

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 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 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

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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 at (408) 923-1940 by 8:30am if your child is absent and give the reason for the absence. You may call this number at any time beginning the afternoon before. A reason is required for verification of all absences. School/parent contact is required for all absences. When you do not contact us, we will make attempts to contact you by telephone, at home or work, or by email. 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.
- It is recommended to schedule appointments after school.
- **Please plan all vacations during school break periods.**
- **In case of emergencies where there is an unavoidable need for an extended absence an independent study contract may be granted by the principal.** Parents are asked to schedule an appointment with the principal regarding their request. All requests must be submitted a minimum of 10 school days before the planned leave.

TARDINESS

Tardies are disruptive to both your child and his/her class. We ask that every effort be made to have lined up when the bell rings. 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.

AFTER THE BELL HAS RUNG

All parents, guardians, and caregivers need to exit the campus promptly, unless they are going to the front office. Our gates begin to lock once the school bell rings. Please do not engage in extended conversations with the classroom teacher.

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 an after school program or caregiver, 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 a valid excuse or is tardy in excess of 30 minutes, for 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.

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.

TRANSFERS

When a student is moving, please notify the office at least a week in advance.

HEALTH

CHILD ABUSE AND NEGLECT REPORTING

All school employees are required by law to report any suspected abuse or neglect cases to Child Protective Services. All reports are kept confidential.

MINOR ILLNESS

If you suspect that your child is not feeling well in the morning, please check them carefully before sending them to school.

We request your cooperation in order to protect the health of all of the students, and to prevent the spread of disease. Children must be kept home at least 24 hours after his/her temperature has subsided without the aid of fever-reducing medication and until he/she feels well enough to return to school.

Please refer to our district's : Reminder From the School Nurse: Keep Ill Kids Home attachment for more detailed information.

MEDICATION

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

- Parents must provide 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.
- 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.

FIRST AID

First aid is given for common injuries and illnesses which occur at school. 9-1-1 will be called for serious injury or illness. The school will contact parents/ guardians for any serious injury or illness. 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.**

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. Emergency cards should have the most up-to-date information, so that we can reach a caregiver 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 may include denial of privileges, extra work assignments, parent contact, office referral, and suspension from school.

It is important that parents thoroughly review the Code of Conduct and its related rules with their children. Note: Specific classroom and playground rules will be covered with the students during the first week of school and reviewed periodically.

- Classroom Rules - As established by the individual teacher and reviewed with the students.
- Playground Rules - As established by the school and reviewed with the students.
- Lunch Area Rules - As established by the school and reviewed with the students.
- Restrooms - Restrooms are to be used for the intended purpose only. Loitering or playing in the restrooms is not permitted.
- 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.
- Promptness - Students are expected to return to the classroom from all recesses promptly.

- Gum Chewing - Gum chewing is not allowed.
- Toys in any shape or size are not permitted at school. Lost or stolen personal items are not the school's responsibility.
- Card collection or trading is not allowed.
- 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.
- Buying/Selling/Trading Personal Goods/ Items: Students are not permitted to trade or sell personal items for money on campus at any time. School and Organization sponsored fundraising is permitted before or after school. Students who engage in selling or trading personal property will be instructed to return any money received and parents will be contacted. Recurrences of the same type will require a conference with the parents.

DISTRICT HARASSMENT POLICY

The Governing Board prohibits harassment of or by any student, or by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not tolerate any form of harassment including any racial or ethnic slur.

Any student who engages in harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

The Board expects students or staff to immediately report incidents of harassment to the principal or designee or to another district administrator. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

BERRYESSA SCHOOL DISTRICT BEHAVIOR STANDARDS

1. While at school or on the way to and from school, students are expected to observe standards of behavior developed by the school and district.
2. Students are expected to recognize and respect the authority of the teachers, principal, and other school staff, including substitute teachers, teacher aides, secretaries, custodians, cafeteria personnel, noon supervisors, bus drivers and school volunteers working in the school.
3. Students are expected to be in school every day, and should not be tardy to any class.
4. Students are expected to respect the rights, feelings and property of others.
5. Students are expected to use appropriate language at all times and refrain from using profanity, obscene gestures, and racial slurs.
6. Students are not to cause, threaten, or attempt to cause physical injury to another person.

7. Students are required to remain at school during school hours unless signed-out through the school office.
8. Students are never to have, or be under the influence of drugs, alcohol or tobacco.
9. Students are not to possess, sell or supply any firearm, knife, or explosive.
10. Students are expected to dress in a clean, safe and appropriate manner consistent with the school dress code.
11. State law gives the principal or designee the authority to suspend pupils from school in accordance with school, district, and state guidelines.

It is the policy of the Berryessa Union School District not to discriminate on the basis of sex, religion, race, national origin, or handicapping condition in its education programs and activities, or in the recruitment and employment of personnel.



Pathway to the Future

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)

PROGRAM - SERVICES

HOMEWORK

Homework is an integral part of the student's total program. It is important for learning responsibility, good work habits and good study skills. It is an extension of classroom learning experiences and requirements vary within each grade level.

Suggestions to parents: Provide a regular time and a quiet place for your child to do his/ her work, be available to help when asked, and review the finished work. If your child has had difficulty doing the work, let the teacher know. You may wish to ask the teacher for specific suggestions.

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.

ENGLISH LANGUAGE LEARNERS

The Berryessa Union School District has approved expenditures which are to be used to assist students who are limited or non-English speaking. Students who are English Language Learners are students who are exposed to another language other than English in the home. Students who are English Language Learners are assessed annually using the English Language Proficiency Assessment for California (ELPAC). This information is used to identify the instructional needs of students and what kinds of intervention will be most effective for each student's individual needs. Such intervention may include one-on-one tutoring, small group instruction, books, and/or instructional materials.

STUDENT STUDY TEAM (SST):

The SST meets to share information about children who have been referred by the teachers because of learning concerns. Members of the committee carefully assess the child's needs, pool available information and make recommendations to help the child find success. The SST may consist of the school psychologist, counselor, language and speech specialist, resource specialist, school social worker, classroom teachers, principal and most importantly parents. Special Education services are considered only after the resources of the regular education program have been explored and where appropriate.

GENERAL INFORMATION

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. Lunch and Second Chance Breakfast free for ALL students.

Free or reduced lunches are available for those who need special assistance. Applications for free or reduced lunches will be sent home 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.

VISITORS ON CAMPUS

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. All visitors must register in the front office and display a visitors tag. **An ID should be brought in to check in.**

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.

STAYING AFTER SCHOOL

If it is necessary for your child to stay after school for any reason, you will receive a call from the school.

State law allows school personnel to detain children up to one hour after school for assistance to make-up time due to tardiness, for behavioral reasons, etc., providing the parents are notified. Parents are responsible for arranging transportation home following this after school time.

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 caretaker.

STUDENT RELEASE/ SIGN-OUT

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. **Anyone picking up a child during school hours must sign the child out at the front office. When picking up a child early, caregivers are asked to sign in and out in the school office. An ID should be brought in to check in.**

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" where items may be claimed by children/parents.

SCHOOL TO HOME COMMUNICATIONS

The Northwood Newsletter will be available on our webpage monthly. The Newsletter will contain important dates, notices, and general information. Parents are requested to calendar any significant dates. Parents are also emailed weekly updates by the school principal.

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 report card of his/her child's progress and attempt to develop a better understanding of how to assist the child in school. The final report card will be in written form and will be sent home with the child on the last day of the school year.

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.

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 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 into Berryessa Union School District for the following school year.

CLASSROOM ASSIGNMENTS

Student placement in a class at the beginning of the school year is temporary. Changes in the total school enrollment may require the reassignment of students to other classes (which may include combination classes). Gender, ethnicity, academic, social and emotional developments are some of the criteria used to create balanced classes. Infrequently, it may be necessary to move some students mid-year because of enrollment changes.

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 school books 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.

OFF-GROUNDS PERMITS

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.**

EMERGENCY PROCEDURES

Schools practice emergency procedures once a month. In the event of a real emergency, our district emergency calling system (NTI) will notify you.

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, Ricardo Cabrera, at 408-923-1800.

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 Single Plan for Student Achievement (SPSA)
- Evaluate and Approve the supplementally funded school-level program plans
- Approve the school budget
- Approve school policies
- Serve as English Learner Advisory Committee for District Superintendent or Board of Trustees

The Council meets on Mondays throughout the school year. All Council meetings are open to the public. Time and agenda are posted in the office.

PTA

The goal of the PTA is to encourage cooperation between the home, school and community for the best advantages for our children. Our goal is to promote and support school and classroom activities and build our school community.

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 supervision.

All volunteers that work in the school **MUST** submit a School District Volunteer application and have a TB verification slip on file in the school office before they help in the classroom. All visitors and volunteers must check-in at the office regardless of their purpose for being on campus. This is a district requirement. An ID should be brought in to check in.

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. 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.