Read it carefully and frequently throughout the year.

In particular, we ask that you discuss with your Northwood child(ren) the school's **Student Code of Conduct** and **Student Rules**, as noted on pages 6 & 7 of this handbook. Your knowledge and assistance with these rules is an important part of a positive and supportive school environment. A safe and orderly school is a benefit to all.

We believe that successful education for any child requires a high level of cooperation and communication between home and the classroom. The coming school year offers us fresh opportunities for achievement and progress.

We ask that you actively join us in meeting the challenges ahead.

NORTHWOOD ELEMENTARY SCHOOL PHILOSOPHY

School is a nurturing environment which prepares children for a future role in society. Our job as educators and parents is to maximize the child's efforts, to make available the lessons, materials, and instruction necessary, and to help him/her feel the satisfaction of a job well done.

We believe that staff and parents have a responsibility to develop, as fully as possible, cooperation and understanding between home and school. All adults in the child's life we should work together to provide the best educational setting and the feelings of self-confidence necessary to maximize learning.

We expect our students to work to their fullest potential. We will not be satisfied with minimal performance. We believe that proper use of available time and expectations of getting the student's best work at all times will help the child develop his or her own concern for excellence.

We believe that regular homework is beneficial to students in establishing good study habits, allowing for additional time on learning tasks and giving needed practice on skills taught during the school day.

We believe that each student must learn self-discipline in order to become a contributing member of our democratic society. Therefore, we expect proper behavior in our school so that maximum learning may take place.

Finally, we believe that the school staff brings to the students an array of skills derived from years of training and expertise in the field of education. We believe we must continue our own education to learn about new ideas and new information and to keep current in teaching methods and subject matter.

ATTENDANCE - HEALTH

ATTENDANCE

Pupil absenteeism is one of the biggest obstacles to academic achievement. Academic growth is difficult to achieve when pupils are not in school

We ask that parents place special emphasis on their child's regular and punctual attendance. Parents may help by doing the following:

- Make sure a current and accurate telephone number is available to the school for school/parent contacts.
- Call the school when the child is absent and give the reason for the absence. A reason is required for verification of all absences. You may also send a note when your child returns to school. School/parent contact is required for all absences. When you do not contact us, we will contact you by telephone, at home or work, or by letter. Your assistance with this process is greatly appreciated.
- Remember that every minute of every day counts! Attendance for part of the day is better than none.
- Support the school and your children by talking to them about the importance of good attendance.
- Commend excellent attendance. Northwood awards Perfect Attendance Certificates to students for first & second semester and entire year perfect attendance.
- **Please plan all vacations during school break periods.** Beginning with the 1998-99 school year, state funding will be received only for those students in attendance. Independent Study Contracts will no longer be accepted for ADA funding. All absences for vacations will be *unexcused* absences.

TARDINESS

Children coming to school late is a major school problem. We ask that every effort be made to have children at the classroom door by the first bell. Tardy students **MUST** report to the office for an admission slip. Any unexcused tardy in excess of 30 minutes is considered a truancy. Letters will be sent to families with excessive tardiness or who exhibit truancy.

STUDENT ARRIVAL TIME

Adult supervision is provided on the playground fifteen (15) minutes before the start of the instructional day. Students should not arrive on the school grounds before this time. The school is not responsible for student behavior and/or safety prior to the fifteen minute period of time.

STUDENT DISMISSAL TIME

Adult supervision is not provided on the school grounds after the close of the student's instructional day. Unless under the direct supervision of a school staff member, ALL students should be off the school grounds immediately following dismissal.

TRUANCY

School Board Policy 5110.1 Administrative Guidelines, and the Ed. Code, State of California 48260 and 48260.5 requires schools to initiate early intervention to prevent and avoid truancy. Truancy is defined by the CA. Ed. Code as any student who is absent from school without valid excuse three days or is tardy in excess of 30 minutes on each or more than three days in one school year. Truancies are reported to the principal. Each single unexcused absence or tardy after the first declaration of truancy is considered an additional truancy.

The parent/guardian is obligated to compel the attendance of the student at school. Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. Parents/guardians have the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

Students shall be referred to the District School Attendance and Review Board (SARB) after the resources for solving the problem at the school level have been exhausted. The District SARB will attempt to identify and resolve problems of student attendance and behavior in the schools and promote the use of alternatives to the juvenile court system.

Northwood School will take the following corrective steps before referring a student to SARB: calls home, letter(s) to parent, student conferences, parent conferences, home visits, and a pre-SARB conference (an intervention to inform parents about SARB and to encourage them to work with their child to prevent future attendance/behavior problems).

The following reasons are defined by Ed. Code as "excused" absences from school:

- Illness (illnesses lasting more than five days must have a doctor's note)
- Medical, dental, orthodontic & chiropractic appointments
- Exclusion for immunizations by the school (5 days maximum)
- Funerals for immediate family members (mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student), one day for services conducted in California and three days for services conducted outside California.

All other reasons for an absence from school are "unexcused" and considered truancies.

ACCIDENT INSURANCE

School insurance is available for your child at a reasonable rate. If you wish a policy on your child, complete the application and mail directly to the insurance company. Insurance information will be sent home as soon as we receive it.

COMMUNICABLE DISEASES

These include Chicken Pox, Mumps, Rubella (German Measles), Rubeola (Red Measles), Whooping Cough, Streptococcal Infection, including Scarlet Fever. Notices will be sent out by the school to parents of children who have been exposed to a particular communicable disease. It is important that the parents contact the school so that these notices can be sent home.

AIR POLLUTION EPISODES

The Bay Area Pollution Control District announces a Smog Advisory Alert whenever the oxidant level exceeds .20 parts per million parts of air. Upon their advice, the Berryessa Union School District has adopted a policy calling for the discontinuance of strenuous physical activity for all students. Children having respiratory difficulties will be allowed to remain inside. Please advise your teacher if your child has any respiratory problems such as asthma, chronic bronchitis, emphysema, etc.

CHILD ABUSE AND NEGLECT

This year, over 2 million children nationally will be reported to local child protective services as suspected victims of maltreatment. Nearly twice as many youngsters, although suspected victims, will never be reported and will, therefore, lose the essential care and protection they need. As employees of a public school, our staff is required by law (Penal Code 11166) to report any suspected cases of child abuse to the child protective agency with 36 hours.

MINOR ILLNESS

If you suspect that your child is not feeling well in the morning, please check him carefully before sending him to school. Children with any of the following symptoms should be kept home until fully recovered:

- Common cold, especially during the first three days. Rest and care during the early stages often prevents complications.
- Red and inflamed eyes.
- Any skin rash, unless diagnosed by a physician as non-infectious (a doctor's note must be provided).
- Sores of any kind, unless they can be completely covered.
- Fever over 99.6 degrees.
- Headaches or other pain.
- Nausea or vomiting.
- Head lice or their eggs (nits).

We request your cooperation in order to protect the health of all of the students, and to prevent the spread of disease. We advise that a child should be kept home at least 24 hours after his/her temperature has subsided and until he/she feels well enough to return to school.

MEDICATION

Listed below are the requirements for a student who must take medication while in school:

- Parents must furnish the school office with a Medication Permit Form, completed by the physician, giving specific instructions for giving the medication. Medication cannot be given without this completed form.
- The medication must be in the original container with the label giving instructions.
- While the school will make every effort to cooperate, the child must assume the responsibility of going to the office for the medication.
- It is the parent's responsibility to notify the school of any change in medication orders by the child's physician.
- Under no circumstance should children carry medication either to or from school. The parent or guardian must take this responsibility.

PHYSICAL EXAMINATIONS

District policy requires that children have a health examination prior to entrance into Kindergarten. The health examination may be completed as early as 18 months prior to entrance into first grade (March 1). Your usual source of medical care may provide the check-up. If you are in need of finding a doctor in your area, you may call Child Health and Disability Prevention Program at 299-6158. Some children can receive the examination at no cost to their parents. If your child receives Medi-Cal the examination is free.

FIRST AID

First aid is given for common injuries and illness which occur at school such as: abrasions, bleeding, occasional fracture of bones, foreign objects in eyes, and asthmatic, diabetic and convulsive situations. The purpose of first aid is to make the child as comfortable as possible and to prevent further injury. **It is the parents' responsibility to seek medical care as necessary.**

Should your child be stung by a bee, first aid will be given at school as quickly as possible. The child will be observed for 20 minutes. Then, if there is no reaction, the child will be sent back to the classroom. The teacher will be alerted to observe for possible reaction. The parent or guardian will be contacted to ascertain if the child is allergic to insect bites.

In case of emergency, it is of utmost importance for the school to know where the parents can be reached. The Emergency Card sent home from the school should be filled out completely and accurately, then returned as soon as possible.

HEALTH SERVICES

A school district nurse is on call for us as needed. If parents wish to contact the nurse for consultation or appointment, call the school office.

State mandated health services include vision screening of kindergarten, first, third, and fifth grade students; hearing screening of first, second, and fifth grade students; and color perception screening of first grade boys. The referral and follow-up of identified vision and hearing problems are also the responsibility of the health aide and/or school nurse.

STUDENT RULES

The development and maintenance of good discipline at Northwood School is recognized as a **JOINT** responsibility of students, staff and parents. We believe that children want to learn and that they learn best in an orderly, safe environment. Student conduct rules are established to protect the rights of ALL children at school.

It is the goal of Northwood School to have each student develop self-discipline and be a good citizen. To this end, teachers will frequently review school rules with students. We ask that parents occasionally talk with their children about the behavior expectations of a good citizen.

Most accidents and injuries which occur at school are the result of some rule being broken. Students and parents need to understand that there are consequences for misbehavior. These consequences will include denial of privileges, extra work assignments, parent contact, office referral, and suspension from school.

It is important that parents thoroughly review this Code of Conduct and its related rules with their children.

1. Classroom Rules - As established by the individual teacher and reviewed with the students.
2. Playground Rules - As established by the school and reviewed with the students.
3. Cafeteria Rules - As established by the school and reviewed with the students.
4. Courtesy and Respect - Students are expected to treat all adults with courtesy and respect and to promptly follow any direction given by these adults.
5. Throwing Dangerous Objects - The throwing of any dangerous object (rock, dirt clod, tanbark, stick, etc.) is not permitted. **Students breaking this rule will be referred to the office.** On the first infraction, a note will be sent home to the parents alerting them to the incident (the note will be signed and returned to the school office). For any subsequent infractions of this rule within the same school year, the students may be suspended from school.
6. Fighting/Bullying – Fighting or bullying is not permitted 1) on the way to school; 2) at school; 3) on the way home from school. Students involved in fights or acts of bullying are referred to the Principal. When it can be determined that a student instigated a fight, is bullying a student, or participated (win or lose) in a fight, the student is subject to suspension from school. Appropriate forms of self-defense include: reporting the conflict or potential conflict to a teacher or staff member, walking/running away from the aggressor, and suitable forms of blocking/dodging/protection from a person’s physical advances. Staff and parents will assist Northwood students in learning to cope with the everyday emotions of anger, disappointment, and frustration without resorting to physical violence. Students who encourage physical confrontations will also be disciplined.
7. Racial Name Calling - Racial and ethnically derogatory name calling is prohibited in school buildings and on school grounds. When a name calling incident occurs, an attempt will be made to resolve the matter with the particular students. The parents of these children will be contacted. This contact may range from an explanation of the incident, to a conference involving all parents. Recurrences of the same type will require a conference with the parents.
8. Vandalism - Vandalism is a serious offense against our school and community. Parents will be held responsible for replacing items damaged or stolen by their children.
9. Arrival at School - Students should arrive at school not more than 15 minutes before their school day is scheduled to begin. Adult supervision is not provided on the playground before that time.
10. Skateboards/Skates - Skateboards/Skates are not to be brought to school. When this rule is broken, the skateboard/skates will be confiscated and held at the office until claimed by a parent.
11. Leaving School Grounds - Once a student has arrived on the school grounds, that student is not permitted to leave the grounds unless given permission by the office.
12. Verbal/Physical Abuse - Students are not to abuse other students, either physically or verbally.
13. Profanity and/or Obscene Gestures - Profanity and/or obscene gestures are not allowed on the school grounds.
14. Restrooms - Restrooms are to be used for the intended purpose only. Loitering or playing in the restrooms is not permitted.

15. Muddy/Wet Playground - Students are expected to stay out of mud or water puddles which are on the playground as a result of rainy weather.
16. Promptness - Students are expected to return to the classroom from all recesses promptly.
17. Radios/MP3 Players/Games/Personal Play Equipment/Toys: These items, as well as toys of any kind, are not allowed at school. They also will be confiscated and held by the teacher or office until claimed by a parent. The school is not responsible for these items if they are brought to the school and stolen/lost.
18. Gum Chewing - Gum chewing is not allowed.
19. Toys in any shape or size are not permitted at school. Lost or stolen personal items are not the school's responsibility.
20. Card collection or trading is not allowed.
21. Balls or other PE equipment brought to school are at your own risk and will not be replaced by the school if broken, taken or lost.
22. Cellular Telephones: Student's may bring their phone, however they may not be used during school hours. If a cell phone is used, vibrates, or rings/alarms during school hours, it will be confiscated by the teacher and turned in to the office until it is claimed by a parent. If a parent wants to contact a student, they must call the front office to do so.

SUSPENSION FROM SCHOOL

State law (Education Code Sections 48901 and 48903 and School Board Policy #5131) give the teacher the authority to suspend a student from the classroom, and the principal the authority to suspend a student from school. Grounds for suspension and expulsion (Ed. Code 48900):

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive (firecrackers included) or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, or betel. However, this section does not prohibit use or possession by a pupil of his or her prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.

- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed, sold, or otherwise furnished an imitation firearm. An imitation firearm is defined as a replica that is so substantially similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Additional offenses for students in grades 4-12

- Committed sexual harassment.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- Engaged in harassment, threats, or intimidation that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- Made terroristic threats against school officials or school property, or both.
- Assault or battery upon any school employee.

ZERO TOLERANCE FOR WEAPONS IN SCHOOL

The Governing Board of the Berryessa Union School District and Northwood School believe that all students have the right to be educated in a safe learning environment, free from the threat of violence and the fear of intimidation. We also believe that the school and the community have the power to stop weapons from becoming an accepted part of school and community life. Possession, sale, use, furnishing weapons, guns, knives, and other dangerous weapons at school is a criminal offense and will result in a five day suspension and an expulsion recommendation. (Berryessa Policy 5134)

BENCHING

Benching is a disciplinary measure used frequently at Northwood. When a student is benched for misbehavior, that student is assigned a number of recess periods to be in a restricted area on the playground. If the student's behavior is appropriate during the benching, the yard duty teacher will initial the student's bench pass and the student will receive credit for that part of his/her assignment.

TIME TO TEACH - REFOCUS

The “**Time To Teach**” program involves teaching expected behaviors to students, rewarding those who follow those behaviors and holding those accountable who misbehave. Your child may use the term REFOCUS. This is when he or she has chosen not to follow expected behaviors, and when we have asked him or her to tell us what might have been a better way to act. Thus, we are helping them to become responsible citizens and promoting independent thinking skills. When a child is in REFOCUS he/she will be seated in a quiet area, (either in their classroom, another teacher’s classroom, or the office) and asked to think about their inappropriate behavior and asked to come up with a positive alternative. They may do this orally, or on a written REFOCUS form.

If your child has been to REFOCUS, it does not mean that they have been bad. It means that they are trying to identify those behaviors, which were beginning to affect their academic performance. The goals of this program are:

1. To provide a safe and orderly learning environment for learning
2. To help students cooperate with others
3. To help students manage one's self
4. To help students learn to respect rights and property of others

PROGRAM - SERVICES

HOMEWORK POLICY

The Berryessa Union School District requires the assignment of homework to provide an extended learning experience for students outside the classroom, to reinforce previous learning, to enhance study skills, to encourage cognitive development, and to assist students in becoming self-directed.

Teachers have the responsibility of assigning homework; however, parents are encouraged to provide home learning experiences which build upon the skills and knowledge emphasized in the classroom. Homework is most effective in producing desired student outcomes when it is a cooperative effort between the home and the school. At Northwood, homework will be assigned in reasonable amounts with daily average times of:

Grades K - 2	10 - 30 minutes
Grades 3 -5	30 - 60 minutes

SCHOOL IMPROVEMENT PLAN (SIP)

The School Improvement Plan is a state-funded program designed to supplement and enrich the District's basic educational plan. This program will be implemented at Northwood in Grades K-5. Direct parent involvement in the educational process is essential to the success of each school's SIP (see Parent Participation).

RESOURCE SPECIALIST PROGRAM (RSP) **(Special Education)**

The RSP is a state-funded program for school-age children with low academic achievement due to a specific learning disability. The primary job of the RSP teacher is to diagnose how each child learns most readily and to provide the appropriate instruction. As the RSP teacher works through each child's strengths, he/she strives to remediate the child's weaknesses and to provide activities which will enhance each child's self-concept. Close contact with the regular classroom teacher, the child's parents and all personnel dealing with the child is essential to an effective program.

SPECIAL EDUCATION SERVICE

This state-funded program allows school districts to provide a program of assistance for handicapped children. A handicapped child is a child, birth through twenty-one years of age, who: 1) is deaf, deaf and blind, severely hard of hearing, severely language handicapped, or has speech or language problems; 2) is blind, partially seeing, physically or orthopedically handicapped, or has other health problems; 3) has learning disability; 4) is developmentally handicapped, mentally retarded, or seriously emotionally disturbed.

LIMITED OR NON-ENGLISH SPEAKING PUPILS

The Berryessa Union School District has approved expenditures which are to be used to assist students who are limited or non-English speaking. Such assistance may include one-on-one tutoring, small group instruction, books, and/or instructional materials.

PSYCHOLOGIST

The major goal of a school psychologist is to help children achieve their optimal levels of social, emotional, and academic functioning in school. Relative to this goal, the psychologist provides psychometric and/or observational assessment of children, consultation with parents and teachers, and when pertinent, counseling of children, development of individual educational programs, special education placement planning and implementation, participation in inservice education, and acting as a liaison between school and community in obtaining and coordinating services for children. The psychologist is at Northwood one day per week.

LANGUAGE, SPEECH, AND HEARING (LSH) **(Special Education)**

The Language, Speech, and Hearing Specialist is responsible for the identification and remediation of communicative disorders of children. Children are identified through classroom screening, observation, and referral from school personnel, parents and outside sources. The LSH specialist works with the children in articulation, language delay, fluency, and expression. In addition, the LSH specialist works with other Northwood specialists to provide coordinated services for the children, staff and parents of Northwood School. The LSH Specialist is at Northwood two days per week.

SAFETY PATROL

The Northwood Safety patrol is a service organization established to assist students in safely crossing hazardous streets and intersections while they are en route to and from school, and to install in them "safety awareness" at all times. Students in grade 5 are eligible to apply for membership in this group. Teacher and parent permission is a requirement for acceptance. A Safety patrol field trip is held annually.

MIGRANT EDUCATION

A migrant student is any child of migratory agricultural worker or a migratory fisherman who has moved with family from one school district to another during the 12 months immediately preceding his identification, in order that the parent or other member of the immediate family may secure employment in agriculture or fishing products. Migrant students are entitled to extra assistance in school. This assistance may be aide time, extra health care, supplementary materials, etc.

REFERRAL FOR SPECIAL EDUCATION

Berryessa Union School District is searching to locate, identify, and screen all individuals in the District from birth through age 15 who may be in need of Special Education services.

If you think your child has needs that may be affecting her/his education, contact the school office and make a

referral to the Student Study Team. If your child is pre-school age or not yet in school and has needs in the area of health and development that may affect his/her future education, contact Northwood School (923-1846) and make a referral for a screening or an evaluation.

Referrals may also be made at the Berryessa District Office, Educational Services Department, 1376 Piedmont Road, San Jose, CA 95132 (923-1840).

GENERAL INFORMATION

TRANSPORTATION

Riding the school bus is a privilege. Improper conduct on the busses will result in that privilege being denied. Bus transportation is used for field trips only. Berryessa School District no longer has scheduled bus transportation. Bus transportation is provided for Special Day Classes.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people. With the understanding of the purpose for discipline in a school, a student should form a positive attitude toward it, and do their part in making our school an effective place of learning.

CAFETERIA

Northwood's cafeteria is open daily to serve a hot, type "A" lunch (milk included) to pupils. Breakfast is \$1.75 and lunch is \$2.75 per day.

We recommend that parents prepay for their student's hot lunch on a weekly or monthly basis. This arrangement will often prevent the "lost money" problem which frequently occurs as children bring lunch money to school on a daily basis. If you are interested in the prepay plan, please send cash or check (made payable to Berryessa Child Nutrition Services) to the school office. There will be a charge for returned checks. Any unused lunch credits due to absence will be carried forward for the child.

Free or reduced lunches are available for those who need special assistance. Applications for free or reduced lunches will be sent home in September or may be obtained in the school office.

Should your child lose or forget his/her sack lunch or money, he/she should report that to his/her teacher. If we are notified before 9:00 AM, an emergency lunch can be ordered for that day. The child must pay the following day for the emergency lunch.

VISITORS ON CAMPUS **Board Policy 1250**

Parents, volunteers and other visitors who wish to enter a classroom or building during school hours must obtain prior permission from the school office. No unauthorized person shall enter or remain on school premises during

school hours without having registered with the principal or his/her designee except to proceed directly to the office for the purpose of registering. All visitors must display a visitors registered nametag.

CURRICULUM NIGHT

Curriculum Night will be held at Northwood School each fall. We urge all parents to visit us this evening and to become better acquainted with your child's teacher and Northwood programs.

DETENTION

State Law gives the teacher authority to detain a student after school up to one hour to make up work, complete an assignment or receive extra help. Students guilty of infractions of school regulations may also be detained. Parents will be notified before a student is detained.

EMERGENCY CARDS

Please complete both sides of this card fully and sign it before returning it to Northwood. It is important that you return the card as soon as possible and that we have an Emergency Card on file for each child (Ed. Code Section 11710). Please keep the office informed of any changes in your address, phone number, work place, or that of your babysitter.

Students can only be released to parents or persons designated on the Emergency Card. A child will not be released to someone other than the parent/guardian without a note or phone call to the school office from the parent/guardian giving expressed permission.

SCHOOL ELIGIBILITY

Any child who will be five years of age on or before November 2 is eligible to enroll in kindergarten. To enroll a child, parents should come to the school office with proof of birth date (birth certificate, passport, etc.), proof of complete immunizations (including a TB PPB/Mantoux test), physical examination record signed by a doctor (kindergarten and first grade only), and residence verification.

LOST AND FOUND

All items of clothing such as jackets, coats, sweaters, etc. should be marked so that they may be identified when lost. The school has a "Lost and Found" box where items may be claimed by children/parents.

SCHOOL TO HOME COMMUNICATIONS

The Northwood Newsletter will be mailed home to students monthly. The Newsletter will contain important dates, notices, and general information. Parents are requested to calendar any significant dates. Due to reductions in budget, we will NOT be sending home reminders.

PARENT CONFERENCES/PROGRESS REPORTS

Two parent/teacher conferences are scheduled each year to communicate information about the student's progress, learning style and needs in school. At this time, the teacher will present the parent with a written summary of his/her child's progress and attempt to develop a better understanding of how to assist the child in school. The final progress report will be in written form and will be sent home with the child on the last day of the school year. A final conference in June is difficult to schedule and the request should be made in a timely manner.

Parents are encouraged to request a conference with the teacher and/or principal at any time during the school year. To arrange for such a conference, contact the school office.

PROMOTION/RETENTION OF PUPILS **Board Policies 5150, 5155, 5160 & 5165**

Any decision to retain a pupil shall be based on a careful study of all available information. A pupil may be considered for retention when it is in the best interest of the pupil. Reasons for retention may include:

- Failing grades
- Social and emotional development (immaturity)
- Lack of expected progress in adopted grade level expectations
- Parent request
- Excessive absence

Written notification to the parent or guardian shall be made prior to April 1 when pupils are being considered for retention. The written notice shall indicate that retention is a possibility and will include a request for the parents to meet with the principal and/or other school staff. The pupil's educational progress shall be discussed with the parent by the principal or designee and the pupil's teacher(s). Pupils shall be considered for retention by a school review committee which will include the pupil's teacher, the principal, and any other staff members named by the principal. The final decision for retention rests with the principal.

TRANSFER POLICY

All approved Intra-district transfers will remain in effect from year to year. Therefore, any student now attending Northwood on an approved intra-district transfer will remain at Northwood unless the transfer is revoked by the school or the parent. The transfer form may be secured from the school office. These forms should be mailed or delivered to the school in the spring before the end of the regular school year. Once a transfer has been approved, that school now becomes your "home" school and if you should wish to return to your neighborhood school, you would need to apply for a transfer to that school.

Students residing outside Berryessa School District and attending Northwood on an inter-district transfer must apply each spring to their home district for a transfer in to Berryessa Union School District for the following school year.

STUDENT RESPONSIBILITY FOR SCHOOL BOOKS

Books are the tools of learning and are becoming increasingly expensive for the school to purchase. Once textbooks and/or library books are checked out to a student, the student becomes financially responsible for the condition and return of those books (with the exception of certain workbooks). We DO NOT expect students to deface schoolbooks in any way. At the time books are issued to your student, school personnel will note the condition of the book(s). The student will be expected to pay for any damage other than typical wear from use.

LIBRARY

Northwood maintains a well stocked library. Parents are asked to assist us by encouraging the return of library books on time and in good condition. Children will be expected to pay for any lost or damaged books checked out by them.

STUDENT RECORDS - PARENT RIGHTS

Parents have a legal right to inspect and review any and all official school records and files which relate directly to their child. These records will be available for such a review. After a written request is completed, the principal will respond within five (5) days.

If a parent has concerns regarding accuracy or appropriateness of any information or record maintained by the school, they should contact the principal to discuss that concern.

OFF-GROUNDS PERMITS

Children who are to eat lunch at a place other than school must have on file, in the school office, a note signed by the parent/guardian giving consent.

If a child is to leave school early during the day for any reason (doctor, dentist, family emergency, etc.) the parent/guardian must either pick up the child themselves or call the office or send in a note authorizing another person to sign their child out of school early. **No child will be released to anyone other than a parent/guardian without the expressed permission of the parent.** All persons signing a child out of school must provide personal identification **and must be on the emergency card.**

DISASTER PREPAREDNESS (Earthquake, Fire)

Fire alarm exit drills are held at school each month. On alternate months we practice a "duck, cover, and hold" exercise in conjunction with the fire drill. This is a practice during which students and staff seek cover under a table or other sheltered area in case of an earthquake.

In the event of an earthquake or other similar disaster, the Civil Defense Plans of the Berryessa Union School District will be put into effect.

Even a moderate earthquake is a frightening experience. It is important that your child knows and understands what YOU will do in the event of an earthquake. This will ease the child's concerns for your safety and whereabouts. Please discuss the following procedures with your child and explain to him/her what may take place during and after an earthquake.

Instruction to Parents in Case of Disaster

- a. All parents are directed to come and pick up their children at school as soon as it is safe to do so.
- b. School busses WILL NOT be utilized during an earthquake or nuclear attack disaster. We are asking you to pick up your child or to designate a friend/relative to do so.

- c. The staff will take care of your child until you or your representative will be able to pick up your child at school. We understand that for parents who have to travel long distances from their place of work, it may take many, many hours to drive back to Northwood. You can be assured that your child will be here under our care, no matter how long it takes you to return home (even overnight).
- d. Northwood parents are urged to walk to school during the emergency if you live within a reasonable distance.
- e. Do not attempt to contact the school by telephone. There will be a need for the school to use the telephone lines that we have.
- f. The staff will keep a record of the name and address of the person who takes your child home. Therefore, if a friend or relative takes your child to their home, we can properly direct you to your child's whereabouts.

In the event of an emergency such as a fire, flood, earthquake, or explosion, the Berryessa Union School District's responsibility is to insure the safety and welfare of all students and employees during and after the emergency. In the event the school site cannot be occupied, children will walk or be transported under supervision to an alternate school site. **If there has been a major disaster, the children will be kept at the school site or alternate site until they are picked up by their parent(s) or a responsible adult.**

Parents will be informed of such a move or action in a timely manner if at all possible. If it is not possible to reach the parent(s), a notice stating the action taken and the location of the child or children will be posted at the school site.

USE OF PRIVATE VEHICLES FOR FIELD TRIPS AND OTHER SCHOOL-SPONSORED ACTIVITIES

PRIOR to the use of a private vehicle by a parent to transport Northwood Students, the parent must: 1) complete a "Request to Use Private Vehicle for Transporting Students" form and file with the principal. Request forms may be obtained from the school office; and, 2) have on file in the Berryessa Union School District Office a Certificate of Insurance verifying the following requirements:

- a. Bodily Injury Liability in limits of \$100,000 each person and \$300,000 each occurrence *
- b. Property Damage Liability in limits of \$25,000 each accident. *
- c. Ten (10) day Notice of Cancellation of policy to be given the Berryessa Union School District.

* NOTE: If your policy is on a combined single limit basis, a limit of at least \$300,000 is required.

The designated parent must request their insurance carrier to send the Certificate of Insurance directly to:

Business Services Department
Berryessa Union School District
1376 Piedmont Road, San Jose 95132 Fax: (408) 259-3869

NON-DISCRIMINATION POLICY

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Berryessa Union School District does not discriminate on the basis of race, color, national origin, religion, sex, or handicap in its educational program or employment practices.

Pupils, parents or community members who wish further information about these regulations, or about handicapped access of the district's facilities, or who wish to file grievances, should contact the Assistant Superintendent, Educational Services, Karin Cordell, at 923-1830.

PARENT INVOLVEMENT

NORTHWOOD SCHOOL SITE COUNCIL

The Northwood School Site Council is a group of staff members and elected parents who meet monthly and have the responsibility for the following:

- Approve the School Improvement Plan (SIP)
- Approve other categorical school-level program plans
- Approve the school budget
- Approve school policies
- Take advisory position for District Superintendent or Board of Trustees

The Council meets the third Wednesday of each month at the school. All Council meetings are open to the public. Time and agenda are posted. Date and time are posted on the marquee.

Any member of the Northwood community may place an item on the agenda for consideration by the School Site Council. The request to have an item heard should reach the Chairperson or Principal at least five (5) school days prior to any meeting of the Council.

Any member of the Northwood community may address the Council regarding any item on the agenda by simply securing recognition from the Chair. Spontaneous comments from members of the audience regarding items on the agenda will typically follow discussion of the item by members of the Council.

VOLUNTEERS

We encourage parents and interested community members to become involved in the learning program at Northwood School. Our volunteer program provides assistance to teachers through direct classroom assistance with children, materials development (at home or at school), clerical assistance, field trip supervision, party helpers, and classroom demonstrations of special interests/talents (macrame, photography, stamp collecting, dancing, etc.).

All volunteers that work in the school **MUST** have a TB verification slip on file in the school office before they help in the classroom (ref: Ed Code 49406, Health and Safety Code 3454).

Each parent who participates in our volunteer program realizes a great satisfaction and is greatly appreciated by staff members and students. If you can assist us, please call the office at 923-1940.

PARENT COMPLAINT/COMMUNITY PROBLEM-SOLVING PROCEDURES

It is the policy of the Berryessa Union School District to practice reasonable and efficient means of resolving concerns on the part of individuals or groups of community members. The disposition of concerns is often facilitated when the affected parties are able to meet and explore possible solutions. It is also recognized that either or both parties may choose to have an advocate participate in the process. Community members are encouraged to follow these steps in attempting to resolve concerns:

1. Meet and discuss the concern with the employee who is closest to the source of the problem.
2. If the concern remains unresolved, discuss the problem with the employee's immediate supervisor. At the school level, this will most often be the school principal.
3. If the concern remains unresolved, take the problem to the most appropriate District-level administrator. The nature of the problem should suggest which District administrator should be asked to assist.
4. If the concern is not resolved by the District-level administrator, the problem may be referred to the Superintendent for review and recommendation.
5. If the concern remains unresolved, the complainant may request consideration by the Board of Trustees. The request and the specifics of the complaint shall be submitted (in writing), in advance, to the Board. All deliberations will be held within the provisions of the Brown Act. The Board may ask pertinent people to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted, as well as emotional feelings, except those directly related to the facts of the situation.

The Board shall conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as a moderator to help it reach a decision.

The Board of Trustees will normally be the level of final appeal for a community concern and will communicate the findings to the complainant.

It will not always be necessary or practical to proceed with each of the steps outlined above. It is hoped that most concerns will be solved at the first or second step, with little or no delay. It should be possible to avoid the necessity of any long delays between problem solving steps and to be able to meet the employee, immediate supervisor, and District-level administrator, each within one week's time, and any community member's concern will be answered within a reasonable length of time.

There will be occasions when the community member's concern involves an individual school policy or a particular school program or procedure. When this is the case, it shall be referred to the principal and, if appropriate, the School Council shall hear the concern and help develop a solution. If the concern is not resolved at this level, it may be referred to the Superintendent and ultimately, if necessary, to the Board of Trustees.

The Superintendent or designee shall conduct an annual inservice for the management staff on the implementation of this policy. In addition, the Board of Trustees shall annually review this policy in accordance to the referenced California Education Code Section (35160.5).

Appropriate forms are available in the school office or at the Berryessa District Office.

District Policy 1312 - Uniform Complaint Procedures

The Board of Trustees recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, and special education programs.

The Board of Trustees prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

The Board acknowledges and respects students' and employees' rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant alleging discrimination shall be kept confidential as appropriate.

The Superintendent, or designee, shall ensure that employees designated to receive and investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel.