

Northside STEAM School

Handbook 2024-2025



Engage · Enrich · Empower

Home of the Bears
860 Cave Valley Road
Cool, CA 95614
530-885-4079 or 333-8355
<https://northside.bomusd.org>

Dear Students and Families,

Welcome to Northside STEAM School! Each member of our school staff welcomes you and looks forward to working with you. With caring guidance from our dedicated staff, our students will make academic gains by giving their personal best, acting responsibly, working and playing safely and showing respect.

Raising and educating children can be a challenging task. As such, we welcome your partnership in the important job of educating the children of our community. Continuous communication between home and school is paramount to the success of our educational program. As parents, you are encouraged to be actively involved in your child's education by talking to your child about school, volunteering whenever possible, and participating in the Northside's Parent Teacher Association. This partnership will help contribute to our students' mastery of the core curriculum while shaping our young people into considerate and responsible citizens. We look forward to celebrating with you the achievements of our students.

The purpose of this document is to provide families with a helpful and easy resource for finding the answers to many of your questions. Topics are organized alphabetically. Please refer to this document before calling the office. Although always willing to help, our office staff is very busy meeting the needs of your students and the staff they so tirelessly serve.

The Northside staff looks forward to working with each student and parent/guardian to ensure an appropriately challenging, productive and enjoyable learning experience. Thank you for taking the time to read through and discuss this handbook with your child.

Sincerely,

Northside STEAM School Staff

Mission

The mission of Northside STEAM School is to enrich and engage our students through a rigorous curriculum infused with **S**cience, **T**echnology, **E**ngineering, **A**rts, and **M**athematics. Our motto, “Educating the Whole Child”, denotes our commitment to not only providing a rigorous and engaging curriculum, but our dedication to supporting the social-emotional well-being and growth of our students. Learning comes from making connections between ourselves, our community, and the world beyond. Citizens are created by practicing responsible stewardship of ourselves, our community and our world. We believe that to be a learning community means to understand that learners are more than the sum of all of their parts. They are a part of an interconnected system, nurtured by their environment, creating the whole child.

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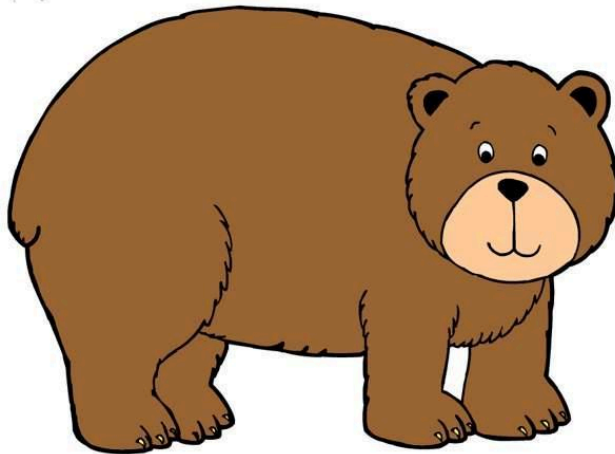
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School Motto

“Educating the Whole Child”

School Mascot

The Bears



“Rocky”

School Colors

Blue & Gold

Board of Trustees

Mr. Jeff Burch - President
 Mrs. Adrea Dodson
 Mrs. Darcy Knight
 Mrs. Crystal Miller
 Mr. William Drescher

Administrative Staff

Emily Gallo - Administrator - Northside School
 Richelle Stanhope - School Secretary
 Shannon Price - Office Assistant

District Administration

Dr. Gabriel Simon - Superintendent
 Ron Morris - Principal GSJHS
 Justin Cox- Assistant Principal GSJHS
 Dylan Nicholson - Principal, Georgetown School of Innovation
 Emily Gallo- Principal, Northside STEAM School
 Lena Williamson - Director of Special Services, District Psychologist

Teaching Staff 2023-24

Monica Woodall	TK	5602	mwoodall@bomusd.org
Lilly Palmer	TK	5602	ebrett@bomusd.org
Sally Storamski	TK/K	5601	kloder@bomusd.org
Katie Loder	K	5603	kloder@bomusd.org
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Diane Bevis	First Grade	5604	dbevis@bomusd.org
Amy McComb	Second Grade	5403	amccomb@bomusd.org
Rebecca Noriega	Second/Third Grade	5405	rnoriega@bomusd.org
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Jenna Delongchamp	Fourth Grade	5406	jdelongchamp@bomusd.org
Rich Loder	FifthGrade	5401	rloder@bomusd.org
Jennifer Todd	Fifth/Sixth	5402	jtodd@bomusd.org
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Teri Woodard	Education Specialist RSP	5307	twoodard@bomusd.org
Elizabeth Menzmer	Special Day Class	5200/5201	emenzmer@bomusd.org
Heidi Aquino	Physical Education/Art	5311	haquino@bomusd.org

Classified Staff

Gina Wiser	SDC Aide		gwiser@bomusd.org
Brenda Echeveria	SDC Aide		becheveria@bomusd.org
Shea Duke	SDC Aide		sduke@bomusd.org
Megan Pierce	Health Aide		mpierce@bomusd.org
Chanin Smith	RSP Aide		csmith@bomusd.org
Megan Martin	Reading Aide	5608	mmartin@bomusd.org
Kris Christner	TK Instructional Aide		kchristner@bomusd.org

Cassidy Smith	Health Aide		casmith@bomusd.org
Elvira Martinez	Kitchen Manager	5504	emartinez@bomusd.org
Marcie Durham	Custodian I	5268	mdurham@bomusd.org
Jeff Schwegler	Grounds		jschwegler@bomusd.org
Richelle Stanhope	School Secretary	5223	rstanhope@bomusd.org
Shannon Price	Office Assistant/Library	5221	sprice@bomusd.org
Cole Liddicoat	IT Support	1006	cliddicoat@bomusd.org

Support Staff

Mrs. Laura Miller	Speech Therapist	lmiller@bomusd.org
Mr. James Carley	District Psychologist	jcarley@bomusd.org
Mrs. Laura Stapleton	District Nurse	lstapleton@bomusd.org
Mrs. Carlyn Spencer	Counselor	cspencer@bomusd.org
Mrs. Monica Woodall	Early Education Services Coordinator	mwoodall@bomusd.org
Mrs. Bridget Isham	FAST Coordinator	bisham@bomusd.org

PTA Board

Richelle Stanhope - President
Teresa Nicponski - Treasurer
Shannon Price - Secretary

Important Phone Numbers

Northside Office 885-4079, 333-8355
Northside FAX 333-8356
District Office 333-8300
Transportation Dept. 333-8325
TLC - Extended Day 295-4581
Georgetown School 333-8320
Golden Sierra Jr./Sr. High 333-8330
Boys and Girls Club Cool 530-719-3123

[District Calendar](#) - Use this link to access a copy of the district calendar for 2024-25

**Northside STEAM School
2023-24 School Events Calendar**

August 2024		
Kindergarten Kickoff Camp	Thursday, August 8	9:00 a.m. to 1:00 p.m.
Kindergarten Parent Orientation	Thursday, August 8	5:30 p.m. to 6:30 p.m.
Back to School Popsicle Social	Friday, August 9	5:00 p.m. to 6:00 p.m.
First Day of School	Tuesday, August 13	8:45 a.m.
Back to School Night	Thursday, Aug 22, 2024	5:30 p.m. to 7:00 p.m.
September 2024		
No School - Labor Day Holiday	Monday, September 2	
SOM Assembly (August)	Monday, September 3	9:00am
Picture Day	Wednesday, September 4	
Cross Country Meet	Wednesday, September 18	3:30pm
School Spirit Day	Friday, September 27	
SOM Assembly (September)	Monday, September 30	
October 2024		
Walk to School Event	Wednesday, October 2	8:00 a.m. Meet at Holiday Market
Jog-A-Thon	Friday, October 11	9:00 a.m. to 10:00 a.m.
Minimum Day - 1:15 Dismissal	Friday, October 11	All students dismiss at 1:15 p.m.
Heart of Cool Trail Race	Sunday, October 20	
Parent Conference Week	Monday, October 21-25	All students dismiss at 1:15pm
Red Ribbon Week	Monday, October 28-Nov 1	
School Spirit Day	Thursday, October 31	Crazy Hair Day
SOM Assembly (October)	Monday, October 28th	9:00am
November 2024		
Veterans Day Celebration	Friday, November 8	
No School - Veterans Day Holiday	Monday, November 11	No School
Harvest Meal	Thursday, November 21	12:00 p.m. to 1:00 p.m.
Thanksgiving Recess	Monday, 11/25 to Friday, 11/29	No School
SOM Assembly (November)	Monday, November 18	9:00am
December 2024		
School Spirit Day	Friday, December 15	
Holiday Performance	Thursday, December 20	9:00 a.m. in MP room
SOM Assembly (December)	Monday, December 16	9:00am
End of First Semester	Thursday, December 20	

Winter Break	Thursday 12/23 to Wed 1/8	No School
January 2025		
Teacher PD Day - No School	Tuesday, January 7	No School
No School - Martin Luther King Jr. Holiday	Monday, January 20	No School
School Spirit Day	Friday, January 26	
100th Day of School Celebrations	Friday, January 28	
SOM Assembly (January)	Monday, January 27	9:00am
February 2025		
No School President Lincoln's Birthday	Monday, February 17	No School
No School Presidents Day	Monday, February 24	No School
School Spirit Day	Friday, February 23	
SOM Assembly (February)	Tuesday, February 25	9:00am
March 2025		
Read Across America Day	Monday, March 3	
Teacher PD Day	Monday, March 17	No School
Science Fair	Wednesday, March 19	
SOM Assembly (March)	Monday, March 31	
April 2025		
Spring Carnival	Friday, April 4	
Spring Break	Friday, April 11-21	No School
Emergency Closure Day	Tuesday, April 22	No School
Kindergarten Round Up	Wednesday, April 30	9:00 a.m. to 3:30 p.m.
School Spirit Day	Friday, 4/26	
SOM Assembly (April)	Monday, 4/28	9:00am
SBAC Testing Window Begins	Monday, 4/28- May, 5/16	
May 2025		
Staff Appreciation Week	Monday, May 5-19	
No School - Emergency Outage Day	Friday, May 23	
SOM Assembly (May)	Tuesday, May 27	
No School - Memorial Day	Monday, May 26	
Open House	Thursday, May 29	6:00 p.m. to 7:00 p.m.
School Spirit Day	Friday, May 30	
June 2025		
Move Up Assembly/ Field Day	Wednesday, June 4	
6th Grade Promotion Ceremony	Thursday, June 5	9:15 a.m. to 10:15 a.m.

6th Grade Celebration	Thursday, June 5	10:30 to 1:00 p.m.
Last Day of School	Thursday, June 5	

Arrival & Departure

Morning - Students may arrive at school at 8:30am. Students arriving by car must be dropped off in the drop off line. Please be courteous and pull all the way forward in the drop off line. Adults will be in the drop off area to help younger students to class. Parents needing to use our disabled parking for drop off/pick up are welcome to use the spots in our front lot facing the playground. No vehicles are permitted in the bus zone in front of the office. Students arriving by bus may exit the bus upon arrival and walk to class.

Afternoon - Students are to walk directly to the bus loading zone in front of the office. Parents picking up are to line up in the pick up zone. Our top priority is the safety of our students, and the safest pick up spot is in the designated area. The church parking lot across the street and the parking lot on campus is **NOT** for drop off and pick up. Students not picked up within 15 minutes of dismissal will be asked to wait in the office and call home.

Attendance

The new California State Dashboard grades our schools according to the rates of student attendance. This recognizes daily attendance as being the most fundamental issue affecting student achievement. While schools do receive funding for student attendance, the Black Oak Mine Unified School District will continue to emphasize the importance of positive attendance as the single most important factor in improving **student achievement**. In the coming year, please work with us to maximize your student's attendance and his/her academic achievement. When possible, please schedule appointments outside of the school day. If and when an absence occurs, make sure to communicate with the school so that we may be of greatest benefit to your family. To ensure your student does not fall behind, students can be placed on an Independent Study Contract for planned absences of 5, or more days (not to be confused with district IS program). While schools very much need to know the causes of student absences, it is also important to realize that, from a school funding perspective, the State of California does not recognize "excused" versus "unexcused" absences - they are simply absences and will be noted on the State Dashboard for school accountability. Please partner with us in maximizing your student's attendance and their academic achievement by being at school every day.

Reporting Absences-

Parents must call their child's school office each day the student is absent. For safety reasons, a call should be made early in the morning regarding a student's attendance status. Absences may also be reported via email using the email address northsideattendance@bomusd.org. Please include your child's name, teacher, date of the absence and reason. If you cannot call, send a note with your child upon their return to school.

Attendance Protocols (District)-

1. Classroom attendance is taken and reported within the first **15** minutes of school.
2. Within **45** minutes of the start of school, an automated phone/email/text message will go out to parents.
3. After a **single** day of absence (unexcused), school staff will verify the reason with parents.
4. After three days of absence (unexcused) and/or 10% absence per quarter (chronic absenteeism regardless of reason), **1st SARB letter** is sent to the family.SARB (School Attendance Review Board)
5. After **eight** days of absence (unexcused) or 10% absence for the semester (chronic absenteeism regardless of reason), **2nd SARB letter** and district attendance meeting will be scheduled.
6. Continued absence (regardless of reason), **3rd SARB letter** and a Pre-SARB meeting with FAST Coordinator and SART.
7. Continued absence (regardless of reason), family is **taken to SARB at the county level**.

Missed Work Due to Absence-

There is no substitution for a child missing classroom instruction. Please do not call the office requesting missed work while your student is absent. Missed instruction and assignments will be provided to the student upon returning to school. The student will have the same number of days to make up the missed work as was the absence and will receive full credit.

Tardy or Early Exit -

If a student is late to school, they must check in with their parent/guardian at the office for an admit slip before going to class.

Students will not be admitted to the class late without an admit slip. Parents planning to take children out of school before regular dismissal times must come to the office and sign their child out of school and pick up an **orange "EXIT TICKET"**. They may then proceed to their child's classroom to remove them from the learning environment. Children will be released only to parents, guardians, or persons listed on the emergency form.

Independent Study/Attendance Contract -

Students planning to be absent for reasons other than illness for 5 days or more, may apply for an *Independent Study Contract* a week before the absence. The contract, available in the office, must be picked up by the parent. An independent study packet will be given to the parent the day before the absence starts. **The completed packet of work is due the first day back from the absence in order to receive attendance credit and not be considered truant.** Independent study packets do not take the place of work and instruction missed while absent. In addition, Students are required to make up all missing assignments and will be given the same number of days to complete the work as the student was absent. Situations out of a student's control (family bereavement, hospitalizations, serious illness) should also complete an attendance packet to help mediate the loss of attendance time and avoid being declared **truant** by the county.

Perfect Attendance -

Incentives for good attendance are provided as part of our PBIS program. Students are eligible for monthly perfect attendance incentives if they are in attendance every day of the attendance month for at least a portion of the day. Students who are tardy or taken out early may be eligible for monthly perfect attendance, but NOT perfect annual attendance. In order to be eligible for the end-of-the-year recognition for "perfect annual attendance" a student must have zero absences, tardies or early outs. If no students meet this criteria, no end of the year recognition will be awarded.

Assessment/Testing

Northside utilizes a variety of formative and summative measures to assess student learning throughout the school year and to determine the need for intervention. Approximately every six-eight weeks, 1st-6th grade students are assessed formally in math and ELA using STAR which is a nationally normed assessment. Students also participate in interim SBAC assessing prior to formal state SBAC testing in the spring. Assessment data is used by teachers during weekly PLC time for making informed decisions regarding the need for intervention or remediation, and for progress and report cards. All ELL students will be given the annual ELPAC Summative assessment of English Language Proficiency.

Behavior Management

Northside School's discipline policy is based on the principles of Positive Behavior Interventions and supports (PBIS). PBIS is a preventative model of behavior management that focuses on the establishment, teaching and rewarding of desirable behavior. PBIS supports all students through interventions ranging from the classroom setting to the schoolwide level. Northside School's PBIS model focuses on a few simple, positively stated expectations that are easy for students to remember. Our expectations are: **P**ersonal Best, **A**ct Responsibly, **W**ork & Play Safe, and **S**how Respect (**PAWS**). Our **Behavioral Expectation Matrix** (see the following page) gives specific rules to be followed throughout all school settings. All personnel at Northside School are responsible for knowing, teaching and implementing these expectations. Classroom teachers will incorporate PAWS expectations into their classroom expectations/rules and consequences.

Schoolwide Recognition & Reinforcement - Students at Northside School will be recognized for displaying positive behaviors whenever possible and by any adult on campus. Students can receive a **PAWS** slip for exhibiting any of the above mentioned behavior expectations. There is no limit to how many **PAWS** a student can earn. Weekly drawings and recognition will occur at Town Hall meetings. Once a month each teacher will choose one exceptional student who exhibits all our **PAWS** to receive their Student of the Month award.

Consequences - Creating a culture where students feel safe, can build relationships with others and understand positive behaviors keeps classrooms and schools focused on their primary purpose, which is learning. From time to time students have difficulty meeting behavioral expectations; when this occurs consequences are a result. The following behaviors may result in: a conference with the student, loss of privileges, a discipline referral to the office, and/or in extreme situations an "in house" or "at home" suspension. In these instances parents will be notified via phone and/or written notice of the event by the classroom teacher or the school administrator.

- inappropriate language
- horseplay
- non-compliance
- destruction of property
- bullying (repeated, unwanted, aggressive behavior)
- physical fighting
- harassment (physical, race, sexual)
- theft
- threats to self/other

- class disruptions

Suspension is intended to make a very large impression. Students suspended from school—including in-school suspensions, will lose their privilege to participate in special activities (field trips, assemblies, etc.) as follows:

One day suspension: no participation in special activities for five (5) school days—counted from the first day of suspension

Two day suspension: no participation in special activities for ten (10) school days—counted from the first day of suspension

Three days suspension: no participation in special activities for fifteen (15) school days—counted from the first day of suspension

Four or five day suspension: no participation in special activities for twenty (20) school days—counted from the first day of suspension

Bus Ridership

Bus transportation fees are waived for the 2023-24 school year. Families wishing to use school transportation must fill out a bus ridership application, which is located on the district website. The school bus ride is an extension of the school day and should be considered as such. Driving a school bus is a difficult and challenging job. The behavior of students on school buses is a constant concern of everyone working with pupil transportation. The success of safe transportation relies on cooperation from parents and school personnel, as well as the school bus driver and the student rider. School bus transportation is a privilege and not a right. Students who misbehave may be issued a citation which can result in being denied the privilege of riding the bus since their misbehavior jeopardizes the safety of the entire group and could result in injury to others. Behavior infractions on the bus can also jeopardize a student's privileges at school too. If you have any questions regarding transportation, please see the Bus Routes, Application and Fees tab on the district website. Copies are available in the school and district offices.

Change of Address or Phone Number

By accessing the [Parent Portal](#) parents can update any student or parent information. Please also help us keep our records up-to-date with regard to changes of employment or emergency contacts and phone numbers. This is particularly important so that the school is able to reach someone if an illness or injury occurs.

Child Custody

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children. The school must have a copy of the court order on file. Otherwise, either parent may sign the child out of school with proper identification. If you require dual notification (both parents to receive notification/mailings) please contact the office to set this up.

Class Placement

Student class placement for the following year begins in late spring. Class sizes and grade configuration are based on enrollment and strict formulas dictated by the state. Due to these restrictions, it is common that our class configuration will result in multi-age (combo) classes. Our staff is trained and skilled in the instruction of multi-age classes. Our motto is *we teach children, not grades*. Individual student placement is made through collaborative efforts of their current classroom teacher, special education teachers, support staff and the principal. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. Parent requests for specific classroom teachers are not accepted. However, parents may want to offer input as to their children's learning needs and this can be given to the current classroom teacher to help in the placement decision. Once class placements have been made, requests for changes will not be considered until **two weeks after the start of the school year, and if room exists in the desired classroom.**

Communication

- **Email** - All Northside and district staff/employees can be contacted by email using their first initial + last name, followed by @bomusd.org. Example: Emily Gallo egallo@bomusd.org You can also call the office and request to leave a voice message.
- **Website** - Northside STEAM School operates a school website <https://northside.bomusd.org/> and has a Facebook page for communication. Please check out the Google calendar located on our school website for all Northside events. Please bookmark both pages for important information and updates regarding school events.
- **PTA** – Our parent group also has a Facebook and a link on the school website. Check out Northside PTA on Facebook @NorthsideBearsPTA.

- **Class Dojo** - Classroom teachers will use the Class Dojo App as an option for communication with parents. This program can be downloaded to any device and allows for you to get immediate notifications of messages from your teacher/school. The app also allows parents to communicate directly with their student's teachers as well.
- **Blackboard** - The district and school sites utilize Blackboard to communicate with families via phone, email, social media in the case of emergencies or to communicate information. Please make sure your contact information is updated in Aeries.

Curriculum & Instruction

Curriculum used in classes throughout the District goes through a rigorous process before it is adopted, including extensive review by teachers, administrators and the District Curriculum Council (which includes parent representatives--contact your school principal if you are interested in participating). California Common Core Standard guides curriculum in math and language arts and state frameworks for science and social studies. Supplemental materials aligned with the CCCS are also used to enrich the core content.

Dress Code

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school. Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students, all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

Students who are in violation of the dress code will be given an opportunity to call home for appropriate attire or will be given alternative clothing to wear. The final decision concerning the appropriateness of clothing will be made by the school administration. Age is taken into consideration when decisions regarding appropriateness of dress are made.

Policies -

1. All clothing must be clean, neat and size appropriate.
2. Bare midriffs, spaghetti straps, halter tops, tank tops with large sleeve openings, tank tops with less than 2" wide straps, basketball jerseys (unless a T-shirt is with sleeves is worn underneath), see-through, mesh, or sheer tops through which undergarments can be seen, or shirts/tops that expose the entire shoulder are not allowed.
3. Any top that exposes cleavage is not allowed.
4. All pants must be worn at the waist.
5. No undergarments may be exposed.
6. Leggings, spandex, athletic pants/shorts or tights must have an accompanying over garment at least mid-thigh length. Ages and stages are recognized.
7. Dresses, shorts and skirts must be mid-thigh (fingertip length) or longer, even when worn with leggings or tights.
8. Sleepwear, pajamas and slippers are not allowed unless designated for a special occasion.
9. Appropriate footwear must be worn at all times. Flip-flops and sandals without back straps or shoes with heels are not allowed. This is for safety reasons on campus.
10. All hats and hoods must be removed while indoors.
11. Clothing which has offensive or controversial slogans/images that disrupt the learning environment, are not allowed.

Electronics/Cell Phones/Watches

Students are not permitted to use any type of electronic device during class time without the permission of the school administration/staff. The electronic device must remain silenced during the instructional school day. Electronic devices are not permitted outside the classroom. If a student receives permission by school personnel to use an electronic device, it shall not disrupt the educational program. If disruption occurs, the school personnel shall direct the student to turn off the device and/or confiscate it.

If a school staff member finds it necessary to confiscate a device, the device will be returned in accordance with school rules after the teacher/administrator has consulted with the student and/or parent/guardian. ***The school is not responsible for lost or stolen electronic devices.*** Students are to make arrangements with their parent(s) or guardian(s) to contact the school office when attempting to reach them for emergency purposes during the school day.

The following are inappropriate uses of electronic devices: harassment, threats, photography, videography, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text messages to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the District's progressive discipline as follows:

Initial violation – electronic devices will be confiscated by school staff and secured in a safe location. The electronic device will be returned to the student at the conclusion of the school day and a behavior referral sent home for parent notification; violation will be cited in Aeries.

Second violation – electronic devices will be confiscated and secured in a safe location in the office. The electronic device will be returned to the parent, along with a discipline referral to be signed by the parent; violation cited in Aeries.

Third violation – the electronic device will be confiscated and secured in a safe location in the office. Parents will be notified to retrieve the device and their student's loss of privilege for the remainder of the school year.

Emergency Cards/Plans

Be sure that your child has an updated emergency card on file in the office. An Emergency Plan Form is sent home with each student at the beginning of the school year and must be returned to the student's teacher. This is required by law and allows us to follow your wishes in the event that your child is ill or has an accident at school. We will always attempt to reach the parent first. ***Please report to the office, or personally change in the Parent Portal immediately, any change of emergency information, including babysitting arrangements.*** In the event of an emergency, we will make every effort to contact you at all of your contact numbers using our Blackboard automated phone service.

Emergency Dismissal and School Closure

When emergency situations or inclement weather conditions force the cancellation or delay of the start of schools in the district, this information will be broadcast to you through the district's automated phone system and social media outlets. In addition, the information will be broadcast on the following local television stations: television channels 3, 10, or 13. Please do not call the stations or the school. As soon as the decision to change the schedule or cancel school has been made, the stations will announce the change and a Blackboard message may be issued. All notifications will go out on the school Dojo and Blackboard messaging systems.

Emergency Drills

Students will be taught the appropriate actions to take in the event of an emergency. Fire drills will be conducted monthly. Students will also receive a bus evacuation drill at the beginning of the school year. Additional emergency drills for a lockdown/active shooter/shelter in place, will take place annually.

Enrichment Opportunities

- **Field trips** – Teachers are encouraged to take educational field trips during the year that both reinforce and enrich the content standards. Individual classes bear the responsibility for fundraising the money necessary to fund the trip. Before a child is allowed to go on a field trip, we MUST have a signed permission slip from the child's parent or guardian. Handwritten notes cannot be accepted. If permission slips are not returned, your child will not be allowed to participate in the field trip. Parent chaperones for day trips must be cleared and on the volunteer list. Overnight chaperones must have fingerprint clearance. The fingerprinting process begins with the classroom teacher and is paid for by the volunteer. The process may take several weeks, so planning ahead is advised. Additional clearance and insurance verification is required for any parent drivers.
- **Family Nights** - Family engagement is at the heart of any high performing school. We offer several family nights within the school year to provide enrichment to our curriculum and to reach out to our parent community. Family Nights might include: Science Fair, Literacy/Math Nights, STEAM Showcase and musical performances and theater.
- **STEAM Rotations** – Students in all grades will participate in monthly enrichment opportunities that address science, technology, engineering and arts. Students will have the opportunity to experience fine arts, ceramics, theater, music, dance and engineering through our Maker labs.
- **Maker Labs** - Maker Labs and the Maker movement of late have come forth to bolster hands-on and experiential learning. An ally of STEAM (Science, Technology, Engineering, Art and Math) education, "making" seeks to simply invite the natural intrigue and curiosity of young creative minds and foster experiences that fuel innovation, collaborative drive and the critical thinking necessary in our

quickly changing culture. We will be offering students a variety of creative and meaningful choices: Marble Machine, Vinyl Design and Cutting, Woodworking, Basic Circuitry and Take Apart Station. This is an exciting opportunity for our students.

- **Rocky's Rangers** - Providing students with the opportunity to serve their school and develop leadership is part of our mission at Northside School. Rocky's Rangers provide a wide range of service opportunities on our campus such as: safety patrol, garbology, town hall, flag patrol, peaceful playground monitors, cafeteria help, office aid, hallway monitors and much more! Students will have the opportunity to apply for these positions two times per year.

FAST - Family AND Schools Together

Black Oak Mine Unified School District is excited to announce new resources available to support families during these challenging times. The Family and School Together Coordinator and School Counselors are available to assist families with academic, social and emotional concerns and to connect families on the Divide with additional county resources ranging from educational to home support. To access this information, please visit the Parent tab on your school websites for the [online referral form](#) or reach out to your school secretaries. You can also contact Bridget Isham for further information or reach out at: bisham@bomusd.org or text/call 530-334-3305

Health

The school nurse, health specialists, and secretaries strengthen the educational process by assisting students to attain and maintain a health status which will enable them to take maximum advantage of their educational opportunities. Our health office is staffed by the secretary, a health specialist (5 hours/day), and occasionally the district nurse. The district nurse provides training to the secretaries and health specialists in CPR, first aid, assisting students with taking medications, emergency care for students, and other health issues so that they are able to provide outstanding care.

The district nurse is responsible for providing health assessments for regular education and special education students; conducting vision, and hearing screening; maintaining health records for each student; assessing student's immunization records; recommending measures to control communicable diseases; providing health counseling and referrals for students, parents, and staff; planning emergency/crisis response and providing support for the health education curriculum.

Illness or Injury during School Hours

Sick children should not be sent to school. Symptoms such as fever, running nose, stomachache, cough or a headache may indicate a contagious condition. For the protection of your child, other students, and school personnel, sick children should not be in school but should be kept at home until fully recovered.

If a child has a **contagious disease**, please notify the school immediately so that steps can be taken to prevent epidemics. The child may be readmitted to school only if the contagious period of the disease is past. If a student becomes ill or is injured at school, they must first consult with their teacher or any yard duty staff on the playground. Students requiring health services will be sent to the office with a **"green"** office pass. **Please remember to inform the school office of any changes in the information on your child's emergency card. Current information is essential so that we can reach parents when their child is ill or has an emergency.**

Medication at School -

- In order for a student to be able to take medication at school, **the parent and health care provider must complete a "Medication at School" form.** "Medication at School" forms are available in the health office.
- **Only medications prescribed by a healthcare provider can be taken at school, INCLUDING** over-the-counter medications such as Tylenol or Advil.
- Designated school personnel will assist students with taking their medications that need to be taken during the regular school day (regular school hours and all school-sponsored activities).
- Students may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication once the school has received a physician's signed "Medication at School" form.
- The parent/guardian must bring all medication, including over-the-counter medication, to school **in the original container**, and the medication cannot have an expired date. For prescription medication, ask the pharmacist to provide you with a second labeled bottle so that one bottle can be brought to school and one bottle can be left at home.
- All medications are kept locked and accessible only to those staff members who assist students with taking their medication. The only exceptions are certain emergency medications or medication a student must carry for an existing medical condition as documented by a healthcare provider, such as inhalers for asthma.
- If a change occurs in the student's health care provider; medication, dosage, or method; the date or time in which the medication is to be taken; or the student's circumstances, the parent is required to provide the school with a written statement of the change.

- If a student is taking medication regularly, even when the medication is not taken at school, the parent must inform the school nurse or designated school personnel of the medication being taken, the current dosage, and the name of the health care provider (CA Education Code 49480).

Head Lice -

Our policy is a "no live bug" policy. If we find live lice, we call parents to inform. The recommendation is that students stay in school until the end of the day (we try to encourage immediate pick up). A Student may return as soon as treatment is complete. The student will be checked by the health staff before going to class. If no live bugs are found, the student will return to school. However, **we are not a no nit district**. If nits are found, the student may remain at school and the parent will be informed to use the lice comb to remove nits and there will be another recheck.

Insurance -

Black Oak Mine Unified School District makes available a low-cost insurance program that meets the required insurance coverage. This is also available if parents wish to protect their children during regular school hours, and twenty-four hour coverage is also available. If you are not already covered by a family insurance program, you might wish to consider this option. Information on this insurance will be sent home the first week of school.

Homework

At Northside we believe that homework complements classroom learning and benefits a student's overall educational program. Homework provides an opportunity for students to develop personal responsibility, study skills, organization, self-reliance, time-management and preparation for the rigors of high school, college and career readiness. Finally, homework informs parents about current areas of study and student working levels. **Homework should only focus on practicing previously taught content and should never be used as a means of teaching new instruction. If you or your student experience difficulty with any aspect of homework please communicate with the classroom teacher immediately.**

Guidelines -

Teachers can assign homework 3 to 5 nights/week; typically not over the weekend

- Expect to spend:
 - TK-K 10-15 mins. + independent reading
 - 1st-2nd 15-20 mins. + independent reading
 - 3rd-4th 20-30 mins. + independent reading
 - 5th-6th 30-40 mins. + independent reading
- Homework missed due to absence is required to be made up. Students will be given the same number of days as the absence.
- Homework will not be used to determine academic mastery of a concept

Teacher's Responsibilities -

- Communicate classroom policies and procedures to students and parents in August.
- Communicate due dates and directions for completing each homework assignment to students and parents.
- Provide homework assignments that are directly related to instructional objectives and take into account the differences among students so that it can be completed independently.
- Provide opportunities for students to ask questions and receive clarification of expectations when the assignment is given.
- Review and provide feedback to students. This feedback may include self-evaluation and/or tracking of progress, peer feedback, or teacher comments.
- Seek feedback from students and parents regarding the level of assistance needed to complete homework assignments as needed.

Student's Responsibilities -

- Write down assignments
- Make sure you understand the homework when the teacher assigns it.
- Ask for help when needed.
- Complete the assigned homework neatly and hand in assignments on time.
- Review homework with parents.

Parent's Responsibilities - *To help children be successful with work at home, parents can:*

- Create a place that supports studying. Most children do best in quiet, well-lit environments.

- Set aside a specific time to do homework each day. Family routines, including set homework times, have been linked to higher achievement.
- Make sure children have the supplies they need to complete assignments.
- Be available if children have questions. Parents can support their children by looking over homework and giving suggestions, but should not do the homework for them.

Library

Northside has a wonderful library that we encourage children to use frequently. Our library is open daily for scheduled visits, at recess and two days a week at lunch. Students are allowed to check out up to two books at a time, depending on their grade. Students having lost or overdue books will not be able to check out additional books until those are returned or paid for. Students may take AR tests in the library with supervision. Children are expected to take care of the school's books and return them on time. To help defray the cost of book replacement/repair, students will be charged for lost or damaged books. Book Fairs are held two times per year, with proceeds going to help fund the purchase of new books.

Lost & Found

Parents are strongly encouraged to label jackets, sweaters, sweatshirts, lunch boxes, and other items with their owner's name for proper and quick identification. Lost & found is located across from the back office door next to the staff room. When articles are not claimed after a reasonable time, they are donated to an agency for those in need.

Nutrition Program - Fees waived for the 2023-24 School Year

Northside provides a breakfast/hot lunch program to all students in transitional kindergarten through grade six. We will be providing a well-balanced, nutritional breakfast/lunch that follows American Dietary Guidelines. Breakfast will be available from 8:30-8:40 a.m. Second breakfast, for those who come after 8:40, will be offered during the first recess.

Parent Portal

All registered families in the district receive information regarding signing up for the Parent Portal. This is the hub for student information. You can update contact information, see student grades and demographic information. If you are not signed up or need help, please contact the office for more information.

Parent Teacher Association (PTA)

At Northside School we believe that parent involvement and presence at school supports success and is a contributing factor for high performing schools. We value and encourage parent involvement both through volunteerism and participation within our parent organization. PTA is composed of parent, staff, student and community representation. The mission of Northside PTA is to enrich our children's education and school experience by being the premier parent resource; encouraging family and community engagement through programs, services, advocacy, and education. PTA is able to financially support many special programs at Northside through their membership and fundraising events. Voting on PTA business is determined by PTA membership. Individual membership dues are \$5 annually and can be attained any time throughout the school year. Meetings are held on the 3rd Wednesday of the month at 6pm at Northside. Please contact PTA President, Teresa Nicponski at northsideSTEAMPTA@gmail.com.

Playground/Recess

Expectations and rules for the playground are taught and supported through our PAWS program (see our **Behavior Expectations Matrix**). All students are directly taught our playground rules during "Procedures Day" conducted twice during the school year. To ensure the safety of our students and to help alleviate disputes on the playground, we encourage games with clearly defined rules that are teachable and have been approved by the staff/administration. Students are encouraged to discuss new games with their teacher or Mrs. Arnett.

- **Personal Sports/Playground Equipment** – Students are not allowed to bring personal sports/playground equipment from home. Every effort is made to provide an adequate amount of equipment available for use.
- **Taking a Knee** - Three loud whistles signal the end of recess. The expectation is that all play will stop, students take a knee and listen for instructions. A single whistle signals all students to return equipment to its proper home and line up.
- **Emergency Signal** - In the event of an emergency, it might be necessary for all students to stop play. The signal for students to stop all play is the sound of a long whistle. At the sound of the long whistle, everyone must stop all activity immediately and freeze where they are. Students must then listen for special instructions.

Progress Reports/Report Cards

Teachers will report student progress halfway through the semester with a progress report and at the end of the semester using the district's standards based report card in grades TK-3 and a traditional grade based report card in 4-6th grade. A standard based report card shows progress toward an end of the year standard/expectation. This means students would not expect to show grade level progress or above grade level until the end of the year. It would be appropriate for a student to receive marks of "2" or approaching standard in the first semester and "3" or meets standards in the second semester. Parents are encouraged to contact their student's teacher in addition to formal reporting to keep apprised of their student's progress.

Prohibited Items

The following items are not allowed at school: FIDGET SPINNERS, TOYS, GUM, AEROSOL CANS, ENERGY DRINKS, LASER POINTERS, PERSONAL SPORT/PLAYGROUND EQUIPMENT for use on the playground, and TRADING CARDS. Students are not allowed to bring items to school to trade or give away. Hats & hoods may be worn outdoors and on the playground. Hats and hoods may not be worn inside. Exceptions to this rule are for school spirit days. Students are not allowed to bring items from home with the intent to sell. Selling items is prohibited.

Promotion

At the end of the school year, our 6th grade students are recognized for making the important transition to junior high school at our Promotion Ceremony. Parents, family and friends are invited to come and watch. Awards and recognitions will take place. A celebration, hosted by parents, is held following the ceremony.

Supplies

Per California Education Code, all supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge. Teachers may provide families with a list of recommended supplemental supplies that are optional to buy or donate to the classroom. If you are in need of assistance for items such as backpacks or lunch bags, please contact the school office and we will assist.

Student Recognition

Celebrating student success and hard work is a priority at Northside School. Students have many ways to earn recognition. Our PAWS program recognizes students daily for demonstrating our school wide behavior expectations. Monthly recognition is given for behavior, attendance, AR goal completion, classroom cleanliness (Golden Dustpan) and cafeteria behavior. Students are recognized in front of their peers at our Town Hall meetings and on our school social media pages (if consent is given).

Student Study Team

The Student Study Team is made up of school staff members, support staff, parents and the administration. Its purpose is to study ways to help and support students who are having academic or social difficulty. The district has adopted a referral process and information can be given by calling the office. Depending on individual student struggles, further intervention and support may be needed.

- A good plan will address the following: Procedures for the desired behavior, changes to instruction if academic support is needed, changes to curriculum and environment, as needed, positive consequences for desired behavior and procedures for responding to inappropriate behavior. When a length of time determined by the Student Study Team has elapsed during which the student is re-assessed academically to measure progress or has met behavioral goals the team reconvenes to determine next steps if necessary.

Support Staff

Support Staff are on duty to ensure appropriate student behavior during the lunch hour, assist students in developing academic skills and keep the campus safe. They are to be treated with the same courtesy and respect as other school staff members. Additionally, support staff are an important partner in our PBIS model of positive recognition and support. Noon supervisors, and volunteer parents occasionally assist in helping ensure a safe playground.

Technology Use

Northside STEAM School views the use of technology as an integral component of our program. We provide students in grades 2-6 with a chrome book available for use at school. TK-1 grade classrooms also have iPads for use in the classroom. Students in grades 2-6 will check out a chrome book, much like a library or textbook, at the beginning of the year for use at school only (not to be taken home). Students will only be allowed to check out a chrome book once our **Technology Use Policy** has been signed by both the student and parent. Students and/or parents are financially responsible for the replacement or repair of a chrome book when intentional damage or misuse has occurred. Please refer to our **Technology Use Policy** at the end of this document for more information. Misuse of a chrome book will result in the following consequences:

1. **First violation** – student will lose privilege of use for 5 days, and a behavior referral sent home for parent notification; violation will be cited in Aeries.
2. **Second violation** – students will lose the use of the device for 10 school days. A discipline referral will be sent home to be signed by the parent; violation cited in Aeries.
3. **Third violation** – students will lose the use of the device for 30 days. A discipline referral will be sent home to be signed by the parent; violation cited in Aeries.
4. **Final violation** - student will lose access to device for the remainder of the school year, and a discipline referral will be issued; violation will be cited in Aeries.

Textbooks

Textbooks are the property of the Black Oak Mine Unified School District and are checked out to each student on a loan basis. The student's name and general condition of the book will be placed inside the front cover. A student will be responsible for paying full price for a lost textbook, or for any damage assessed by the teacher for ink marks, torn pages, etc.

Town Hall

Town Hall meetings are an opportunity for the whole school to meet together. They are held every Monday morning in the multipurpose room. Town hall meetings are themed to coincide with our monthly character education and provide the platform for our student recognition program. Whenever possible student leaders will be given the opportunity to run the Town Hall meetings.

Transitional Kindergarten/Kindergarten

Students who are turning 5 by June 2nd will register for Transitional Kindergarten (TK). They will start school at the beginning of the school year in August. The TK program is the first year of a two-year Kindergarten experience. After a year of TK students will progress on to Kindergarten. Some students who are of Kindergarten age – turning 5 before September 1st – may be recommended for the TK program, if it is determined they need more time to develop readiness skills necessary for Kindergarten. A transitional year of Kindergarten provides experiences in a positive social- emotional and developmentally appropriate environment. Students will be exposed to the concepts and skills taught in Kindergarten at a pace that is appropriate for them. Your student will then be better prepared for Kindergarten the following year. If your student is in a multi-age TK/K, your TK child will be doing some different activities and will have different expectations than those students who are in Kindergarten. TK and K children all play together on the playground and have recess and lunch at the same time.

Volunteerism - Parent volunteers are encouraged and welcomed at Northside School in the classroom, playground and library. Parents who are interested in volunteering in their student's classroom on a regular basis must complete a volunteer form within the office. One time visits are an exception to this rule. Your service as a volunteer will add significantly to the culture of Northside School. Your involvement helps build a school community and partnership that emphasizes academic excellence, positive behavior expectations and a lifetime love of learning. As a volunteer, you provide enrichment opportunities that enhance the educational experience for students while supporting teachers and staff. Your participation helps us to fulfill our mission of creating a safe, positive, innovative and educational environment for all children. As you enhance and support our school, it is important to help students be excited about learning.

Yearbook - We are very proud to offer students and families the opportunity to purchase a school yearbook. Yearbooks are for sale online starting in January. You can find a link on our school website.