



Parent/Student Handbook

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916.566.1920

Stacey Firpo, Principal

School Office Open Daily 7:30 AM – 3:30 PM

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MESSAGE FROM THE PRINCIPAL

Dear Northlake TK—8 School Community,

I am delighted to extend a warm welcome to all families and community members as we embark on a new academic year at Northlake TK—8. It is with great enthusiasm and commitment that I share our expectations for the upcoming, inaugural school year.

At Northlake TK—8, we strive for excellence in every aspect of our educational journey. Our dedicated team of educators and staff is committed to creating a nurturing and stimulating environment where each child can thrive academically, socially, and emotionally.

As we venture into this school year, we hold high expectations for both our students and ourselves. We believe in fostering a culture of respect, responsibility, and collaboration. Our aim is to instill a love of learning while providing a solid foundation for academic success.

Communication and partnership with our parents and community members are vital components of our educational philosophy. We encourage an open line of communication to ensure that we work together seamlessly to support our students' growth and development.

Northlake TK—8 is dedicated to maintaining a safe and inclusive space where diversity is celebrated, and every student feels valued. We are committed to providing a curriculum that challenges and inspires, preparing our students to become lifelong learners and contributing members of society.

As we embark on this journey together, I invite you to actively engage in your child's education and the life of our school community. Together, we can make a significant impact on the success and well-being of each student.

Thank you for entrusting us with the education and growth of your child. I am confident that, through our collective efforts, this school year will be one of achievement, growth, and positive experiences.

Warm regards,

Stacey Firpo

Northlake TK—8 Principal

This handbook serves as a convenient reference, offering essential information about the school's operations. Our dedication to teamwork and the preservation of a tradition of excellence at Northlake TK-8 remains unwavering. We are enthusiastic about partnering with you and your children to ensure a fulfilling and productive year ahead!

School Hours

Monday, Tuesday, Thursday, Friday 8:00 AM – 2:42 PM

Wednesday 8:00 AM – 12:42 PM

Students may enter the school grounds for breakfast at 7:30 am.

Adult supervision on the playground at 7:45 am.

ARRIVAL / DISMISSAL

Students should not be on campus prior to 7:30 AM unless in a supervised program such as Expanded Learning or any scheduled co-curricular meeting. Please be mindful of students and staff in the drop off areas. Keep traffic flowing. Do not park or exit your vehicle when in the drop off/pick up zone. Children should ALWAYS exit vehicles on the passenger side/ closest to the sidewalk. Adhere to all traffic laws at all times.

ATTENDANCE/ABSENCES

If your child is absent from school for any reason, please call the school office each day of absence or send an email stating the reason for the absence. You may also clear absences online at: www.northlake.trusd.net All absences must be cleared within five days after the occurrence. Uncleared absences are considered unexcused and truant.

TARDINESS

If your child arrives to school after 8:00 AM, he/she must first report to the office to obtain a tardy slip to be given to the teacher. Five or more absences / tardies is considered excessive and will result in a letter from Student Services and School Attendance. Being tardy prevents your child from receiving critical instruction and interrupts the learning process of other children. For this reason, repeated tardiness (truancy) will result in a letter being sent home to the parents.

RELEASE OF CHILDREN DURING SCHOOL HOURS

When picking up students from school during school hours, all parents must sign their children out in the office and produce A PHOTO ID FOR VERIFICATION. **Children will not be released to anyone not listed in the Aeries Portal computer system.** Parents with court-ordered custody should provide a copy of current court orders to the office to avoid confusion or conflict. No child may leave the school grounds unless the school office has granted approval. If you wish to pick up your student during the school day for any appointments, it must be done prior to 2:15 pm. After 2:15 pm conflicts with our dismissal process and contributes to traffic congestion.

INDEPENDENT STUDY

Students who will be absent from school for a series of days are encouraged to request an Independent Study Contract. This contract must be signed by parents prior to the student leaving school. I.S. is allowed for a minimum of 3 days may not exceed 14 days per year. All assignments must be completed and returned on the day the student returns. Please give your child's teacher at least 1 WEEK advance notice to prepare the work and contract. A packet that is not returned the first day back to school will be deemed Incomplete and the student will receive an unexcused absence on their attendance record.

MOVING

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, please notify the school within five days. If you are moving, and would like to remain at Northlake TK-8, please request an Administrative Transfer form from our school office to complete the current year. Approvals are granted on a case by case basis and depend on space available at the school site in the grade(s) and programs needed. Should your family find it necessary to move out of Twin Rivers Unified School District, please follow the steps below to make for an easier withdrawal for both you and your child:

1. Notify the school at least five days prior to your child's last day at school. You may call or send an email to the Northlake TK—8 school office.
2. Return all library books, textbooks, Chromebook, sports uniforms, and pay any fines.

SCHOOL TO HOME COMMUNICATION

Northlake TK-8 Monthly Newsletter

The Northlake TK-8 Monthly Newsletter is emailed home, as well as posted on our website, on a monthly basis. We communicate school news, Character Counts recognition, co-curricular information and important dates through these newsletters.

Northlake TK-8 Webpage

Northlake's website contains practical information about our school. The web address is www.northlake.trusd.net

Aeries ParentSquare

ParentSquare is an app available on i-phone and android devices that allow communication between parent and teacher, the school site and the district. Information and general school wide reminders are shared on Parent Square. Please make every attempt to sign up and register. **You will miss vital information if you do not sign up for this free application.**

Email Communication with Staff

Open communication between educators and parents is vital for a student's success. Should you have any questions or concerns, please reach out to your student's teacher utilizing email, or the protocols shared by the teacher with families. Our staff will do our best to respond within a 24 hour period. Thank you in advance for keeping all communication professional.

PARENT INVOLVEMENT AT NORTHLAKE TK—8

There are many ways parents can get involved at Northlake. Parents can join the School Site Council (SSC), the Northlake Parent Teacher Club (PTC), become a classroom volunteer or a field trip chaperone. Volunteers must complete protocols on the TRUSD website. <https://www.trusd.net/Departments/Human-Resources/VolunteersChaperones/index.html> All visitors must report to the Northlake front office to sign in and must have their TRUSD approved volunteer badge prior to entering campus. Please contact the front office for additional information at 916.566.1920.

IMPORTANT ANNUAL EVENTS AT NORTHLAKE

We encourage all of our parents to attend Back to School Night on August 29, 2024, Parent – Teacher Conferences November 21—22, Winter Program on December 17, Annual Art Show on February 19, Open House on April 16 and STEAM Night on May 9.

HOMEWORK

All homework assigned is intended to provide students with additional practice on concepts taught in the classroom setting. Often times, if a student does not complete work during class time, they may be asked to complete the work at home. Time management and being held accountable are two life skills that are important for everyone to learn. If you have any questions regarding the rigor of work or wish to ask any clarifying questions, please reach out to your student's teacher via email.

REMINDERS

REFRAIN FROM BRINGING THE FOLLOWING TO SCHOOL

Children are not allowed to bring live animals, gum, sunflower seeds and toys to school except by special permission from the teacher. These include, but are not limited to, electronics, trading cards and sports equipment. Teachers may take such items from students and hold them for the parent to pick up. We want to reduce possible distractions and altercations over personal items.

SCHOOL MEALS

Breakfast and lunch are available at Northlake TK—8 School. For the 2024—2025 school year, free breakfast and free lunches will be available for all students. If dropping off a lunch for a student, please drop it off in the front office, properly labeled with student's name, prior to their lunch period. Communicate with your student before school that their lunch will be in the office. Students will pick up on their way to lunch, not during class time.

CELL PHONES

Cell phones and Apple watches must be turned off and in students' backpacks until the end of the day. Students may not use their devices during school hours to place calls or send text messages unless given permission from a staff member. Additional information regarding our cell phone policy is located in this handbook.

FRONT OFFICE TELEPHONE

The office will **not** transfer calls for a student into the classroom. In an emergency, we will promptly take a message to the student. Please be sure to make arrangements with your child as to when and where you will be picking them up after school. This will cut down on telephone usage after school in the office.

PARENT VISITATIONS

Parents are welcome and encouraged to visit the school but must follow proper procedures to ensure child safety. Visits should be scheduled in advance with the teacher so that suggestions for appropriate time will make the visit as productive as possible. Teachers will **not conference** with parents **during class time**. In the interest of safety, all visitors must check in at the office and provide a driver's license upon arrival at school prior to visiting a classroom. All visitors are required to wear a visitor or volunteer badge. Those who wish to be a volunteer on our campus, will need to complete the volunteer paperwork and all necessary screenings. Please visit www.trusd.net/ for additional information and our online application. All visitors without a badge will be directed to the office. This procedure will assist the staff in offering a safe, secure environment for our students.

LOST AND FOUND

Many articles become lost or are left unclaimed during the course of the year. It helps if personal belongings are clearly marked on the inside label with your child's name so that your child can identify his/her articles easily. Children may claim lost items by checking with their teacher or checking the lost and found bin in the cafeteria. At the end of each trimester, unclaimed items are given to a charitable organization.

SOCIAL EMOTIONAL LEARNING

Social and emotional learning (SEL) is an important part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions, achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Social emotional learning on the Northlake campus includes classroom lessons on developing a growth mindset and setting personal goals, activities such as mindful moments and breathing exercises to support mental well-being and a focus on leadership and team building activities, such as community circles, to nurture a sense of community.

CHROMEBOOKS

Chromebooks are checked out to each student, along with their grade level textbooks. Chromebooks should be charged nightly and not used near food or drink. If a device is broken or damaged, families will be charged for the replacement of the device. Please verify that your student is handling their Chromebook with care and charging it, so it is ready for school each day. The history and website usage is tracked by the Twin Rivers Unified School District. We advise verifying what sites your child is visiting or what items they may be searching on the district owned device.

NORTHLAKE TK-8 STUDENT BEHAVIOR STANDARDS

We believe that the development of our students into socially aware and well-disciplined young citizens is accomplished by doing the following:

- Exhibiting mutual respect
- Encouraging and maintaining mutual effort between parents and school to provide students with positive and productive ways of developing social skills
- Establishing and communicating reasonable standards of behavior
- Communicating with students and parents behavior expectations and consequences of inappropriate behavior.

STAFF EXPECTATIONS

- Northlake TK-8 staff will maximize student achievement for all students.
- Northlake staff are committed to character development and social emotional learning and strive to integrate these important foundational skills throughout the core curriculum.
- Northlake staff will ensure a respectful, safe, and positive learning environment.
- Northlake staff will have open and ongoing communication with parents regarding a student's behavior and academic progress in the classroom.

STUDENT EXPECTATIONS

Northlake TK-8 Jets F.L.Y.

F - stay FOCUSED

L - LEAD by example

Y - YOUR words and actions matter

POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS (PBIS)

Northlake will utilize a school-wide system to support positive student behaviors known as PBIS. This system of support includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Part of the system requires explicit teaching of student behaviors. The matrix is included here on the following pages for your information.

AREA/ SETTING	Show Respect	Make Good Decisions	Solve Problems
Assembly	<ul style="list-style-type: none"> • Show Respect to visitors • Use Appropriate voice/ noise level • Pay attention to speaker • Applaud the presenter • Participate when asked to participate • Take hats and hoods off when entering the library 	<ul style="list-style-type: none"> • Enter/exit quietly • Sit quietly with your class • Keep hands and feet to self • Remain in your seat until dismissed by teacher in charge 	<ul style="list-style-type: none"> • Ask permission to move if seating around you may cause problems. • Handle restroom issues before entering gym or cafeteria
After School Procedures	<ul style="list-style-type: none"> • All students walk to the appropriate release area in a straight line with their teacher • Stay with teacher until released 	<ul style="list-style-type: none"> • Students are to clear the campus as soon as possible and go directly to their after school destination. • Students may not return to the campus without being accompanied by a family member. 	<ul style="list-style-type: none"> • Students are to report to the office if they are not picked up within 5 minutes after being dismissed from class.
Restroom	<ul style="list-style-type: none"> • Use bathroom for its intended purpose • Put toilet paper in toilet • Flush the toilet when needed • Throw paper towels away in the trash can • Keep personal space and privacy • Respect property (Yours and others) • Use appropriate language • Keep water in the sink 	<ul style="list-style-type: none"> • Clean up after yourself • Walk directly to and from the restroom • Wash hands after using restroom • Return straight to class after using the restroom • Use bathroom during recess or lunch • Recess time is to be used first for restroom use and drinks of water. 	<ul style="list-style-type: none"> • All students using the restroom during class have a pass. • Let teacher know if you see a problem in the restroom. • Inform adult of vandalism. • All trips during class time will be kept to a minimum
Library	<ul style="list-style-type: none"> • Inform Staff of vandalism or damaged books • Walk to, from, and inside the library • Take hats and hoods off when entering the library 	<ul style="list-style-type: none"> • Treat books with care • Allow others to read without interruption. • Use a whisper voice. • Sit appropriately in a chair or on the carpet. 	<ul style="list-style-type: none"> • Be in an assigned location at all times. • Return books to appropriate locations. • Leave library as it was when you entered.

AREA/ SETTING	Show Respect	Make Good Decisions	Solve Problems
Playground	<ul style="list-style-type: none"> • Use appropriate sounds, language and body language. • Show good sportsmanship • Pay attention to surroundings • Show Respect to all adults • Respect school boundaries and surrounding homes and yards. 	<ul style="list-style-type: none"> • Stay in line until dismissed • Walk on playground • Eat snacks at a table bench • Use equipment properly • Share Equipment • Refrain from chasing or tag games 	<ul style="list-style-type: none"> • Let supervising teacher know if there is a problem you cannot safely solve on your own.
Front Office	<ul style="list-style-type: none"> • Use polite and appropriate language • Use appropriate inside voice/noise level • Use kind words and actions • If an adult is on the phone, or speaking with someone, wait your turn, patiently and quietly, say "excuse me" and do not interrupt. 	<ul style="list-style-type: none"> • Walk in and out of the office quietly • Ask teachers permission and bring a note. • Sit in chairs appropriately 	<ul style="list-style-type: none"> • Wait your turn and ask politely • State your problem and purpose politely • Use manners when speaking.
Before AM Bell	<ul style="list-style-type: none"> • Students can enter playground at 7:45 am when supervision begins 		<ul style="list-style-type: none"> • Stay on playground unless you have an emergency • Hallways should be clear and vacant prior to the start of our instructional day
Morning Announcements and Flag Salute	<ul style="list-style-type: none"> • Remain quiet and listen to the announcements. • Stand quietly and face the flag during the pledge • Use an appropriate volume when reciting the pledge. 	<ul style="list-style-type: none"> • All students will use a respectful voice. 	<ul style="list-style-type: none"> • Set a good example for those around you.
Cafeteria	<ul style="list-style-type: none"> • Use appropriate language • Use kind words and actions • Use garbage cans and throw away trash before leaving the cafeteria • Clean up your area 	<ul style="list-style-type: none"> • Walk inside Cafeteria • Wait in line patiently • Eat at tables/ designated area • Sit while eating • Eat only the food on your own tray or lunch you brought from home • Stay seated and raise hand if you need help with anything or need to get up • Make a good choice when selecting who you sit near 	<ul style="list-style-type: none"> • Use indoor voices • Ask an Adult for help

STUDENT BEHAVIOR REFERRAL PROCESS

If a student makes a poor choice he/she will receive a warning. If the behavior continues, a student behavior report, also known as a PBIS referral, will be created and logged. Parents will also be informed. These expectations are clearly communicated to all students at the beginning of each school year and are reviewed frequently. Consequences might include campus beautification, or loss of other on-site privileges.

Behaviors that may result in a warning/think sheet/behavior report include the following:

Rough Play: play fighting, wrestling, etc. are prohibited.

Restroom Abuse: using the restroom for unattended purposes such as: throwing paper on the floor, standing on the toilets, locking the doors when not in them, writing or drawing on the walls, etc. Putting anything in the sink or toilet to cause it to flood.

PLEASE NOTE: DAMAGE DONE TO ANY PART OF A SCHOOL FACILITY THAT INVOLVES A COST FOR REPAIR MEANS THE PARENT OF THE STUDENT COULD BE HELD LIABLE FOR THOSE CHARGES

Improper use of equipment: using the equipment (both indoors and outdoors) for unintended purposes, for example: running up the slide, standing on playground equipment, swinging jump ropes, throwing balls or other equipment at others, etc.

Defacing school property: any destruction of school property such as: writing on walls, breaking windows, tearing posters down, breaking soap or paper towel dispensers, etc.

Verbal abuse: profanity, racial comments, slurs and insults, as well as derogatory or disrespectful verbal attacks directed toward any member of the Northlake Learning Community, is prohibited.

Riding bikes, scooters, or using skates on campus: bikes, scooters, skateboards, and skates are not to be used on campus. If brought to school, they should be walked off campus before being used.

Continued disruption of the learning process: students are expected to come to school to learn and are expected to follow the directions given by the adults on campus who are responsible for them (teachers, paraprofessionals, office staff, principal, yard duty, cafeteria personnel, custodians, etc.)

Out of class without permission or in the wrong place: students are permitted to leave class only if they have a note or hall pass from the supervising adult stating it is okay. Students should not be in any areas that are considered off limits (hallways during recess, off campus, hiding in bathrooms, outer field, behind buildings, etc.)

Bringing inappropriate materials on campus: these items can include: electronic devices, trading cards of any type, cologne, make-up, toys, nail polish, etc. Cell phones are allowed on campus, however, are NOT to be turned on during the school day. The cell phone policy is explained in more detail on page 10 of this handbook.

NORTHLAKE TK-8 DRESS CODE

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

Northlake TK-8 Spirit wear is always encouraged to show school spirit.

Any clothing or apparel that a student, or group of students, wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.

Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs, see-through or fishnet, or off the shoulder and low-cut tops are not appropriate or acceptable.

Clothing that exposes bare midriffs or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tank tops and other clothing must be a minimum of two inches (2") wide.

Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.

Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible.

Leggings and jeggings are permitted but cannot be see-through or have mesh. Tops worn with leggings and jeggings should be of a length that ensures modesty and covers the pelvic area. Pajama bottoms are not appropriate attire and should not be worn to school.

For safety reasons, students are not allowed to wear flip-flops or slippers; shoes or sandals must have a heel strap. Students need to be able to fully participate in recess and physical education. Tennis shoes are the recommended shoe of choice.

Hoods and/or hats are not to be worn in the classroom, but can be worn during recess. When it is 80 degrees or warmer outside, students will be asked to remove their sweatshirts to prevent overheating or any other medical emergency.

Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol, or tobacco company advertising, promotions, or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate discrimination or harassment of race, religion, or sexual orientation.

Northlake TK-8 Cell Phone Policy

The Northlake staff realize that we are living in the 21st century and that many technologies, including cell phones, are readily available to our students. In order to make the best use of these technologies, while maintaining a rigorous educational environment, the following guidelines are to be used with all cell phones:

- Phones are to be turned off during the entire instructional day, NOT in vibration or silent mode, but turned entirely off.
- The phone should be turned off immediately upon entering campus in the morning.
- Family / friends texting or calling during instructional time negatively impacts student learning and takes away from instructional activities.
- Students may always be reached via the office phone should parents or family wish to leave a message.
- Should there ever be an emergency, the office will immediately communicate with families via our phone outreach program.
- Students may use cell phones beginning at dismissal time once they are off of our campus.
- Students may use cell phones **with staff permission**.
- Phones are turned off when entering campus and should remain off. If a student needs to contact a parent, a student may ask for permission to use a school phone.
- Cell phones will be taken away and given back to students at the end of the day as a result of the first infraction of these guidelines.
- If your child's cell phone is taken away for a second time, the classroom teacher shall place the cell phone in a secure area. Arrangements will need to be made with the classroom teacher in order to retrieve the cell phone.
- If infractions continue, staff members will conference with the student and family and make other arrangements for the cell phone.
- The safety of our students, including their physical and social wellbeing, is our number one concern. Utilizing phones to photograph, video tape or communicate with peers or adults is not necessary during the instructional school day. We want to prioritize education for our students while on site at Northlake.
- The school, staff, and district are NOT responsible for any lost, damaged, or stolen cell phones. The responsibility totally rests with the student should they bring a cell phone to school. In addition, NO other electronic devices such as PSP's, Nintendo DS's, IPODS, IPADS, tablets, etc. are to be brought to school without specific staff permission. Once again, the school and staff will NOT be responsible for lost, damage, or theft of any such items.

We appreciate your support in this matter.