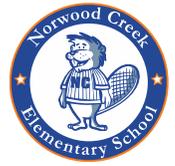




# Norwood Creek School Student and Parent Handbook



Dear Parents,

Norwood Creek cultivates an innovative community of learners who engage creatively with passion and purpose to achieve academic and personal success.

Welcome to another wonderful year at Norwood Creek Elementary School. We have reviewed our school expectations and policies with all students and ask you and your family to review them as well. This handbook will provide you with information about our school rules and policies as well as information about our daily routines. If you have any questions, please contact our front office. Our website is [norwood.eesd.org](http://norwood.eesd.org). Thank you for your continued support. Welcome to a new school year.

Sincerely,  
The Norwood Creek Staff  
*Leaders for Life*

I have read the Norwood Creek Student and Parent Handbook and have reviewed the information with my child.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

## Norwood Creek School Student and Parent Handbook

### **ATTENDANCE**

Students are expected to be in school except in cases of emergency, illness, or school approved absences. When your child is absent please follow the procedure below.

1. Parents should call the school by 9 AM (Absence line: 408 270-6727) on the first day and all days the student is absent or send a note to the office. All unverified absences will result in an unexcused absence.
2. A doctor's statement is required for an extended illness of three (3) days or more.
3. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor's statement.
4. If your student is out for 2 or more days parents may request homework. Please note that it is most important that students rest at home and get well.

### **Norwood Creek Elementary School Bell Schedule**

<b>Kindergarten Schedule</b>
A.M. 8:15 – 11:35
P.M. 11:40 – 3:00

<b>Bell Schedule Grades 1-3</b>			
<b>Regular Schedule</b>		<b>Minimum Day Schedule</b>	
8:45 – 10:15	Class	8:45 – 10:00	Class
10:15 – 10:40	Recess	10:00 – 10:10	Recess
10:40 – 12:00	Class	10:10 – 11:15	Class
12:00 – 12:56	Lunch	11:15 – 11:47	Lunch
12:56 – 3:00	Class	11:47 – 1:15	Class

<b>Bell Schedule Grades 4-6</b>			
<b>Regular Schedule</b>		<b>Minimum Day Schedule</b>	
8:45 – 11:00	Class	8:45 – 11:55	Class
11:00 – 11:20	Recess	11:55 – 12:25	Lunch
11:20 – 12:50	Class	12:25 – 1:15	Class
12:50 – 1:30	Lunch		
1:30 – 3:00	Class		

## **VISITORS**

Parents and adult members of the community are always welcome to visit our school. Prior notice is requested when visiting a classroom. One of our staff members will accompany you. Please come to the office, sign in, and get a visitor sticker.



## **HEALTH SERVICES AND POLICIES**

A trained health clerk is on duty during the day for emergencies. By law, the school staff is allowed to render first aid only. The staff may not diagnose or prescribe in case of illness or accident.



You, or your emergency designee, will be notified whenever a significant accident or illness occurs. Immediate arrangements must be made to take the child home. It is vital that we have accurate, current information through your parent portal account. Children may take necessary PRESCRIBED medication at school under the supervision of the health clerk or secretary. Parents must have the doctor fill out the proper form and leave any medication (in the original container with the complete instructions) and form in the health office. The school cannot administer aspirin or other medication that can be purchased over the counter. Non-prescribed medication is not aloud at school for any reason. **Students may not bring medication to school without**

**medical authorization.**

## **SCHOOL ARRIVAL, DISMISSAL, AND SUPERVISION**

Supervision for students begins at 8:30 a.m. Children MAY NOT arrive at school before 8:30 a.m. Supervision of children ends at 3:15 p.m. on regular days and at 1:30 p.m. on Thursdays. Children MAY NOT be on campus after that time unless they are with their parent, under the direct supervision of a teacher, or involved in a school-approved activity.

Should a student arrive after school begins at 8:45 a.m., they should report to the office for a late pass. Please make every effort to ensure that your child is on time.

The parking lot curb lane is a drop-off/pick-up area. Pull all the way forward in the pick-up lane. All pedestrians must use the crosswalk. Please do not park in the drop off lane.

## **PRINCIPLES OF BEHAVIOR: Norwood Creek**

Our school has high academic and behavioral expectations. All classrooms have effective management systems that includes clearly defined rules, appropriate consequences, and recognition for positive behavior. Rules for conduct are fair and reasonable; students are taught how to make wise choices about their behavior; students are taught conflict resolution skills; and adults model and reinforce appropriate behavior. This results in a school that is safe, fosters learning, encourages appropriate behavior, and builds self-esteem. Discipline is administered with sensitivity to the dignity of the child. The rules and policies concerning behavior at Norwood Creek were adopted with input from staff, students, and parents and are designed to ensure the safety of students as well as promote an atmosphere for learning.

School and classroom rules are based on these general principles of behavior:

- Be respectful
- Be responsible
- Be Safe
- Be Awesome

### **Students will:**

1. Show courtesy and respect to others: Racial slurs, inappropriate touching, sexual harassment, name calling, verbal bullying, physical bullying, vulgar language or vulgar gestures are not appropriate nor allowed.
2. Solve problems through discussion rather than force.
3. Respect school property and the property of others.
4. Any item that distracts from the learning environment should be left at home. This includes but is not limited to toys, radios, skateboards, toy guns, toy knives, poppers, yo-yos, electronic games, sports equipment, wheelies, trading cards, etc.
5. Report injuries or problems to a teacher, supervisor or the office immediately.
6. Contribute to a safe, healthy environment: Guns, knives, explosives, matches and dangerous objects are not permitted. Smoking or the possession of tobacco is not permitted. (See section "Expulsion Laws").

## **CAFETERIA**

All students are required to be in the multi use room or patio during their scheduled lunch period, observe all cafeteria rules, and remain in their seats until excused by supervisors. Students are expected to leave their lunch tables clean and orderly. If weather permits, students will eat outside. Please remember to sunscreen student and send to school with clothing layers when weather appropriate.

## **PLAY STRUCTURE PROCEDURES**

Children may use the play structure equipment during school hours and when supervised. Equipment areas are closed when wet, dangerous, or when there is not adequate supervision. Students are to wait outside of the play area until permission to use is given. Students are responsible for making safe choices when using the playground equipment.



## **BLACKTOP AND GRASS AREA PROCEDURES**

Recess is a time for fun and relaxation. However, all students are reminded to be responsible, respectful, and safe. The following rules have been established to ensure student safety.

- Follow yard supervisors directions promptly and with courtesy.
- Pushing, fighting (including play-fighting), chasing, name calling, or threatening, are not allowed.
- Play safe. No playing or running between buildings, or in bathrooms. Students must stay on the playground side of the yellow lines. Students should not climb on fences, trees, or picnic tables. Tackling, throwing rocks or sticks, and taking equipment from others is not allowed.
- Throwing, catching, tag, and kickball games are permitted only on the grass or in a defined court, i.e., handball court, basketball court, volleyball court, and race lines.
- Ball games where a ball is will be kicked is only allowed to be played on grass. Students may not play football at recess or lunchtime.
- Food is only allowed in the designated area at morning recess. No food is allowed on the grass, game courts, or playground.
- Students cannot bring play equipment from home to use at recess.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Norwood Creek Elementary School's discipline plan is designed to assist students in making responsible choices concerning appropriate behavior. It is our fundamental belief that students are responsible for their own behavior. Adults, parents, and educators, are responsible for providing children with guidance and practice in choosing appropriate behavior. The effectiveness of the discipline policy is dependent upon the active commitment of all adults, administrators, staff, and parents.

Students who violate the school rules are subject to disciplinary action. In most cases the following procedure is followed by teachers/supervisors:

1. Teacher/supervisor cautions and/or redirects the child as privately as possible.
2. Teacher/supervisor and child discuss the inappropriate behavior and agree upon alternate, appropriate behavior to use in the future.
3. Teacher assigns an appropriate consequence as needed. This will be documented on a warning or citation form. If a citation is issued, verbal or written communication with the parent or guardian should accompany the citation. The citation will be sent home for signature, parents will keep the top copy and return the other two. One copy will remain with the teacher and one copy will be kept in the office.
4. For serious or repeated rule violations a teacher/supervisor will issue a citation for principal review. The student will meet with the principal, corrective action will be taken, an appropriate consequence will be issued, and when needed, the principal will contact the parent.

## **DRESS GUIDELINES**

Good taste and good grooming are part of learning for children. It is recognized that the school shares with parents a responsibility for teaching young people the appropriateness of dress. It is our belief that clothing contributes to attitudes and behavior; therefore, we expect:

- All students to come to school dressed for learning.
- No article of clothing should carry slogans that are in "poor taste". This would include wording that is suggestive, violent, or vulgar in nature or that which reflects drugs or alcohol, or shames groups of people.
- All students must have their bodies covered from mid/lower thigh to above the chest. Sleeves or tank sleeves are required.
- Gang-related clothing or modes of dress are not permitted. No attire may be worn that is perceived to create a hostile learning environment.
- Students should wear shoes that are appropriate for physical education.

## **FOOD ON CAMPUS**

Student nutrition and health contribute to an academically successful child. As such, the Evergreen School District has developed the following criteria that follow state, federal and health department guidelines regarding the serving of food to students at Evergreen School District sites.

Guidelines:

- Any baked food items sent to school for celebrations **must** be purchased from a store.
- Food items may only be served after the classroom's lunch period.
- Food items provided for the classroom **must** be peanut free.
- Food items should be individually wrapped. No cupcakes or ice cream are allowed.

Looking for an alternative to cupcakes for a birthday celebration? Consider joining our Birthday Book Club! Information will be sent home to all families at the start of school.



## **CELL PHONES**

Phones need to be secured in backpacks and turned off or muted during the school day. Students may come to the office to use the phone if they need to place a call. Students may use their phones outside the classroom after school is dismissed. The school is not responsible for phones that are stolen, lost, or damaged. If a student has a phone out during the day it may be confiscated and brought to the office and must be picked up by an adult.

## **EMERGENCY PROCEDURES**

While major disasters are rare, it is important that we are prepared. Each year students and teachers prepare and discuss procedures for fire, earthquake, and code red. Below are some things that parents can do to assist in disaster preparedness.

- ✓ If your child needs regular medication at school (health office only), assure there is always a 3-4 day supply maintained at all times.
- ✓ Discuss with your children the emergency training they have received at school, give your support by stressing its importance, and encourage them to cooperate with school staff members, both in practice drills and in the event of a real emergency.
- ✓ Formulate your own home emergency plans and teach your children what they should do as part of it. Instruct them as to whom they should go for adult supervision if you are not available and as to what they should do if an emergency occurs when they are walking to or from school.
- ✓ It is natural for parents to want to be reunited with their children immediately. The first priority of school and emergency staff, on the other hand, will be to secure the area, protect the children and tend to the injured. For a response effort to be successful, it is vital that parents not interfere. Your patience and cooperation during such a crisis can save children's lives.
  - Please keep your cars away from the school so that emergency vehicles can have immediate and clear access to the school.
  - Please don't call your children on their cell phones so that emergency personnel can have open phone lines to communicate.
  - Please keep clear of the school until reunification procedures begin.
  - Please allow evacuations to proceed without interference. You will be instructed as to the location of the reunification center.
  - Check the Evergreen School District website ([www.eesd.org](http://www.eesd.org)) or call the District Office at 270-6800 for information. Tune in to the local television or radio for news alerts.
  - Please follow the reunification procedures.
- ✓ No student will be dismissed from school unless a parent or individual designated by a parent on the emergency card comes for him/her. PLEASE KEEP YOUR CHILD'S Parent Portal account up to date. Please visit [powerschool.eesd.org](http://powerschool.eesd.org) to update emergency contacts on-line.

## **EXPULSION LAWS**

Expulsion from the Evergreen School District removes a child in grades K - 8 from enrolling in any Evergreen School for the period of expulsion. New laws that became effective January 1, 1996, require a recommendation for expulsion for possessing a firearm (including pellet or BB guns), brandishing a knife at another person, and selling drugs. Additionally, the Board of Trustees may expel for possession of drugs or drug paraphernalia, damage to property, theft, tobacco, disruption/defiance of authority, imitation firearm possession, sexual harassment, hate violence, and possession of dangerous objects. Also, please note that if these violations occur when a student is walking to or from school, the student may be referred for expulsion. Parents should seriously review with their child at all ages the consequences of what they carry in their pockets, bags, or backpacks to and from school. Evergreen School District endorses a Zero Tolerance policy for any action of a student that endangers others.

## **Safe and Caring Schools**

The Safe & Caring Schools program incorporates social/emotional learning into daily academic instruction. Activities develop competencies in self-awareness, social awareness, relationship skills, and responsible decision-making. The Safe and Caring Schools program promotes activities that decrease negative behaviors including bullying, harassment, and violence. The program promotes an environment where everyone can build strong character and experience academic success. This year we continue to use quality literature to help illustrate each character skill and build developmental assets in our students. Students, staff, and parent volunteers explore how characters in various books illustrate the highlighted character skill and brainstorm ways in which they can do the same. There will be a theme focus and character skill highlighted in our school newsletters each month.

## **Student Council and Project Cornerstone**

Developmental assets are positive relationships, opportunities, values and skills that young people need to grow up caring and responsible. Norwood Creek School is committed to helping our children in developing these assets. Through our partnership with Project Cornerstone, students have the opportunity to participate in a variety of class and school wide service projects. In addition to our commitment to students, we are making a commitment of the families of our community. We would like our community to become knowledgeable about developmental assets and ways to build them in our youth. Workshops and opportunities for parents to participate in the program will be made available.

## **Special Incentives**

In addition to the incentives listed above, students can earn certificates, privileges, or rewards for achievement in a special area of behavior determined by the teacher or principal. Awards for Perfect Attendance, Gold, Silver, Bronze, Principal's Honor Roll, and Reading At Home are awarded each trimester. Student can also earn Woody kindness slips for doing good deeds around school. These students are recognized on the Last Monday morning of each month at our weekly Lodge Meeting in the cafeteria. In addition to the above school wide incentives for positive behavior, each classroom has a plan for encouraging and rewarding appropriate behavior.

## **Super Citizen**

The Super Citizen award is given at the end of each trimester to students in grades 1-6 who have demonstrated outstanding citizenship and study habits as indicated on their report cards. Super Citizens are members of the Norwood Creek Honor Society that also includes Gold and Silver Honor Roll recipients. Super Citizens are honored each trimester in a ceremony and receive a special certificate for their accomplishment. Students who earn the Super Citizen honor for both trimesters will get to attend a special activity during the last two weeks of school.

## **Honor Roll**

Students in grades 4 through 6 can earn academic honor roll. For Gold honor roll students must earn all As and no Ns or Us in behavior. For Silver honor roll students must earn As and Bs and no Ns or Us in behavior. For Bronze honor roll students must earn an A for each C to make a B average, no D's or Ns or Us in behavior.

## **EVERGREEN SCHOOL DISTRICT POLICIES**

Policies in their entirety will be distributed at the beginning of the school year and can be requested from the school office.

### **Student Use of Technology- B.P. 6163.4**

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes. Students are responsible for adhering to Evergreen School District's Acceptable Use Agreement.

### **Non-Discrimination- B.P. 5145.3**

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation. The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance, and counseling programs, athletic programs, testing procedures, and other activities.

### **Sexual Harassment - B.P. 5145.7**

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

### **Uniform Complaint Procedure- B.P. 1312.4**

The Board recognizes that the district has primary responsibility for ensuring compliance with state and federal laws and regulations governing education. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform procedures when addressing civil rights guarantees, complaints alleging unlawful discrimination or gender equity issues, or failure to comply with state or federal law in programs for consolidated

categorical aid, Indian education, migrant education, child nutrition, special education, adult education, career/vocation education, and child development. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. The Board acknowledges and respects employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

**Tobacco-Free Environment - B.P. 4016.1 and 5131.62**

Documentation and research has demonstrated the health hazards associated with the use of tobacco products and the breathing of second-hand smoke. Further, a legislative mandate requires the district to alleviate the presence and use of tobacco products in the educational environment. The Governing Board intends to maintain tobacco and smoke-free school facilities, grounds, offices, work areas, and district vehicles for all of its students, employees, parents, volunteers, and visitors.

**Williams Uniform Complaint Procedures- B.P. 3212.4 W**

The Board recognizes that the district has primary responsibility for ensuring compliance with state and federal laws and regulations governing education. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform procedures when addressing complaints regarding Instructional Materials, Teacher Vacancy/ Mis-assignment and Facilities conditions which pose an emergency or urgent threat to the health or safety of students and/or staff.

**Protection of Pupil Rights**

The district has adopted policies, in consultation with parents, regarding student and parent rights as well as arrangements to protect the privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The Family Educational Rights and Privacy Act gives parents certain rights with respect to their child's educational records. More information is available in the school office.

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