NORTHWOOD ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2026-2027

School Office 832-6240
ATTENDANCE LINE ……832-6240 Option 1
School Fax.....832-6241

SCHOOL HOURS

The instructional day for students in grades 2-6 is from 8:55 a.m. to 3:25 p.m. The first bell will ring at 8:45 and the tardy bell will ring at 8:55 a.m. Students should plan to arrive between 8:40 a.m. and 8:50 a.m. Students may enter the building only after 8:45 a.m., unless students are eating breakfast at school. Those students may enter at 8:35.

It is important that students know, each morning, how they will be getting home that day. If there is going to be a change, please **notify your child's teacher** as soon as possible. In the event of an **emergency**, parents may call the office to make other arrangements; however, calling the office should NOT be a regular occurrence. We want all children to get home on time and be safe. When a call is made to change transportation, it can often be confusing for the child, as well as office staff, teachers, and guest teachers. The more frequently these occur, the more likely it is to be a problem.

VISITORS

Northwood welcomes parents to be a part of their child's education and participation! In the event of parents wishing to visit their child's classroom, they must make arrangements, in advance, with the teacher. Timing of the visit is up to the teacher's discretion in order to prevent the visit from interfering with the classroom environment. Upon arrival at school for the visitation, parents must sign in at the office before going to the classroom. Visitors to the building on all other matters should use Door #2, ring the bell, and report directly to the office.

Additionally, calling the office to have a student come to the phone is highly discouraged. This interferes with office operations and the classroom environment. If there is an emergency, the principal will be consulted for decision making.

TARDINESS

Students should be in their classroom ready to learn by 8:55. Any student arriving after the 8:55 bell should report to the office before going to the classroom. The student will sign in at the office counter and take a tardy slip to his/her teacher. Parents are not required to come in with their student. Students who are regularly tardy may be required to make up the amount of time late to school during the school day with Mrs. Moore.

NORTHWOOD MISSION STATEMENT

We, the Northwood Community, on our journey to learn and succeed, will inspire each other to be our best, to be responsible, and to respect ourselves and others.

NORTHWOOD BELIEFS

1. We love Northwood!
2. Our diversity makes us a community.
3. We are accepting of all differences.
4. We offer a welcoming family environment.
5. We are strong, passionate, persistent, and we work toward the same goal.
6. We are a true family - we fight, we love, we work together.
7. We have good families, and our families support our school and come out for special events.
8. We really love our kids and do what's best for them.
9. We come together in times of need.

10. We have strong leadership.
11. Despite being less diverse than our student population, we work well with diverse students.

NORTHWOOD P.R.I.D.E.

As educators, our main goal is to help all of our students succeed academically and personally. We believe that this can be accomplished in an educational setting where students feel respected and challenged to accept responsibility for their actions. Northwood Elementary is striving to increase the consistency, effectiveness, and efficiency with which our school meets the social and behavioral needs of all students. Our core values represent expectations for our Northwood school community. We believe that when we provide quality instruction that informs and teaches expected behaviors and appropriate responses for our students, they are successful. As staff, we also model these expectations for our students.

Northwood Core Values

Prepared WITH A POSITIVE ATTITUDE
Respectful TOWARD OTHERS
I am responsible FOR MY DECISIONS
Determined TO SUCCEED
Engaged IN MY SCHOOL

As educators, our main goal is to help all of our students succeed academically and personally. We believe that this can best be accomplished in an educational setting where students feel respected and challenged to accept responsibility for their actions.

Northwood Elementary is striving to increase the consistency, effectiveness, and efficiency with which our school meets the social behavioral needs of all students. During the 2005-06 school year, Northwood Elementary began implementing several components of the school-wide Positive Behavior Intervention Support program (PBIS) and named our program "The Northwood Way", later named PRIDE. PBIS was initiated at Northwood because it emphasizes a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior intervention and support for all students within the school is implemented in areas including classroom and non-classroom settings (such as hallways, restrooms, and recess). Northwood's goals in using the PBIS approach are to: a) improve school and classroom climate; b) reduce discipline referrals; c) provide teachers, students, and families with a predictable and positive structure for improving student behavior; d) enhance the continuum of behavior support for students who display significant behavior challenges; and e) increase the efficiency, effectiveness, and relevance of the school's efforts to provide behavior support systems. By creating more proactive school and classroom environments, Northwood Elementary is hoping to prevent the development of antisocial behavior and to improve the provision of specialized interventions. Additionally, grades 2-4 will implement the PAX Good Behavior Game for the classroom, with grades 5-6 using basic elements of the program. The following matrix is designed to help staff increase consistency while supervising common areas and to provide teachers with a basis for teaching and re-teaching responsible behavior.

Arrival	*Keep hands, feet, and objects to yourself	*Enter building quietly *Wait patiently to be dismissed *Walk directly to your destination *Listen to adults and safety patrol	*Keep hands, feet, and objects to yourself

Hallways **Quiet Zone**	*Walk-single file, to the right *Face forward *Go directly to your destination	*Keep hands and feet to yourself *Keep doorways clear	*Keep hands and feet to yourself *Keep hallways clean by picking up trash *Close lockers
Restrooms	*Wash your hands *Use restroom in a timely manner	*Respect privacy *Keep your hands and feet to yourself *No talking	*Keep area clean and free of writing or drawings *Flush toilet, turn water off, throw away your trash
Cafeteria/ lunchroom	*Be prepared *Follow rules *Eat your own food (students MAY NOT share food) *Use good manners	*No talking (lunch line) *Listen to adult directions *Raise your hand for help *Talk quietly (lunchroom) *Stay seated until dismissed	*Be polite to lunch staff (please and thank you) *Clear table, floor, tray, and recycle
Playground/ Recess	*Know and follow rules *Hands and feet to yourself *Walk through **Quiet Zone**	*Move quietly through **Quiet Zone** *Listen to adult directions *Share equipment *Take turns *Include others *Line up promptly at whistle	*Use equipment properly *Rainbow equipment (2-3) * Grade-appropriate fields and hoops
Dismissal	*Stay seated until bus is called *WALK directly to destination	*Stay quiet to hear busses *Listen to adults and safety patrol *Keep hands, feet, and objects to yourself *Share the hallway	
Buses	*Know and follow bus rules *Stay in seat with book bag on lap *Keep feet out of aisle *Pay attention and be ready for your stop	*Talk quietly and with appropriate language *Keep hands, feet, and objects to yourself on bus, at bus stop, and loading and unloading *Listen to bus driver	*Keep area clean
Classroom/ Specials	SEE ASSERTIVE DISCIPLINE PLANS PER GRADE LEVEL/SPECIAL	SEE ASSERTIVE DISCIPLINE PLANS PER GRADE LEVEL/SPECIAL	SEE ASSERTIVE DISCIPLINE PLANS PER GRADE LEVEL/SPECIAL

ARRIVAL/DISMISSAL

We will continue to need our parents' support to ensure our students' safety during arrival and dismissal by observing the following:

1. Carefully observe and respect the "Buses Only" signs posted at the Bus Drive Exit.
2. Noranda Drive will continue to be One Way (Traveling from the South to the North) during arrival and dismissal times.
3. Please do not pull into the north parking lot to drop off or pick up students during arrival and dismissal. We need to keep this area clear for bus traffic.
4. Please **do not block the driveways** located at the south and north ends of our building. Not only do we have buses entering and exiting the drives, but the Safety Patrol has a crosswalk in this area. Your car may be obscuring their view.
5. There will also be no parking in the rear parking lot from 8:00 to 4:00 on school days. Our students walk to and from the playground through this area.
6. Please do not "double park" or stop in the middle of the street to drop off or pick up students. This is an important safety concern, and students are required to only enter /exit cars that are along the curb of the school side of the street.

This is not just a recommendation, but an ordinance from the City of Clayton. ***Clayton Police will issue warnings and/or citations for any violations of the above in order to maintain the safety of all involved.***

7. **In an effort to ensure the safety of all students and staff, ALL DOORS WILL BE LOCKED DURING SCHOOL HOURS. Visitors will be "buzzed" in by office staff through DOOR #2. <u>Students and staff are NOT PERMITTED to open doors to allow visitors entrance.</u>**

SAFETY PATROL

Members of our Safety Patrol will be selected on the basis of merit and responsibility from the fifth and sixth grades. The patrol members are assigned the responsibility of assisting with the safety of our walkers and bus riders on or near school property. All students will be expected to obey the directions of our Safety Patrol. Patrol members are expected to behave in an appropriate manner at all times. The Safety Patrol from the sheriff's office and members of the Clayton Police Department will be assisting the school and Safety Patrol through training, observations, and traffic control as needed.

STUDENT SAFETY

Walking to and from school:

All students should conduct themselves properly as they travel to and from school. They should plan to arrive at school shortly after 8:35 and *go directly home* when school is dismissed unless other plans have been made with their parents. Our walkers are reminded of the following basic guidelines and expectations as they go to and from school:

1. Respect the property of homeowners. Do not walk across lawns or take shortcuts.
2. Travel on sidewalks or along the left side of the road (facing traffic) if there are no sidewalks.
3. Proper behavior will be expected while walking to and from school. We have many children of all ages who must walk to school.
4. Obey the Safety Patrol. The patrol members' job is to remind you of the safety rules you have learned at home and in the classroom. If a student disregards the common safety rules, he/she will be reported to the Safety Patrol advisor for follow-up action. We request the cooperation and support of all students and parents involved. The safety of our children is everyone's concern.

BICYCLE SAFETY

Students in grades 2-3-4 ***may not*** ride bicycles to school. Children in grades 5-6 may ride their bikes to school with permission from their parents. The school does not encourage the riding of bicycles. Bicycle riding is a parental responsibility. The following rules will apply to all bike riders:

1. A student who rides a school bus or is identified as a walker must have a note from a parent indicating parental approval of bike riding in lieu of bus riding or walking. A form must be completed from the office before permission is granted.
2. Bicycles are to travel on the right side of the road with traffic, not on the sidewalks. Stop signs and patrol signals must be obeyed.
3. Bicycles are to be walked while on school grounds and walked on any sidewalk. Courtesy for walkers is a must.
4. Bicycles should be parked in the proper area during school hours and locked for safety. This is a student responsibility.
5. Students will ride one person per bike while traveling from home to school and school to home.
6. Bicycles should not be ridden to school when ice and snow are on the roads.
7. Bike riders who do not obey the common bike safety rules will lose the privilege of riding their bikes to school.
8. Students are encouraged to wear all safety equipment when riding bikes to school, for example helmets, pads, etc.

ABSENCES

The importance of regular attendance cannot be overemphasized! A child should be in school every day he/she is physically able. It is extremely difficult to successfully keep up with classwork if attendance is irregular. The school office will closely monitor attendance. If your child will be absent from school or arriving late for any reason, please call the attendance line (832-6240; option 1), identify yourself, and leave a message including the child's name, homeroom teacher's name, and reason for absence or tardy. For your convenience, this call can be made at any time, even the night before. The calls should be made by 9:30 a.m.

TARDINESS

Any student arriving at school after the 8:55 bell should report to the office before going to the classroom. The student will sign in at the office counter and take a tardy slip to his/her teacher.

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be sent, in writing, with the child on the morning of dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

A child will be released only to his/her parents or legal guardian unless the school has been notified by parents in writing that they have granted permission for someone else to pick up their child. The parent must report to the office to sign the student out for the early dismissal. Students will be called to the office upon parent arrival.

IMPORTANT PROCEDURES

If you have a change of address, home telephone number, or parent's work number, please go back into your students' Final Forms account and make the necessary changes. Verification of residency must accompany an address change. Information is available in the school office.

HOMEWORK FOR ABSENT STUDENTS

When students are absent from school due to illness, homework requests will be handled as follows: If you desire work for an absent student, please make that request known to the office by 9:45 a.m. This process makes the request official. Parents may pick up student work in the office at the end of the school day (3:25 p.m.). Parents are not to stop at a student's classroom.

HOMEWORK

The staff of Northwood Elementary believes that within the educational process there is a need to reinforce and practice skills as well as to extend the learning environment beyond the classroom. Homework is a process that allows for this review, practice, and extension to take place. Parents can assume that assigned homework will meet one or more of the above-mentioned criteria. Homework is a topic that yearly causes parent, staff, and student concern. It is our goal to minimize the concerns that arise concerning homework. We ask that parents consider the following as related to student homework:

1. Homework is individualistic as it relates to our students. What may take one student ten minutes may take another student thirty minutes. If you believe that your child is spending an unrealistic amount of time on homework on a daily basis, check into it. Any staff member will be happy to review the situation with you and then work with you on this matter. We too believe that the time spent on homework should be realistic and reasonable.
2. Make sure that the student has a set time and place to complete his/her homework. All students will be furnished with a daily agenda. Staff will be working with students in keeping all assignments and other school information in the agenda. We ask that you become familiar with the agenda and stress its importance.
3. Remember - homework is the responsibility of your child; you are there to offer guidance. If homework becomes a daily problem at your house, seek assistance. The staff, administration, and guidance department are available to work with you.

STUDENT DRESS

The home and school need to cooperate in the matter of dress. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. The Northwood administration reserves the right to determine inappropriate school dress.

The following are guidelines in the selection of clothing and standards of personal grooming.

1. Any style of dress which brings ridicule or disrespect to the national, ethnic, or religious origin of any student or employee of the Board of Education will not be tolerated.
2. Any style of dress or personal grooming which tends to undermine or destroy established orderliness or discipline within the school will not be permitted.
3. Any style of dress that exceeds generally accepted standards of decency will not be tolerated.
4. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear narrow-shouldered tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Sleeveless garments should extend to the end of the shoulders and fit closely under the arms. Short skirts and short shorts are not permitted. Undergarments must not be visible.
5. Sagging pants. Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
6. Students shall not wear hats or hoods in the district buildings except for a medical or religious purpose, or a school-sponsored hat day.
7. Students shall not wear items of clothing or jewelry that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
8. Footwear must be worn at all times. Due to safety concerns, flip-flops are not recommended for outdoor recess. Students should wear shoes that they can wear all day - extra shoes to change for recess or PE are unnecessary.
9. No shoes with wheels/rollers are permitted.
10. Billfolds with chains or chains as jewelry are not permitted.
11. Pajamas are not appropriate dress for school and are not permitted, unless it is a "spirit day" approved by administration.
12. All clothes should be clean and in good repair. Clothing shall not be torn, ripped, or have holes that are ***excessive***, even if by design. The principal will make the final decision in regard to this.
13. The administration has the right and responsibility to determine what is appropriate and acceptable attire.
14. Students violating these guidelines will make the necessary corrections or be sent home. Parents may be contacted.

PLAYGROUND RULES

The playground is a place to have fun and exercise our bodies. Many activities are provided so that skills can be developed. Whenever the "Real Feel" temperature is approximately 20 degrees or higher, we will go outside for recess. Please dress your child appropriately. Safety is our prime concern. The following playground rules are in effect for all students. They apply at grade-level recess, lunch recess, and latchkey play times.

1. *Use equipment correctly*

• Swing in the same direction on swings (swing toward the building). No swinging side to side. Those waiting on swings must be a safe distance away. Jumping out of swings is dangerous and not permitted.
• Go down all slides in a forward, seated position--no stopping or sitting inside the slide.
• Monkey bars--move across them toward the building.
• There will be no standing on the benches.
• There will be no pushing, pulling, or competitive climbing on the Eagles' Nest.

*Follow rules for all games including Gaga Ball and 4-square. Students who fail to follow these rules are likely to lose the privilege of playing.

2. *Play correctly*

• Students are to walk to and from the playground and pause at the sound of a whistle.
• Tag/Chasing is dangerous and not permitted anywhere on the playground.
• Tackling and excessive physical contact are dangerous, and students are not to engage in these activities.
• All playground equipment/balls will be provided. Students are not to bring those items to school.
• All games played at recess will follow the rules and guidelines taught in physical education.
3. *Use respectful language*
4. *No tackle football*

* During indoor lunch recess, you are to follow the rules explained by your homeroom teacher and posted on your classroom wall.

POSSIBLE CONSEQUENCES

If school rules are broken, these are a few consequences that could be issued:
1. *REPLACEMENT BEHAVIOR SESSIONS* – students will be required to attend the sessions as assigned by staff. Either during lunch/ before school for 30 minutes, or after school for 75 minutes. Parents will be notified of all sessions. Replacement behavior sessions will focus on helping students identify inappropriate behavior and ways they can replace that behavior.
2. *SATURDAY DETENTION* - For those students who continue to display inappropriate behavior following three replacement behavior sessions, or as deemed appropriate by administration.
Parents will be notified.
3. *CONFERENCING* - May involve parent, teacher, counselor, or administrator. The purpose is to counsel the student in regard to his/her behavior and seek assistance and support from all involved parties. This process will be used when necessary or in conjunction with any of the listed consequences.
4. *EMERGENCY REMOVAL* – Parents will be called to remove the child for the remainder of the day.
5. *SUSPENSION* (In-School/Out-of-School) - will be given for serious infractions or for repetitive rule violations. Parental involvement will be part of this process.
6. *DUE PROCESS* - Due process will be followed in all disciplinary actions.
(All Northmont students are subject to the rules that are established by the Board of Education.)

*** Principal reserves the right to adjust the above consequences, based on the severity of each individual situation.**

PERSONAL ITEMS

1. Children are responsible for any money, jewelry, or other valuables brought to school. Any electronic devices/toys are not to be brought to school. The school is not responsible for lost, stolen, or damaged items. **Cell phones are to be turned off, stored in their book bag, *and* not used during the school day. This includes ANY smart technology that can act like a phone, including but not limited to SMART Watches.** Students who violate this policy will have their phones/devices confiscated, and parents must pick the phone up in the office, **no exceptions**.
2. Inappropriate items that students can use to cause disruption or that could be considered dangerous to the students and others will be confiscated, the parent notified, and potential discipline applied.
3. Selling or trading among students at school, on the school grounds, or on the bus is an inappropriate behavior.
4. Children must obtain teacher's permission before bringing pets, toys, or other personal items to school.
5. Aerosol and glass containers are dangerous and not to be brought to school.
6. Students are not to chew gum at school, unless permitted specifically by administration.
7. Due to safety concerns, all student backpacks must be stored in lockers during the day. However, "roller backpacks" do not fit in lockers. Use of this item is prohibited.
8. Purses, fanny packs, and other types of bags are to be left in student lockers.

GUIDANCE AND COUNSELING

Northwood's Counseling program consists of a variety of services aimed at helping our students learn and develop to their highest potential. These include individual and group counseling, parent and teacher consultation, classroom lessons, information services, and referral assistance to other programs and services in the community. Counseling lessons are conducted in all classrooms during the school year. Usually three to six sessions are held in grades 2-4. Topics and activities focus on one or more of the following areas:
1) Self Knowledge/Interpersonal Skills; 2) Internet and Personal Safety; 3) Careers.

All students who are new to Northwood at the beginning of the year will be given the opportunity to participate in a "New Kids Group" designed to better acquaint them with our building and its staff as well as to answer their questions and encourage their positive adjustment to our school. (New students coming later in the school year will meet with the counselor individually.)

A variety of small groups for our students will be available throughout the school year. Possible groups will include, but not be limited to, *DIVORCE/SEPARATION, GRIEF, STUDY SKILLS, FRIENDSHIP, and COPING SKILLS*. (Students will be required to have parent permission to participate in the above-mentioned group discussions.) The counselor is scheduled at Northwood three days per week. Appointments can be made by calling the school office at 832-6240.

LIBRARY POLICY

1. Students in grades 2-3 are allowed to check out as many as two (2) books.
2. Students in grades 4-6 are allowed to check out as many as four (4) books.
3. All books are checked out for a one (1) week period, and can be renewed.
4. If a book is lost or damaged beyond repair, it must be replaced or paid for at current replacement prices.

PARENT/GUARDIAN RESPONSIBILITIES

Registration and emergency medical authorization forms (Final Forms) must be completed. All registration information must be kept up to date. No child will be released to anyone other than the authorized persons (noted on the registration forms) without previous notification. Please do not bring a sick child to school. In most cases, it will be necessary to call you immediately to pick up your child; this creates an unnecessary burden for everyone.

SCHOOL FEES 2026-2027 SCHOOL YEAR

Grade 2 = $83.90
Grade 3 = $90.70
Grade 4 = $97.30
Grade 5 = $92.60
Grade 6 = $99.50

This is in addition to the $25 device insurance fee for grades 5-6. Students new to the district in Grade 5/6 will add an additional $4.70 for a general music instrument.

PLEASE SIGN & RETURN THIS FORM TO YOUR CHILD'S TEACHER BY FRIDAY 8/29/25

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NORTHWOOD ELEMENTARY SCHOOL
PARENT STUDENT HANDBOOK

These rules apply to regular school and all school sponsored activities. This is in addition to the NORTHMONT ELEMENTARY HANDBOOK found on Final Forms. I acknowledge having reviewed the Northwood Elementary Handbook with my student.

STUDENT SIGNATURE: _____DATE: _____

PARENT SIGNATURE: _____DATE: _____