



**Northwood
Elementary School**

Parent Handbook

Revised 9/2010

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1. Communication

Office Hours

Monday-Friday 7:30am-4:00pm

Address

2214 Berks Street
Napa, Ca 94558

Phone #

(707) 253-3471

Website

All the information in this handbook, and much, much more can be found on our school website at: www.northwoodnapa.com

Communication is very important to us at Northwood. Information is shared in a variety of ways. It is our goal that all families are well informed.

- weekly multi-flyers “PFC Press”
- Connect Ed “phone calls”
- periodic email blasts, “Northwood newsflash”
- teacher newsletters
- room parent updates
- bulletin boards
- posters
- monthly Parent Faculty Club and Site Council meetings
- Northwood website www.northwoodnapa.com

Please take the time to inform yourselves so your family is able to participate, enjoy and take advantage of everything Northwood has to offer.

2. Office Procedures

Visitors on Campus: We are very proud of our school and encourage parents and other family members to visit our school and participate in the classroom. All visitors to the school are required to check in at the office and wear a badge. It is for your child's safety that the office personnel know who is authorized to be on campus. This procedure will also protect classroom instruction from unnecessary interruptions.

Absences: Regular attendance is very important for students to fully excel in school. Excused absences are only those for illness, medical appointments, or a death in the family. Please try to schedule family business outside of school hours whenever possible. When your child is running a temperature, please keep him at home for 24 hours after the temperature ceases. When your child will be absent for any reason, please call our school office at (707) 253-3471.

Signing-in Late/Tardy: If your child is late for school he or she must sign-in at the office and bring a tardy slip to class. Tardiness is recorded on your child's attendance record. Please help your child get to school on time so they do not miss important morning routines and so they do not disrupt the classroom.

Signing-out Early: Parents or guardians **must** sign-out children in the office if they are going to pick them up from school before dismissal. The office will call your child's teacher in the classroom and have your child come to the office to meet you before you leave campus. Please always follow this procedure to insure the safety of all students.

Forgotten Lunch or Homework: Please bring any forgotten lunch or homework to the school office. We have students deliver items to the classrooms. This protects classroom instruction from unnecessary interruptions.

3. Arrival and Departure Expectation

A lot of time and energy has gone into creating plans to ease traffic congestion and to ensure the safety of Northwood students during drop-off and pick-up. The following safety tips should be followed so that everyone remains safe and so that drop off and pick up runs as smoothly as possible. Please DRIVE SLOWLY! (*The speed limit in the parking lot is 5mph*). Also, be sure your child is ready to debark as soon as you are in a safe location. Say your “good-byes” and have backpacks “at the ready” before you arrive in the parking lot.

South (main/front) parking lot

- Drop-off and pick-up children only from the curbside lane.
- Pull forward as far as possible up to the yellow line near the bike cage before stopping to pick-up or drop-off your child. This maximizes space behind you for others to safely do the same, thus optimizing traffic flow.
- WHEN TRAFFIC IS FLOWING SLOWLY AND SMOOTHLY THROUGH OUR PARKING LOT, THE IMPACT ON OXFORD STREET TRAFFIC IS LESSENER. THIS MAKES FOR THE SAFEST ENVIRONMENT FOR OUR MANY CHILDREN WALKING AND RIDING TO SCHOOL ALONG OXFORD.
- Children are asked to wait until their ride is in front of the speed bump before loading. Please do not beckon to your child if you are behind the speed bump!
- After your child is in the car you may carefully pull out and exit passed through the yellow striped safety zone.
- The drive-through lane is for accessing parking spaces and to facilitate exiting the parking lot. It is not to be used to pick-up or drop-off children as this necessitates children walking through the moving traffic of the curbside lane.

North (staff/back) parking lot

- When approaching the front of the line, pull your car slightly to the left so others may pass you from behind on the right.
- As there is currently only one lane of traffic through this lot and cars may be passing from behind on the right, it is highly recommended that children load and unload from the driver’s side of your car.
- There is absolutely NO parking in this lot; it is for pick-up and drop-off only.

Linda Vista Ave.

- Be aware of passing traffic. It is our experience that passing cars are not always aware of you.

4. Student Behavior Expectations (BEST)

This is the matrix school staff has developed to help all students understand what it “looks like” to be safe, respectful and responsible in the different areas of our campus. We hold a 60 minute school-wide assembly on this topic at the beginning of each year, and brief 5 minute weekly assemblies reinforce these concepts.

Area	Be Safe	Be Respectful	Be Responsible
All Areas	<ul style="list-style-type: none"> *Keep hands, feet and objects to self *Use all equipment and materials appropriately *Get adult help for accidents and spills *Be aware of potential danger *Walk at all times 	<ul style="list-style-type: none"> *Use kind words and actions *Wait your turn *Clean up after self *Follow adult directions 	<ul style="list-style-type: none"> *Follow school rules *Remind others to follow school rules *Take proper care of personal belongings and school equipment *Be honest *Report any potential danger
Primary Playground & Recess	<ul style="list-style-type: none"> *Walk to and from the playground *Stay within boundaries *Be aware of people around you *Refrain from “play fighting” 	<ul style="list-style-type: none"> *Play fairly *Include everyone 	<ul style="list-style-type: none"> *Take care of and return classroom equipment
Upper Playground & Recess	<ul style="list-style-type: none"> *Walk to and from the playground *Stay within boundaries *Be aware of people around you *Refrain from “play fighting” 	<ul style="list-style-type: none"> *Play fairly *Include everyone 	<ul style="list-style-type: none"> *Take care of and return classroom equipment
Cafeteria (lunch & assemblies)	<ul style="list-style-type: none"> *Keep all food to self *Sit with feet on floor, bottom on bench and facing table 	<ul style="list-style-type: none"> *Allow anyone to sit next to you 	<ul style="list-style-type: none"> *Raise hand and wait to be excused *Get all utensils, milk, etc. when first going through the line
Bathrooms	<ul style="list-style-type: none"> *Keep feet on the floor *Keep water in the sink *Wash hands *Throw trash in garbage can 	<ul style="list-style-type: none"> *Knock on stall door *Give people privacy 	<ul style="list-style-type: none"> *Flush toilet after use *Return to room promptly
Passing Areas	<ul style="list-style-type: none"> *Stay to the outside, avoiding doors *Walk facing forward 	<ul style="list-style-type: none"> *Hold the door open for the person behind you 	<ul style="list-style-type: none"> *Go to your class promptly *Avoid puddles & sprinklers
Arrival and Dismissal	<ul style="list-style-type: none"> *Use crosswalks & sidewalks *Bike riders wear a helmet & walk bikes on campus *Stand in line before school starts 		<ul style="list-style-type: none"> *Arrive on time *Leave on time
Special Events & Assemblies		<ul style="list-style-type: none"> *Pay attention to the program and to any speakers *Applaud at appropriate times 	<ul style="list-style-type: none"> *Follow directions

5. Dress Policy

Students need to come to school dressed appropriately for the weather and for school activities. It is important that students wear clothes that allow them to *participate fully* and that they are comfortable so they can *focus on learning*.

- Please avoid spaghetti straps and backless dresses.
- Pants are to be worn at the waist. Sagging pants require a belt.
- Comfortable shoes that cover and protect the whole foot should be worn everyday (*not just on PE days*). Students participate in a variety of athletic activities daily.
- During cold weather **ALL** children should wear jackets.
- Sunscreen and sun hats are highly recommended.

***If you are volunteering on campus following this policy would be a wonderful example to our students.*

6. Lost and Found

Lost items and clothing that are turned in are located in the Multi-Purpose Room. Please check regularly, as we have lots of items that are never claimed. Please label all clothing and personal items to help us return them to the owner. Check for lost small items (jewelry, glasses, etc.) in the office.

7. Classroom Parties

Classroom parties are coordinated with room parents. Parents are encouraged to send only healthy snacks for parties. Birthdays are to be arranged with classroom teachers at least 3 days in advance. Many teachers celebrate birthdays one day each month. Please check with your teacher about how they want to handle birthday celebrations. Parents should provide all items necessary such as napkins, plates, etc. if they choose to send a birthday snack.

8. Parent Faculty Club (PFC)

The Northwood Elementary School Parent Faculty Club (PFC) is dedicated to supporting the school's on-going educational program. We encourage all school families to participate in this group which meets monthly to discuss PFC business and participate in decisions relating to student educational activities.

The focus of the group is building community among school families, broadening family awareness of school, educational and parenting issues, and fundraising to provide enrichment experiences for Northwood students.

Our goal is to advance the education of students at Northwood Elementary School by providing educational equipment, material, tools, services and other assistance to the students, faculty and administration. The PFC seeks to increase communication and cooperation among the students, parents, faculty and administration of Northwood Elementary School and to promote a close working relationship among all through various activities.

The PFC has three annual fundraisers: a Jog-a-thon in the fall, a Read-a-thon in the winter, and "Twilight in the Vineyards" (an adult dinner and auction) in the spring. These fundraising efforts and activities are for the purpose of meeting financial needs that are not being met with state and district funding. These efforts will be aimed at securing the greatest opportunities in physical, mental and social education for every Northwood Elementary School student.

9. School Site Council (SSC)

The School Site Council consists of elected teachers, parents and other staff members. The role of the Site Council is to manage and monitor progress of the Single Plan for Student Achievement (SPSA or "Site Plan") and its related funds. The Site Council meets monthly and all interested parents and staff members are invited to attend.

10. English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee (ELAC) is a group of parents who share an interest in helping our second-language learners succeed at Northwood. Everyone is welcome to attend. If needed, these meetings will be offered in Spanish with English translation available.

11. District Annual Parent Notice

The Annual Parent Notice provides you a brief description of certain rights and responsibilities related to attendance in a California public school. A copy of this booklet is available on the district website: www.nvusd.k12.ca.us