

# NORTHMEAD ELEMENTARY

*Where Character Counts and College Is For Certain.*



## **Student/Parent School Handbook 2023-2024**

**Northmead Elementary School**  
**Home of the CUBS**

625 L. Street Avenue  
Patterson, California 95363  
(209) 892-4740

**Mascot: Tiger Cub "Stryper"**  
**School Colors: Blue and White**

Website: <http://northmead.patterson.k12.ca.us/>  
[Handbook Link](#)

Find Us On Facebook: [www.facebook.com/NorthmeadSchool](http://www.facebook.com/NorthmeadSchool)



~~~~ \* **Welcome to Northmead Elementary School** \* ~~~~

Welcome to Northmead Elementary School. We are looking forward to the 2023-2024 school year and are thrilled to have you as part of our Northmead CUB family.

Northmead CUBs strive to live up to our motto: **-Where Character Counts and College is for Certain.** We take a proactive approach to ensure students are encouraged and taught by teachers/staff to promote RESPECTFUL, RESPONSIBLE, SAFE AND KIND behaviors. The second half of our motto, **College is for Certain**, does not mean that we expect every student to pick a career that requires a college degree. Rather, it means we expect every student to be **prepared** to go to college, so they can choose to attend one. Elementary school is where the foundation is built to ensure that our CUBS leave 6th grade ready for their future academic success.

Please refer to this handbook whenever you have a question or concern. It has been prepared to help answer many of the questions that students and parents often have about school procedures and policies. Categories are listed in alphabetical order. We ask that you support these policies and procedures and reinforce them with your child(ren). They are designed to create a safe learning environment in which each child can develop and grow to their fullest potential.

Again, welcome to Northmead Elementary! We are anticipating an exceptional year and looking forward to meeting and working with you. Together we can ensure an environment in which your children will thrive!

Together we are better!

Jill Ziegler, Principal and Steve Porras, Assistant Principal



## **PJUSD PARENT HANDBOOK AND CODE OF CONDUCT**

The Patterson Unified School District's [2023-2024 Parent Handbook](#) and [Code of Conduct](#) contain useful information related to district practices and procedures. Please access this online at [www.patterson.k12.ca.us](http://www.patterson.k12.ca.us) under the parent tab.

## **NORTHMEAD ELEMENTARY GUIDING PRINCIPLES**

### **No Excuses University (NEU):**

NEU serves as the umbrella to everything we do. There are six guiding components to NEU which include:

- |                                     |                    |
|-------------------------------------|--------------------|
| 1. Culture of Universal Achievement | 4. Assessments     |
| 2. Collaboration                    | 5. Data Management |
| 3. Standards Alignment              | 6. Interventions.  |

By promoting college awareness we are working to ensure students have every possible door open to them in their future. We discuss college and teach them the skills necessary for the next level of education. We do this by supporting teachers for important collaboration on standards, curriculum and achievement. We dissect and learn the curriculum, create informative assessments and use the data to provide meaningful interventions. Our interventions and enhancements allow students to reach their fullest potential.

### **NORTHMEAD ELEMENTARY SCHOOL STAFF (Kindergarten through 6th grade)**

You can reach every staff member using Parent Square or send email directly to link provided. Please allow a full school day to receive a reply. Urgent messages need to be called to the office 209-892-4740 before 4 PM when phone lines shut down..

#### **OFFICE STAFF:**

Jill Ziegler, Principal

Steve Porras, Assistant Principal

Irma Olvera, Office Lead

Rosie Fitch, Attendance Clerk

Naomi Perez, School Clerk

Vickie Saunders, Library Technician

Amber Diaz, Health Tech

Kaylee Maring, School Nurse

[jzieglar@patterson.k12.ca.us](mailto:jzieglar@patterson.k12.ca.us)

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#### **SPECIAL EDUCATION & INTERVENTION**

Elizabeth Anson, 4th-6th Resource (Dept. Chair)

Samantha Barajas, K-4th

Veronica Cervantes, Speech and Language

Autism- Reach out to Principal Ziegler

Nick Hampton , SDC 5-6

Cynthia Horton, SDC K-4

Katie Whitney, Intervention

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#### **SOCIAL/EMOTIONAL SUPPORT**

Maria Anaya, Mental Health Clinician

Denise Perez, School Counselor

Brittany Ortiz, Student Support Specialist

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 Alejandra Munoz  
 Brian Southerland

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 Catelyn McGuire  
 Lori Patterson (Dept. Chair)

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# NORTHMEAD SCHOOL INFORMATION AND PROCEDURES

Information is listed in alphabetical order

## ► **ACADEMICS and SOCIAL EMOTIONAL LEARNING**

Our goal is for all students to achieve academic excellence by meeting or exceeding grade level standards by the end of each school year as measured by state, program and classroom assessments, to be College and Career ready as well as grow in social competence throughout the school year.

- If you are concerned about your child's academic or social emotional progress, please reach out to the teacher via Parent Square.
  - Additional supports include pushin/pull out small group intervention, pull out by Student Assistant Specialist/School Counselor/Mental Health Clinician, After School Program, Migrant Education after school tutorial.

## ► **AERIES: ADDRESSES AND TELEPHONE NUMBERS**

Please update AERIES immediately if you have moved, changed home or work telephone number, or if there is a change in who to contact in an emergency in case you cannot be reached. If you are unsure how to do this online, please contact the office. After September, all changes must be made at the school office.

## ► **AFTER SCHOOL PICK UP/METHOD HOME**

**Students are dismissed Mon. thru Fri. at 2:40 pm, Wed. at 1:30 pm & Minimum Days at 12:30 pm.**

Parents are responsible for picking up their children **on time**. Please make arrangements with your children **prior to the start of the school day** if someone other than you will be picking up your child and at which entrance they will be picked up. *If you are changing the method home, you **MUST send a note with your child in the morning for the teacher.*** Please **do not call** the office to change their method home. If a child does not have a note, they will not be allowed to change their method home.

Office Staff does not provide after school supervision. Students in grades K-1 may not be dismissed without a parent, guardian or older sibling. Picking up your child late will jeopardize their spot at school if they are outside of school boundaries or on an IntraDistrict Agreement. Students left beyond school hours are considered abandoned. Office staff will either call the Police Department or Child Protective Services to take possession of your child.

### **DISMISSAL SAFETY:**

The safety of students is our number one priority. To ensure their safety we need your cooperation.

1. Drive slowly in school zones.
2. Park your car legally and walk to the gate. Students will not be released to parents who are illegally parked or still in their car. If we see your car in the crosswalk, yellow or red zones, we will not dismiss your child.
3. Interact with each other in a respectful and thoughtful manner.
4. Communicate with your child's teacher when changes are made.

## ► **APPROPRIATE APPEARANCE/DRESS FOR SCHOOL**

Each student's appearance is primarily the responsibility of the parents. However, the school expects that each student's dress and cleanliness reflect a sensitivity to and respect for others. Clothing should not be distracting or offensive to other students or staff. The Education Code which applies to both girls and boys is as follows: *Any dress, grooming, or appearance which tends to disrupt the educational process, or affect the health and safety of individuals shall be prohibited. (E.C. 48900)(k).* Please review district-wide guidelines [.Dress Code BP 5132](#) [Dress Code BP 5132 AR](#)

► **APPROPRIATE APPEARANCE/DRESS FOR SCHOOL (Continued)**

Please review the following with your child. This applies to students of all gender identifications. If you have any questions, please reach out to your child's teacher or Administration..

- Shoes must be worn at all times. (No "heelies". Sandals must have a back strap.)
- Clothing should be neat, clean, and free of any pictures/slogans/advertisements that are not appropriate for elementary school.
- Shorts, short skirts and shredded pants cover mid-thigh/buttocks or be worn with leggings underneath.
- Shirts must cover stomach, back and chest as well as have straps at least 2 inches wide.
- Hats/beanies/hoodies and sunglasses are only to be worn while outside.

As needed, parents/guardians will be contacted and asked to bring in appropriate clothing. Repeated non-compliance may result in disciplinary action of the student.

► **ATTENDANCE: ARRIVAL, DISMISSAL & STUDENT ABSENCES**

**ARRIVAL: L and M Street Gates open at 7:30 AM and are locked at 8:00 AM**

- Students should arrive no later than 7:55 AM and go to blacktop area for their grade level.
- Breakfast is free and served from 7:30 AM to 7:50 AM in the cafeteria.
- Playground supervision is provided for all students until 7:55 AM when students are to walk to class.
- Students who arrive after the gates are locked at 8 AM must go to office for a late slip.
  - IMPORTANT: Tardies impact student academic success. Excessive tardies may result in parent conference and/or referral to District attendance team.
- NOTE: Students are marked tardy if they are not seated in class at 8 AM. Please have your child arrive before the 7:55 AM warning bell.

**ATTENDANCE: Includes being seated in class at 8 AM, attending daily, and staying until dismissal**

Attendance is an important factor in school success. The habits children develop as early as Kindergarten tend to stay with them into adulthood. Good attendance helps children succeed academically and also helps them thrive socially.

Parents/Guardians are to::

- *Contact office before 9 AM if student will be absent and state the reason for absence.*
  - *Attendance clerk will contact parent/guardian if call is not received by 9 AM..*
- *Keep student home for 24 hours if have fever or vomiting.*
  - *Policies will be updated and sent via Parent Square and in newsletters.*
- *Turn in a doctor's note within 2 days if student missed more than 3 days due to illness.*
- *Request travel study at least one week before extended absence of at least 5 days.*

**PJUSD's ATTENDANCE POLICY** recognizes the responsibility of parents/guardians to ensure that their children attend school, abide by state laws and use appropriate legal means to correct the problems of excessive absenteeism and truancy (Board Policy 5113). **Recognizing that there are times when a student must be absent, and reiterating the importance of keeping your child/children home if they're not feeling well, please contact the school office by phone or written note any time your child will be absent from school.** After 3 days of absences due to illness, a doctor's note will be required. Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation (Education Code [48205](#)), however, please note that too many excused absences also impact the academic success of your child.

Both attendance and tardiness are verified and monitored carefully. **Automated letters** are sent out for excessive absences or tardies. The Attendance Review Process will be followed when students have

excessive absences, tardies, or truancies. Continued excessive absences, tardies, or truancies will be referred to SART (School Attendance Review Team) or SARB (School Attendance Review Board),

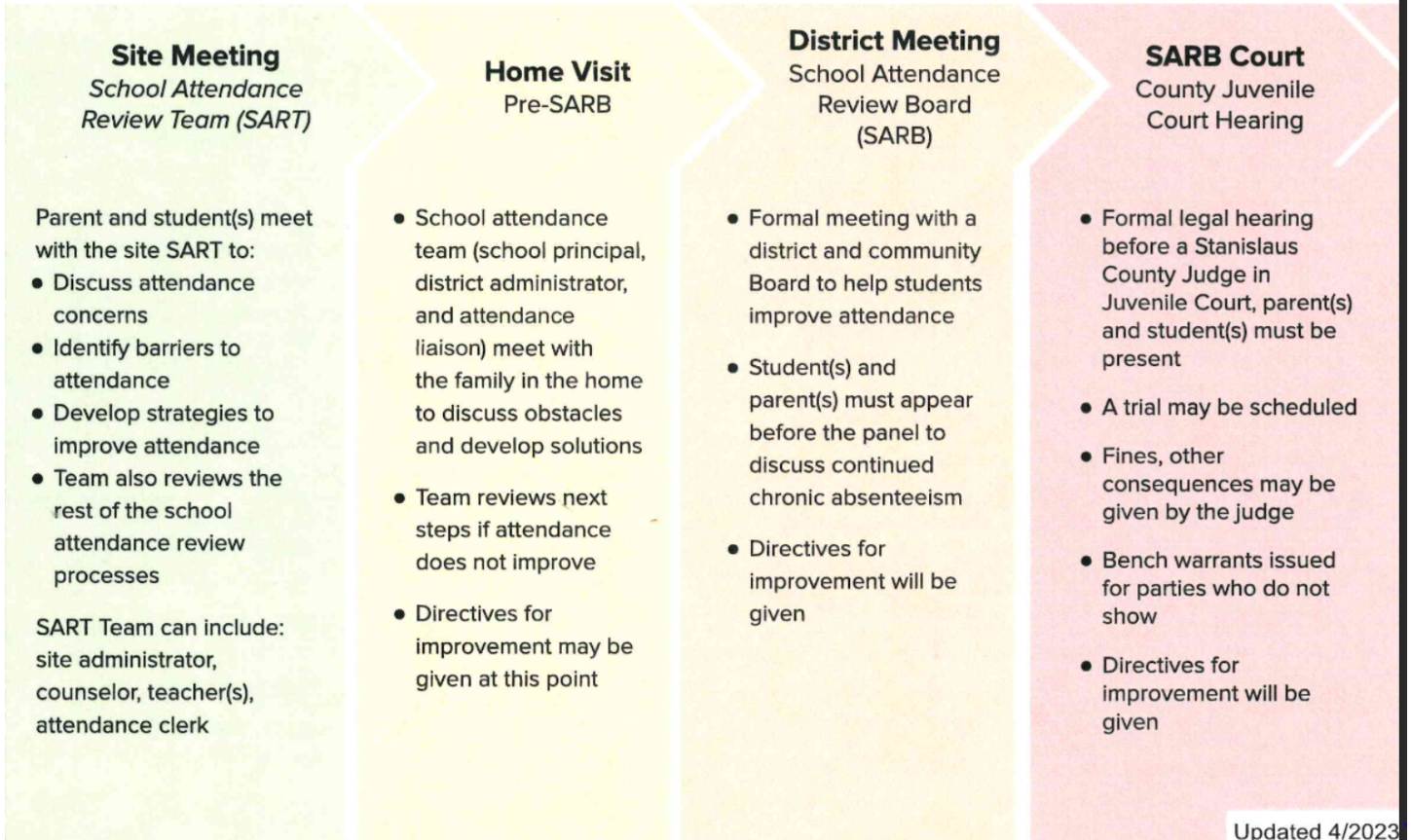
### Elementary Site-Based Intervention History Chart

| Actions Taken                                                              | Unexcused Absences/ %s | Excessive Excused/ %s | Combined Absences/ %s | Excessive Doctor's Excused | Tardies |
|----------------------------------------------------------------------------|------------------------|-----------------------|-----------------------|----------------------------|---------|
| Receive Letter #1                                                          | 3                      | 5                     | NA                    | NA                         | 5       |
| School will call to Notify of Letter & possible home visit                 | 4                      | 6                     | 7                     | 8                          | 7       |
| Administrator will call parent                                             | <10%                   | <10%                  | <10%                  | 10                         | 9       |
| Receive Letter #2                                                          | 6                      | 8                     | NA                    | NA                         | 10      |
| <b>Attend SART Meeting at School Site</b>                                  | <b>11-20%</b>          | <b>11-20%</b>         | <b>11-20%</b>         | 15                         | 15      |
| Receive Letter #3                                                          | 9                      | NA                    | NA                    | NA                         | NA      |
| Administrator or Attendance Liaison will call regarding possible SARB      | <b>11-20%</b>          | <b>11-20%</b>         | <b>11-20%</b>         | 16                         | 20      |
| <b>Pre SARB Home Visit by Site Administrator and/or Attendance Liaison</b> | <b>18-20%</b>          | <b>18-20%</b>         | <b>18-20%</b>         | 18                         | 25      |
| <b>Attend SARB Meeting at District Office</b>                              | <b>&lt;20%</b>         | <b>&lt;20%</b>        | <b>&lt;20%</b>        | 20                         | 30      |
| Pre-Court Warning Letter Noting Child is Chronically Absent                | <b>&lt;30%</b>         | <b>&lt;30%</b>        | <b>&lt;30%</b>        | 21                         | 35      |
| Pre-Court Home Visit by Attendance Liaison                                 | <b>30-35%</b>          | <b>30-35%</b>         | <b>30-35%</b>         | 22                         | 40      |
| <b>Court Referral</b>                                                      | <b>&lt;35%</b>         | <b>&lt;35%</b>        | <b>&lt;35%</b>        | 23                         | 45      |

**Patterson Joint Unified School District  
Attendance Promotion and Absenteeism Interventions**

**Absence Prevention and Early Intervention**

Attendance campaigns, school attendance competitions and recognition, teachers, staff and administration phone calls and informal meetings with families in response to absenteeism.



**► BELL SCHEDULE/SCHOOL OFFICE HOURS**

| <b>School Office Hours</b><br>7:30 AM-4:00 PM            |                                                          |                                                          |
|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| <b>Daily Schedule</b><br>Mon, Tues, Thur, Fri            | <b>Early Release Wednesday</b><br>Schedule               | <b>Minimum Day Schedule</b>                              |
| 7:30 AM Campus Opens<br>Breakfast and Supervision Begins | 7:30 AM Campus Opens<br>Breakfast and Supervision Begins | 7:30 AM Campus Opens<br>Breakfast and Supervision Begins |
| 7:55 AM First Bell Rings                                 | 7:55 AM First Bell Rings                                 | 7:55 AM First Bell Rings                                 |
| 8:00 AM Tardy Bell Rings                                 | 8:00 AM Tardy Bell Rings                                 | 8:00 AM Tardy Bell Rings                                 |
| <b>2:40 PM DISMISSAL</b>                                 | <b>1:30 PM DISMISSAL</b>                                 | <b>12:30 PM DISMISSAL</b>                                |



## ► **BULLYING FREE ZONE**

Northmead Elementary School is a bully free zone. Students or parents can report concerns regarding any bullying to teacher or Administration via email, Parent Square or in person. These reports are taken seriously and will be investigated.

## ► **What's bullying?**

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, more subtle actions, or cyberbullying. Cyberbullying is threatening or harassing behavior conducted through such electronic technology such as cell phones, social media, including the use of instant messaging, email, websites, chat rooms, and text messaging when used interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or school employees.

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events. For purposes of this policy, the term "bullying" among children is defined: **(1) Bullying means any severe or pervasive physical or verbal act or misconduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:**

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect to his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

## ► **Bullying: Its impact**

All too often, someone will say that bullying is no big deal or just a stage of growing up. Both are false myths that can take a toll on the victim of bullying.

Bullying can lead to increased absences from school that can have dangerous academic repercussions in today's increasingly demanding education environment. Additionally, the US Health and Human Services Administration reports that as they advance through the school system, victims of bullying are more likely than their peers to:

- Drop out of school
- Drink alcohol
- Begin smoking
- Be involved in fighting

For those that bully, the result can be equally disturbing. Sixty percent of boys who were bullies in middle school had at least one criminal conviction by the age of 24, the administration reported.

## ► **Bullying: Parents tips**

Encourage your child to share his or her problems with you, understanding that this may embarrass them. Assure them that they are not going to face the problem alone.

- Encourage your child to take part in activities, such as sports, clubs or civic groups.
- Help your child with his social skills.

- Praise your child often.
- Keep in contact with your child's teachers.
- Keep a record of the bullying episodes and your contact with the school about the issue.
- Help your child make friends.

**NOTE:** Please help your student understand what true bullying is, as false reports will make it difficult for school officials to address bullying in an effective manner.

### ► **Bullying: Tips for students**

If you are being bullied or you know someone who is being bullied, you can do something about it. Speak to any adult at Northmead, send an email to your teacher, Principal or Assistant Principal, or tell your parent/guardian who can notify the school. Unless the bullying is reported, nothing can be done to stop it.

### ► **CAFETERIA SERVICES (209)892-3702**

Please complete [Lunch Application](#) to ensure our continued eligibility for this program in the future. Or ask in the office for an application.

- All meals are provided to students free of charge.
- If a student forgets lunch, a school lunch will be provided. Food drop off is not permitted.
- IF your child has a food allergy, a doctor's note is required.

### ► **CALENDAR**

- Please make every effort to have your child at school every day and take family trips during vacations. Click on the links to see calendars. [English](#) [Spanish](#)

### ► **CELL PHONES or NON-SCHOOL DEVICES**

- Students are NOT allowed to use their phone or camera during the school day, this includes before school, recesses and lunch breaks or while on school property.
- Phones **MUST BE OFF & STORED in a backpack at all times, not in pocket, pants or sweatshirt.**
- Use of cellphone will result in one warning. Second time, phone will be confiscated and parent notified. If this continues, parent will need to pick-up phone in office and disciplinary steps will be followed.
- Should you need to send a message to your child, please contact the office and the message will be delivered. Students cannot respond to text messages during the school day.

**\*\*PLEASE NOTE:** The school is **NOT** responsible for any loss or damage to cell phones or other personal property brought to school by students.

### ► **CLASSROOM ASSIGNMENTS**

When placing students in classes, our goal is to maximize every student's potential and ability. Students work at a different pace throughout their development, this is taken into consideration as class assignments are created to provide the best educational setting for each child. REQUESTS FOR SPECIFIC TEACHERS WILL NOT BE HONORED.

- **Classroom Concern:** If you are concerned about a classroom related issue, PJUSD protocol is that you **talk to the teacher first**. Besides yourself, the teacher has the most direct contact with your child. If the situation is still not resolved after speaking with the teacher, you are welcome to make an appointment to speak with an administrator. Please refer to Class Change Policy for more information. [1.10 Class Change Policy.docx](#)

### **► CONTACTING A TEACHER, PRINCIPAL OR ASSISTANT PRINCIPAL**

If you want to provide your child's teacher with any information, have a question or a concern, the best way is to send a Parent Square message. Please allow a full school day for the teacher to respond. You can also send a note with your child, but sometimes students forget to give the note to the teacher or notes are lost. If urgent, please call office 209-892-4740 and the teacher will be given the message.

If you want to speak with Administration, please send a message through Parent Square or email. You can also set up an appointment to meet in person with the Principal or Assistant Principal.

### **► CONFISCATED ITEMS**

Any confiscated item (depending on the item) may be retrieved from the Office at the end of the day by the student. On the second offense, a parent must come to pick up the item. After the third time, the item will be kept in the office until the end of the school year and may be picked up on the last day of school. Any items left at the end of the school year will be disposed of.

### **► COVID 19 UPDATES**

In order to ensure the safety of our students and staff at Northmead Elementary School we will be following the guidelines Patterson Joint Unified has identified as appropriate, safe and inline with the public health office of Stanislaus County. The procedures will be communicated through Parent Square notifications as well as in CUBS Newsletters.. Please read all communications and speak with your child regarding expectations. Our goal is to have students have access to a quality education in a safe environment which includes keeping our students and staff healthy. Should you have any questions, please contact the school.

### **► DROPPING OFF & PICKING UP STUDENTS**

GATES WILL BE OPEN From 7:30 -8:00 AM:.. PLEASE ABIDE BY THE FOLLOWING RULES:

#### LOCATIONS:

- **"L Street"** - please use the gate in front of the cafeteria.
- **"M Street"** - please remember this IS A BUS ZONE; cars MUST NOT PARK in the bus area. Please encourage your children to get out of your cars quickly so the flow of traffic runs smoothly. This is an area where parents may get a traffic ticket if they do not follow the bus zone signs.

Please be respectful and follow the rules in the drop off/pick up zones:

1. When dropping off please make sure your car is in a safe place and does not block the flow of traffic. Please be respectful of your Cub Family and our neighbors. Be courteous and remember "we are all in a hurry", but we want to make sure that ALL children are picked up and dropped off safely.
2. Park legally - your child will not be released to you if the adult sees that you are double parked or leave your car in any other manner that is not legal.
3. Never park or block the crosswalks.
4. Drive slowly during pick up and drop off. Remember our children may not always be paying attention to the cars as they hurry to and from school. We must look out for all the little Cubs!
5. Please be patient in these areas and make friends with other parents. We are all a part of the community and must look out for each other and our children.

### **► FIELD TRIPS**

Educational field trips will be provided during the year when possible. These trips, including transportation, are a privilege offered to all students. The school assumes a significant responsibility in taking these trips, therefore, a student's school behavior prior to the trip must be cooperative and positive in order to be eligible for the field trip. Behavior expectations will be reinforced to promote a positive experience for all. The trips will be made available to enrolled students who have demonstrated good behavior, citizenship and responsibility. Students who receive 3 or more office discipline referrals and/or 1 or more days of suspension in the 90 days before the trip will not be able to attend. Parents/Guardians will be informed at least 2 days prior to the event if their son/daughter is in danger of losing their privilege to participate in the field trip. Students not attending field trips are still expected to be at school. Permission slips need to be returned at

least one day before the event or student will not be allowed on trip. Students are expected to ride to and from the field trip in the district provided transportation as part of their experience unless their behavior is deemed inappropriate; in such cases, parents will be asked to pick up their child.

### ► **FOOD/DRINK POLICY**

The new Health and Wellness guidelines restrict foods such as cakes and candy in the classrooms. Students need to bring a bottle of water to school daily and may refill the bottles during the day.. No other drink of any kind is permitted in class.

Birthday parties are not permitted during the school day. For birthdays, individually wrapped items may be sent with your child to school. This must be packaged one per student. The teacher can hand these out at dismissal. No food or items may be dropped off at the office.

### ► **GATES/CLOSED CAMPUS- Gates open 7:30 AM - 8:00 and 15 minutes following dismissal**

Please note that our school is a closed campus. No one is allowed on campus unless they are authorized by the office staff. All visitors must enter the office before proceeding on campus.

**AT 8 AM ALL GATES WILL BE LOCKED**, any students arriving after 8 AM will need to go to the office for a late slip and are considered tardy.. All gate monitors are required to close the gates at 8 AM. Please make every effort to arrive on time. NOTE: Students are tardy if not in the classroom by 8 AM bell.

Gates will open for dismissal from 2:40 pm to 2:55 pm. On early dismissal and minimum days, they will be unlocked at dismissal time and locked after 15 minutes. Students who are not picked up within 15 minutes of dismissal will be escorted to the office. Office staff does not provide after school supervision. Please make sure you have arrangements to have your child picked up on time. If a child is not picked up on time, we may be required to call and report the child as abandoned.

Parents/guardians are not allowed on campus before or after school. If you have an appointment with a teacher, you must check in the office first before going on campus, exception on the first day of school or for special events.

### ► **HEAD LICE**

If there is evidence that a student has nits or head lice, the parent will be contacted. In accordance with District Policy, the student will be excluded from school until ALL LIVE LICE are removed. Parents are given up to 3 days to take care of this. The parent must accompany the child to the office before school to be rechecked. Student will not be allowed to attend class until no live lice are discovered by health tech.

### ► **HEALTH/MEDICATION**

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements:

- Physician and parent/guardian request forms filled out completely including both physician and parent signature. You may pick up these forms at the school. No medication will be administered without detailed physician instructions.
- Medication taken to school must be furnished in its pharmacy labeled bottle or in the original pharmacy labeled injectable medication kit.
- Non-prescription medications such as aspirin, Tylenol, etc. will not be administered at school even at parent's request. As a parent/guardian, you have the right to bring medication to school and administer said medication to your child.
- **Students can not carry medicine in their backpack or in their pockets.**

### ► **HOME-SCHOOL COMMUNICATIONS**

We hope you will find our various methods for home-school communication useful and informative. We send out all of the information primarily via Parent Square. Information will also be shared via Facebook

page. Occasionally, important information and forms will be sent home with students. Please let your child's teacher know if you want information sent to more than one person and if you need paper copies of any flyers.

If you want to provide your child's teacher with any information, have a question or a concern, the best way is to send a Parent Square message. Please allow a full school day for the teacher to respond. You can also send a note with your child, but sometimes students forget to give the note to the teacher or notes are lost.

If you want to speak with Administration, please send a message through Parent Square or email. You can also set up an appointment to meet in person with the Principal or Assistant Principal. Open office hours and dates for parent meet and greets and ELAC meetings will be sent in Newsletters.

### ► **HOMWORK**

Homework is a chance for students to practice skills and build reading fluency. Information regarding homework expectations will be sent home by teachers via Parent Square and/or during Back to School Night.

### ► **LUNCHES and LUNCH APPLICATIONS**

All lunches are provided free of charge. However, we need free and reduced [Lunch Application](#) filled out by every family. This information is used to ensure the free lunch program continues at Northmead. It is also used to determine what programs and additional funding Northmead will receive. A letter and application outlining the free and reduced meal program is distributed to all students each year as required by State and Federal Government. A new application must be completed each year. For more information regarding this program, please contact the main cafeteria at: 209-892-3708.

### ► **MEDICAL FORMS**

In preparation for a successful school year, all medical forms need to be completed for the following: request for medication, special meals, limited participation in PE. The forms may be obtained from the Health Office.

### ► **MEDICATIONS**

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements:

- Physician and parent/guardian request forms filled out completely including both physician and parent signature. Forms are available at the school. No medication will be administered without detailed physician instructions.
- Medication taken to school must be furnished in its pharmacy labeled bottle or in original pharmacy labeled injectable medication kit.

Non-prescription medications such as aspirin, Tylenol, etc., **will not** be administered at school even at parent's request. As a parent/guardian, you have the right to bring medication to school and administer said medication to your child.

### ► **OUTDOOR EDUCATION**

All students in 6th grade will have the opportunity to participate and/or attend Outdoor Education through Foothill Horizons. This is a once in a lifetime learning experience for your child. The goals of the program are for children to grow personally and socially while learning about science and connecting to nature in a safe, nurturing environment. Teachers will send home information when it becomes available.

### ► **PARKING LOTS**

The parking lot should **ONLY** be used for parents who want to park their vehicle and walk to the office. The yellow unloading zone in front of the school on L Street should be used for parents to pull in and drop their students off. Individuals risk getting ticketed if they use the yellow unloading zone to park.

**► PLAYGROUND RULES AND CONSEQUENCES**

Children need time daily to play and interact with their peers. To help them stay safe Northmead has rules for each playground area as well as consequences for students not following the rules. The goal is to help students learn to be respectful, responsible, safe and kind even during play time. [Click here to see rules.](#)

**► REFERRAL POLICY**

Please refer to PJUSD Discipline Policy for more information about policies and procedures in place at school.

The teachers and administration have developed a policy which focuses on the student and helping to change behavior when it conflicts with the instruction in the classroom or out on the playground. Our school-wide rules are:

**Be Respectful    Be Responsible    Be Safe And    Be Kind**

The school policy generally follows this routine:

The classroom teacher sets up class rules and procedures, including consequences for behavior. The teacher uses a progressive behavior intervention protocol seen below.

**Northmead Elementary School (2023-2024)  
Behavior Flowchart**

| Observe Behavior                                                                        |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      |                                                        |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Is the behavior a minor or major offense?                                               |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      |                                                        |
| Teacher Options                                                                         | Minor Offense                                                                                                                                                                                                                                                                                                                      | Major Offense                                                                                                                                                                                                                                                                                                        | Admin Progression                                      |
| Remind/Reset                                                                            | <ul style="list-style-type: none"> <li>● Disrespect</li> <li>● Defiance</li> <li>● Inappropriate language</li> <li>● Physical contact</li> <li>● Technology violation</li> <li>● Property misuse</li> <li>● Inappropriate bathroom behavior</li> <li>● Inappropriate playground behavior</li> <li>● Disruptive behavior</li> </ul> | <ul style="list-style-type: none"> <li>● Fighting/ assault</li> <li>● Stealing</li> <li>● Harassment</li> <li>● Weapons</li> <li>● Bullying</li> <li>● Threats</li> <li>● Vandalism</li> <li>● Disrespect/ Insubordination</li> <li>● Inappropriate/ abusive language</li> <li>● Continual minor behavior</li> </ul> | Office referral                                        |
| Redirect/Reteach                                                                        |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      | Conference with Admin or office staff                  |
| Rethink/Reflection Time                                                                 |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      | Alternative consequences/parent contact                |
| Teacher SWIS Entry, Log in AERIES & contact parent and/ or loss of privileges           |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      | Consequences will be given with progressive discipline |
| If behavior continues or student receives at least 3 minor citations<br>Office referral |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      | Offense will be recorded                               |
| Refer to PBIS team; Use Request for Assistance Google Form                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      |                                                        |

**► REFERRAL POLICY( Continued)**

- The student may be referred to the principal or assistant principal if the regular classroom measures have not changed the behavior.
- The principal will have a conference with the student. If necessary, the parent will be called and a referral sent home.
- A behavior contract may be developed following a conference with the parents.
- **Suspension** results when there is a serious infraction of Education Code 48900, which includes a number of specific infractions. [Ed Code: Suspension](#)
- **Expulsion** is the most serious consequence, as it denies the student the privilege of attending Northmead Elementary and possibly any school in PJUSD. [Ed Code: Expulsions](#)

**Citations** are used to ensure all students are held to the same expectations during time outside of the classroom by all staff members. Below are expectations and possible consequences given if a student does not follow school rules.

| Northmead School - Cafeteria Citation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date _____ Staff: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Student Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Grade _____ Teacher Name or Room# _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Check One: Referred to: Classroom Teacher _____ Office _____                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Check Off Observed Student Behavior(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Minor Offense: Leave in teacher box                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Major Offense: Refer to Admin                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> Broke Cafeteria Rule<br><input type="checkbox"/> Sharing Food<br><input type="checkbox"/> Throwing Food<br><input type="checkbox"/> Out of seat w/out Permission<br><input type="checkbox"/> Switching Seats<br><input type="checkbox"/> Loud Noises<br><input type="checkbox"/> Disrespect/Defiance<br><input type="checkbox"/> Inappropriate language<br><input type="checkbox"/> Physical contact<br><input type="checkbox"/> Misused bathroom<br><input type="checkbox"/> Cell phone misuse | <input type="checkbox"/> Fighting/Assault<br><input type="checkbox"/> Stealing<br><input type="checkbox"/> Harassment<br><input type="checkbox"/> Weapons<br><input type="checkbox"/> Bullying<br><input type="checkbox"/> Threats<br><input type="checkbox"/> Vandalism<br><input type="checkbox"/> Abusive language<br><input type="checkbox"/> Substances(ie-vape pen/alcohol)<br><b>All major offenses are referred to Admin</b> |
| <b>For all minor offenses mark your intervention</b><br><input type="checkbox"/> Warning with Discussing Expectations<br><input type="checkbox"/> Time out standing by yard duty<br><input type="checkbox"/> Time out sitting on a bench<br><input type="checkbox"/> Walk laps around play area<br><input type="checkbox"/> Apologize to the person harmed<br><input type="checkbox"/> Parent contacted<br>Comments(Optional)                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Northmead School - Recess Citation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date _____ Staff: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Student Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Grade _____ Teacher Name or Room# _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Check One: Referred to: Classroom Teacher _____ Office _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Check Off Observed Student Behavior(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Minor Offense: Leave in teacher box                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Major Offense: Refer to Admin                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> Broke Playground Rule<br><input type="checkbox"/> Running in bark<br><input type="checkbox"/> Not taking turns<br><input type="checkbox"/> Sportsmanship<br><input type="checkbox"/> Play Structure<br><input type="checkbox"/> Black Top<br><input type="checkbox"/> End of Recess<br><input type="checkbox"/> Disrespect/Defiance<br><input type="checkbox"/> Inappropriate language<br><input type="checkbox"/> Physical contact<br><input type="checkbox"/> Misused bathroom<br><input type="checkbox"/> Cell phone misuse | <input type="checkbox"/> Fighting/Assault<br><input type="checkbox"/> Stealing<br><input type="checkbox"/> Harassment<br><input type="checkbox"/> Weapons<br><input type="checkbox"/> Bullying<br><input type="checkbox"/> Threats<br><input type="checkbox"/> Vandalism<br><input type="checkbox"/> Abusive language<br><input type="checkbox"/> Substances(ie-vape pen/alcohol)<br><b>All major offenses are referred to Admin</b> |
| <b>For all minor offenses mark your intervention</b><br><input type="checkbox"/> Warning with Discussing Expectations<br><input type="checkbox"/> Time out standing by yard duty<br><input type="checkbox"/> Time out sitting on a bench<br><input type="checkbox"/> Walk laps around play area<br><input type="checkbox"/> Apologize to person harmed<br><input type="checkbox"/> Parent contacted<br>Comments(Optional)                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**► SCHEDULES- SEE BELL SCHEDULE**

► **SCHOOL-PARENT COMPACT (Provided to families at Parent Conferences)**

**Northmead Elementary School Compact 2023-2024**



It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

**Parent Responsibilities**

Supporting your child:

- Ensure my child has breakfast
- Make certain my child is at school daily and on time every day
- Encourage my child to maintain behavior standards as outlined in the Parent Handbook and in the Classroom Rules/Expectations
- Work with my child to prepare our home for learning with a quiet, lighted study area where homework will be completed as assigned
- Work with my child to set household routines that provide structure and limits so that schoolwork is given top priority
- Ensure my child reads daily at home
- Talk to my child about his/her school activities every day

Participating in decisions related to education:

- As a parent, I will be responsible for letting my child know through my words and deeds that education is important

Communicating with the school:

- Find out how my child is progressing by attending parent/teacher conferences, looking at student work, checking AERIES parent portal or sending message to teacher on Parent Square/Class Dojo
- Provide information for teachers about what is happening at home that might affect my child's academic progress or emotional well-being

**Student Responsibilities**

As a student, I will be responsible for:

- Attending school each day it is in session
- Coming to school on time and prepared to work
- Showing respect and cooperation with all members of the school community
- Respecting the rights of others to learn without distraction and disruption
- Maintaining safety standards as outlined in the Student Handbook
- Completing all assignments to the best of my ability
- Asking my teacher(s) questions when I don't understand something.

**School Responsibilities**

High Quality Curriculum

- Provide high quality curriculum and instruction in the subject areas determined by the State of California and the Patterson Unified School District Board of Education.

Effective/Supportive Environment

- Provide a safe and supportive atmosphere for learning.
- Provide motivating and interesting learning experiences in school.
- Explain assignments so that students have a clear understanding.

Home-School Communications

- Provide on-going, meaningful communication with the home.
- Explain goals, expectations and grading system to students and parents.

Reasonable Access to Staff

- Provide access to staff through scheduled teacher conferences, Parent Square/Class Dojo, school events

Opportunities to Support Children in Education and Extra-Curricular Time

- Provide appropriate in-service and training for parents
- Create a welcoming environment for students, parents and community.
- Offer a variety of opportunities for parents to engage with the school

**Notes: What can be done at home in order to support your child's success**

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► **STUDENT CHECK OUT**

Teachers will release children as noted on their Method Home form. Any permanent changes need to be made by filling out an updated method home form. Occasional daily changes should be handled by sending a note to the child's teacher informing them of the change for that day. If you have a last minute change, contact the office as early as possible. We cannot guarantee that any changes received with less than 30 minutes before the end of school day will be honored as the teachers may not be able to be notified before dismissal of the changes.

- **Early Check Out:** Any parents, guardians, etc., picking up children before regular dismissal time must first go to the office and sign the student out. **Any person picking up a child must be listed in AERIES as an emergency contact.** We appreciate your understanding that anyone picking up a student early must show identification and must be 18 years of age or older.
  - NOTICE: Attendance record is impacted if student is taken over 30 minutes before the end of the school day.

► **STUDENT EVENTS/CEREMONIES**

Please note that students are not permitted to leave class to attend a sibling's "on campus" event, function, or ceremony during the school day.



### ► SUICIDE PREVENTION INFORMATION

The following are numbers to help students and families in need of support.

- Dial 988
- National Crisis Lifeline - 988
- The Crisis Text Line - text HOME to 741741
- National Domestic Violence Hotline - 1-800-799-7233

### ► SURVEILLANCE CAMERAS

In order to provide a safe environment, our school is under surveillance 24/7.

### ► TECHNOLOGY EXPECTATIONS

#### ● **CHROMEBOOKS -**

All students are expected to care for chromebooks and will be responsible for any damage.

- If damaged, they need to speak with the teacher/ IT department to have it repaired and pay any fines assigned for damages.
- Purchase of \$25 insurance is recommended each year.

4th-6th Grade Students:

- Students receive a device with the expectation to bring to school daily.
- Students are to charge chromebook each night. Failure to charge the device will impact student grade under "Habits of Success" and possible loss of privileges.

**Camera-** Students are not allowed to use the chromebook camera during the school day without permission from the teacher.

- **STUDENT EMAILS-** Students are not to delete emails without permission. All emails should be academic in nature. Group emails are prohibited unless students are communicating about class assignments. Students sending emails that lead to negative interactions, are to instigate an event, or are non-academic may be assigned disciplinary actions.
- **SOCIAL MEDIA-** Any social media posts that disrupt the student's ability to focus in class or at school may receive disciplinary action. No photographs nor recordings are permitted to be taken at school or school events and may not be posted.
- **CELLPHONE EXPECTATIONS-** Cell phone use is **NOT PERMITTED** during school hours. Students are expected to comply with directives given by adults in regards to cell phones; if they do not comply they will face disciplinary action. Phones are expected to be **off and in backpacks at ALL times**; the exception being when students are given explicit permission by teachers in the classroom. **Cell phone use will not be permitted in the bathrooms, lunch recess or office.** Students recording staff members/students without explicit permission are in violation of cell phone expectations and will receive disciplinary action.
  - **School is NOT RESPONSIBLE for any lost, stolen, or damaged personal devices.**

### ► TELEPHONE USE

Students are permitted to use school phones for emergencies only. Special arrangements for out of school activities or for transportation should be made prior to school. Forgetting homework is not deemed an emergency. Students requesting use of the phone to call home after school are asked to wait after the final bell before calling. Cell phones or other personal electronic devices are prohibited from use during school hours but are allowed on campus if turned off and not visible during the school day.

### ► TEXTBOOKS/LIBRARY BOOKS

Each student may be issued a copy of a textbook and/or assorted workbooks during the school year. Students also check out reading books from the classroom and library. Students are responsible for these books. If a book is lost or damaged, the student/parent will have to pay the full or partial price, depending on the original condition of the book when issued to the student. It is very important that you and your child discuss his/her responsibility for these books. If a library book is lost, students will not be able to check out more books until found or replacement cost is paid..

## ► **TESTING/ASSESSMENTS**

California students take several mandated statewide or local tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

### **Grades 3rd-6th: California Assessment of Student Performance and Progress (CAASPP) tests**

- **California Assessment of Student Performance and Progress**

These computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness.

- **5th Grade Only: California Science Tests (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight.

- **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

### **English Language Proficiency Assessments for California (ELPAC)**

The English Language Proficiency Assessments for California (ELPAC) is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English in the skill areas of reading, writing, listening and speaking.

### **5th Grade Only: Physical Fitness Test**

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

### **iReady Assessment (Local Assessment)**

These computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered at all grade levels and provide information regarding the student's grade level status. This assessment is administered in English and Spanish.

### ► **TRAVEL STUDY**

Part time independent study may be requested by a parent/guardian due to an emergency, vacation, or illness that will last five or more consecutive days to ensure that the student is able to maintain academic progress in his/her regular classes. Requests must be received at least one week before non-emergency absences and must be approved by the site administrator or designee. A written agreement must be signed by the parent/guardian and student assigned work returned within 2 days of returning or the entire absence will be marked as unexcused. Travel study is not to exceed 20 total days in any school year.

### ► **VOLUNTEERS/VISITATIONS**

Please check with office staff regarding covid vaccination requirements.

To ensure the safety of our CUBS, the following must be followed to volunteer or visit:

- All volunteers and visitors must check in at the office on L Street. Any person on campus who has not checked in may be considered as trespassing and police will be called. This is for the safety of all students and staff members.
- Assembly Bill 3458, Section 35021 was added to the Education Code to provide that persons required to register as sex offenders may not supervise students during breakfast and lunch periods or serve as non-teaching volunteer aides

**Visitors:** Parents/guardians must provide a 24 hour notification prior to visiting the school or classroom. To keep everyone safe and minimize distractions, no other children are allowed. All visitors must check in at the office on L Street before entering the school grounds or before going to the classroom. You will need your ID or Driver's license to check in AND proof of COVID19 vaccination OR negative test. A "pass" will be provided for approved visitors. Students are not permitted to bring student guests to spend the day.

**Volunteers:** Parent involvement and assistance in all classrooms is encouraged and appreciated. To volunteer in the classroom, a parent must comply with the following requirements: TB Test clearance, proof of COVID19 vaccination or proof of negative test, valid ID, and Parent Volunteer form must be filled out and on file before volunteering.

Anyone interested in volunteering in school or on field trips is required to complete the Parent Volunteer form which requires tuberculosis (TB) clearance and a background check conducted by the office. Your form must be signed and on file in the office at least two weeks BEFORE you will be allowed to volunteer. Requests to attend a field trip need to be submitted at least two weeks BEFORE the event and are allowed only with teacher approval.

### ► **TITLE I SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT POLICY**

Northmead has developed a written Title I parent and family engagement policy with input from Title I parents and family members. Parents gave input during discussions at the School Site Council and ELAC meetings. *The policy has been distributed to parents and family members of Title I students annually through the Parent Handbook and addendums are distributed throughout the year to all students when needed.* The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),(g) inclusive].

#### **Involvement of Parents in the Title I Program**

To involve parents and family members in the Title I program at Northmead Elementary, the following practices have been established:

- a. The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))

1. That Northmead Elementary School participates in Title I,
  2. The requirements of Title I
  3. School Programs and Progress
  4. Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, and the web page.
- b. The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))
1. Annual Title I parent meeting
  2. Annual Back to School Night
  3. Regular parent/teacher conferences
  4. Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, and the web page.
- c. The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. Parents will discuss and have input on the plan during school site council and English learner advisory council meetings. (20 USC 6318 (c)(3))
- d. The school provides parents of participating students with
1. Timely information about the Title I program. (20 USC 6318 (c)(4)(A))
    - a. Through meetings, memos, newsletters and our website.
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(4)(B))
    - a. Through annual Title I meeting,
    - b. Back to school night,
    - c. School Site Council and English Language Advisory Council meetings.
  3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicable possible. (20 USC 6318 (c)(4)(C))
    - a. through pre arranged meetings with the Title I Coordinator
    - b. through meetings with the student's teacher which may include the principal, and other staff as appropriate.
    - c. meetings will be scheduled at times that are convenient to encourage parents to attend.
    - d. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5))
    - e. Parents will be able to give input and suggestions during the annual Title I meeting, School Site Council and English Language Advisory Council meetings.

### **Building Capacity for Involvement (Parental Involvement Policy continued)**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds, the school has established the following practices:

- a. The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1))

1. Title I meeting, English Language Advisory Committee meetings, Parent-Teacher conferences, and School Site Council.
- b. The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))
  1. During Parent-Teacher conferences, parents are provided with ideas and materials to use to help their student succeed
  2. At Student Study meetings, parents are given materials, resources and assistance on how to help their student.
- c. The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (20 USC 6318 (e)(3))
  1. Welcome back staff meetings, and regularly throughout the year.
  2. Teachers and staff call or email to help parents and answer their questions.
- d. The school, to the extent feasible and appropriate, coordinates and integrates the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))
- e. The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))
  1. All communication to parents is done in English and Spanish
- f. The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))
  1. through pre arranged meetings with the Title I Coordinator
  2. through meetings with the student's teacher which may include the principal, and other staff as appropriate.
  3. meetings will be scheduled at times that are convenient to encourage parents to attend.

### **Accessibility**

Northmead Elementary, to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand. (20 USC 6318 (f)) Communication through Parent Square allows parents/guardians to translate information into home language as well as write send messages to the school in the home language

## NORTHMEAD ELEMENTARY HANDBOOK: PARENT/GUARDIAN ACKNOWLEDGMENT

**Please complete and return to teacher within one week of start of school**

Handbook available on Northmead Elementary School website

Last Name of Child: \_\_\_\_\_ First Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Teacher: \_\_\_\_\_

**As the parent/guardian of a Northmead Cub I understand I can help my child have a successful year.**

**1. Attendance:** I will ensure my child arrives every day and is in class by 8 AM. If my child is unable to attend, I will call the office before 9 am to report the absence and state the reason for the absence. If absent more than 3 days due to illness, I understand a doctor's note is required to excuse the absence.

**2. Homework:** I will encourage my child to read daily and to complete any school work assigned..

**3. Communication with teachers:** I will send messages through Parent Square or write a note to my child's teacher when there is a concern in regards to academics, interactions with peers, and/or any other social/emotional concerns and allow them one full school day to respond.

**4. Contact Administration:** I will ask for help if I have additional concerns so that we might work through them together.

**5. School rules and expectations:** I will encourage my child to follow the rules- "Be respectful, Be responsible, Be safe and Be kind!" and understand that if my child does not follow school rules consequences will be assigned. (Matrix of expectations and consequences are in Handbook)

**Please review the following with your child.**

**Appropriate Clothing For School- This applies to students of all gender identifications.**

- Shoes must be worn at all times. (No "heelies". Sandals must have a back strap)
- Clothing should be clean and free of any pictures/slogans/advertisements that are not appropriate for an elementary school.
- Shorts, skirts and shredded pants must cover mid-thigh/buttocks or be worn with leggings underneath.
- Shirts must cover the entire stomach, back and chest as well have straps at least 2 inches wide.
- Hats/beanies/hoodies and sunglasses are only to be worn while outside.

**Cell Phone Policy- School is not responsible for any loss or damage to cell phones.**

- Students are NOT allowed to use their phone or camera during the school day; this includes before school, recesses and lunch breaks, or during class time.
- Phones **MUST BE OFF & STORED in a backpack at all times, not in a pocket.**
- Misuse of phone will result in: One- warning. Second time-phone will be confiscated and parent notified. If misuse continues, parent will need to pick-up phone from office and disciplinary steps will be followed.
- Should you need to send a message to your child, please contact the office and the message will be delivered to your child. Students cannot access text messages during school hours.

I know that the Northmead Parent/Student Handbook has more policy and protocol information.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

**ESCUELA NORTHMEAD MANUAL ES: RECONOCIMIENTO DEL PADRE/TUTOR**  
**Complete y devuélvase al maestro dentro de una semana del comienzo de la escuela**  
**El manual entero es disponible en sitio web: Northmead Elementary School**

Apellido del alumno: \_\_\_\_\_ Primer nombre: \_\_\_\_\_

Nivel de grado: \_\_\_\_\_ Maestro/a: \_\_\_\_\_

**Como padre/tutor de un Northmead Cub, entiendo que puedo ayudar a mi hijo a tener un año exitoso.**

**1. Asistencia:** Me aseguraré de que mi hijo/a llegue todos los días a la escuela y este en la aula a las 8 AM. Si mi hijo no puede asistir, llamaré a la oficina antes de las 9 am para informar la ausencia y explicar el motivo de la ausencia. Si se ausenta más de 3 días debido a una enfermedad, entiendo que se requiere una nota del médico para justificar la ausencia.

**2. Tarea:** Animaré a mi hijo a leer todos los días y a completar cualquier trabajo escolar asignado.

**3. Comunicación con los maestros:** Enviaré mensajes a través de Parent Square o escribiré una nota al maestro de mi hijo cuando haya una inquietud con respecto a lo académico, las interacciones con los compañeros y/o cualquier otra inquietud social/emocional y les permitiré una escuela completa día para responder.

**4. Comuníquese con la administración:** Pediré ayuda de la dirección si tengo inquietudes adicionales para que podamos resolverlas juntos.

**5. Reglas y expectativas de la escuela:** Animaré a mi hijo a seguir las reglas: "¡Sé respetuoso, sé responsable, sé seguro y sé amable!" y entiendo que si mi hijo no sigue las reglas de la escuela, se le asignan consecuencias. (La matriz de expectativas y consecuencias está en el Manual)

**Por favor revise lo siguiente con su hijo/a**

**Ropa Apropiaada para la Escuela-** Esto se aplica a los estudiantes de todas las identificaciones de género.

- Se deben usar zapatos en todo momento. (No "heelies". Las sandalias deben tener correa trasera)
- La ropa debe estar limpia y libre de imágenes, lemas o anuncios que no sean apropiados para una escuela primaria.
- Los pantalones cortos, las faldas y los pantalones triturados deben cubrir hasta la mitad del muslo/pompis o usarse con mallas.
- Las camisas deben cubrir todo el torso (estómago, espalda y parte superior del pecho) y tener tirantes de al menos 2 pulgadas de ancho.
- Los sombreros y las gafas de sol solo se pueden usar mientras se está afuera.

**Política de Teléfonos Celulares:** la escuela no es responsable de ninguna pérdida o daño a los celulares.

- Los estudiantes NO pueden usar su teléfono durante el día escolar, esto incluye antes de clases, recreos y almuerzos, o durante el horario de clases.
- Los teléfonos DEBEN ESTAR APAGADOS Y ALMACENADOS en la mochila en todo momento, no en un bolsillo. Los alumnos no pueden ver los textos durante el día escolar.
- El mal uso del teléfono resultará en: Una- Advertencia. Segunda vez- Se confiscará el teléfono y se notificará a los padres. Si continúa el uso indebido, los padres deberán recoger el teléfono de la oficina y se seguirán las medidas disciplinarias.
- Si necesita enviar un mensaje a su hijo, comuníquese con la oficina y se le entregará el mensaje a su hijo.

Sé que el Manual de Northmead que se encuentra en Website: <http://northmead.patterson.k12.ca.us> tiene más información sobre políticas y protocolos.:

Firma del padre/tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre impreso del padre/tutor: \_\_\_\_\_

**-Por favor, perdone cualquier error. Se utilizó el traductor de Google.**