

Nord Country School

Parent & Student Handbook



The Board of Directors and the staff at Nord Country School welcome you and your family. This handbook is designed to help you and your student(s) get acquainted with NCS. We hope that it will serve as a useful reference to you while your child is enrolled here.

5554 California Street, Chico, CA 95973
(530) 891-3138

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School Beliefs

- High expectations yield greater results.
- The family is the primary influence in the development of the person.
- Learning is a lifelong process.
- Hard work and perseverance develop character and are a foundation for success.
- Tolerance and respect of diversity are essential for a healthy, cohesive society.
- Learning is maximized when instruction is personalized.
- Developing the whole person enriches both the individual and society.

School Mission

Nord Country School's mission is to create partnerships with students, families, staff and the community in order to provide a safe and inviting environment in which students will experience the best of traditional education with modern approaches.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

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Board of Directors

Nord Country School is organized as a not for profit 501c3 for the purpose of operating a public school. Our Board of Directors is legally and fiscally responsible for the organization and approves all school policies and the annual budget. Regular board meetings are open to the public and held the fourth Wednesday of most months. Meetings are held in the staff room at school at 6:00.

Hilary Tricerri, Parent Representative	Board President
Radley Ott, Parent Representative	Vice President
Todd Lewis, Community Representative	Treasurer
Janet Ellner, Educational Representative	Co Secretary
Katrina DuVal, Parent Representative	Co Secretary
Jesse Scherba, Parent Representative	
Junell Lawrence, Community Representative	
Levi Russel, Community Representative	
Sheila Koester, Teacher Representative	

Administrators

Kathy Dahlgren	Principal/Superintendent
Lisa Speegle	Chief Business Officer
Allison Ward	Education Director
Amber Hayes	Education Director

Teachers

Lexie Aceves	Kindergarten
Sheila Koester	1 st Grade
Monica Hill	2 nd Grade
Rachel Hughes	3 rd Grade
Tiffany Hockenberger	4 th Grade
Lisa Arnone	5 th Grade
Kelli Ruley	6 th Grade
Falyn Beshwate	7 th Grade
Sheena Sloan	6/7/8 Grade Science
Josh Molchen	Math/8 th Grade History
Bri Downard	Art
Allison Chang	Spanish

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Special Education Services

Nicole Jarmush	Speech & Language Therapist
	Special Education Teacher
Gabrielle Chaplin	School Psychologist

Staff

Stephanie Hammons	Office Manager
Jesse Meza	Facilities Manager
Ed Johnson	Facilities/Groundskeeper
Tammy Vallejo	Cafeteria Manager
Jordan Coffey	Instructional Aide
Hannah Kuiper	Instructional Aide
Jen Evans	Instructional Aide
Alex Nail	Instructional Aide
Kirsten Gist	Instructional Aide
Kelli Jo Evans	Yard Duty
Deb Heikins	Yard Duty
Diane Stanfield	Library Aide

Daily Schedule

ARRIVAL	7:30	Before School Program
	8:00	School Starts K – 8 th Grades

RECESS	9:50 – 10:10	K – 2 nd Grades - Snack Recess
	10:10-10:30	3 rd – 5 th Grades - Snack Recess
	9:35 - 9:55	6 th -8 th Grades- Break

LUNCH	11:40 -12:25	K-2 nd Grades
	12:05-12:50	3 rd -5 th Grades
	12:15-1:00	6 th - 8 th Grades

DISSMISAL	2:30	K - 2 nd Grades
	2:45	3 rd - 5 th Grades
	3:00	6 th - 8 th Grades

Minimum Day Dismissal – 1:00

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

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After School Program

Nord Country School contracts with Butte County Office of Education for the After School Program. This program takes over as soon as school lets out and continues until 6:00 pm. It is necessary to fill out an application **each year** you want your student(s) to participate in this program. After School applications are located in the school office.

Middle School Students will be staying at the Middle School area of the campus during the After School Program.

If you have any questions, comments or concerns please call the After School Program at 530-990-0665. The ASP Coordinator this year is Kelli Jo Evans.

Arrival

The Before School Program begins at 7:30 am. Students arriving at 7:30 may go play outside or to the cafeteria for breakfast until school starts at 8:00.

Middle School Student arriving at 7:30 may go up to the middle school campus or to the cafeteria for breakfast.

If arriving to school late, parents MUST come to the office to sign their student(s) in. Student will need a tardy slip before heading to class.

Attendance

Regular school attendance is essential to satisfactory progress. Therefore, we expect students to arrive at school on time every day. It is the parents' responsibility to notify the school of the dates, duration, and reason for each absence. This can be done by phoning the school office at 530-891-3138 or by sending in a note explaining the reason for the absence.

Much of the Middle School curriculum consists of simulations, group activities, videos, discussions, etc. that cannot be repeated if the student is not present in class. If your student is going to be absent from class, it is his or her responsibility to seek his or her teacher(s) for any missed assignments and or class notes. All absent work must be completed within 5 days of the child's return.

A student who is absent without a valid excuse for more than three days shall be declared truant and the parents will be notified.

Student tardiness can also be a serious problem. It deprives the student of valuable instructional time and interrupts the teacher and the class. Tardiness is recorded and parents will be notified if it becomes excessive.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

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Students leaving campus early for any reason must be signed out in the office.

Cell Phones/Smart Watches

Cell phones and smart watches are expensive and easily broken. They also can become a source of dispute or conflict. If a student brings a cell phone to school it should be turned off and kept in the student's backpack unless explicitly approved by a teacher. Cell phones and smart watches should not be brought out at any time of the school day, including to call a parent without express permission from a teacher. Smart watches may not be used for texting or making phone calls.

If cell phone usage becomes a problem, it will be taken away and kept in the office. The phone may be returned to the student at the end of the day. Nord Country School provides no guarantee that these items will be safe at school.

Communication

We believe that effective communication between the family and the school enhances the education of each child. There are ways to help make sure you stay informed of school activities and events.

The Nighthawk Newsletter is our main written communication link with parents. This is sent home with students every other Monday. The purpose of the Newsletter is to keep parents informed of what is happening at Nord Country School. If you are not receiving your Newsletter, please ask your student about them.

Parent conferences are held for parents of every student in grades K – 5th at the end of the first trimester. Other conferences may be scheduled as needed. Parents are encouraged to confer with teachers whenever there are questions about student academic progress or behavior.

Much of the Middle School curriculum consists of simulations, group activities, videos, discussions, etc. that cannot be repeated if the student is not present in class. If your student is going to be absent from class, it is his or her responsibility to seek his or her teacher(s) for any missed assignments and or class notes. All absent work must be completed within 5 days of the child's return.

From time to time, other notices will be sent home with students. Some will require answers, others will not. Please help us in our effort to impress upon students the importance of bringing these notices and bulletins home so you can stay informed.

Notices via SchoolWise may be sent home through text messages and/or emails. It is important to keep phones and emails up to date.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Diploma Requirements

In order to receive a diploma, students must meet the following requirements:

Student must not fail any class in 8th grade

Student must pay all outstanding fees

Student must turn in all textbooks, lock, and clean out their locker

In order to be eligible for all graduation activities, students must follow all academic and discipline policies. Students who receive a suspension in the last trimester may or may not be able to participate in one or more graduation activities.

Directory Information

Directory information is personal information about a student which can be made public and includes a student's name, address, and telephone number as well as other information typically found in a school yearbook or athletic program. Class directories may be given out to a room parent or in the case of a birthday party so a parent can mail invitations. Unless specifically requested otherwise, the school may disclose this information without consent.

Detention

Detention may be assigned to Middle School students for incomplete school work, excessive tardies, and/or misconduct. Supervised detention is served after school for either 30 or 60 minutes starting at 3:15. A detention form will be sent home at least 24 hours before the detention is to be served. The form must be signed by a parent/guardian and returned to school **the next day**. Students may have the opportunity to work on missed assignments, campus beautification and/or a writing assignment depending on the circumstance.

Discipline Plan

In order to ensure a quality learning experience for all the students at Nord Country School, the following discipline plan has been developed. We feel that each student at Nord is entitled to a safe and respectful school environment. We believe that all of our students can behave in a manner appropriate to school, and that each student will be held accountable for behavior that disrupts or inhibits the educational process. The overarching rules for behavior are as follows:

Be Respectful

Be Responsible

Be Safe

We believe in providing positive reinforcement for good behavior. Positive reinforcement includes giving golden tickets, nighthawk notes, commendations and/or giving special rewards.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

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Behavior that intentionally causes injury to another person is cause for immediate referral or suspension from school. Referrals are due back to school the following day with a parent signature.

Please review both the K – 5th grade Behavior Matrix and the 6th – 8th grade Behavior Matrix on the following pages to help your family become aware of our behavior expectations.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Behavior Matrix K - 5

	Playground / Recess	Library	Cafeteria	Bathrooms	Classroom	Office	Assemblies	Garden
Be Respectful	<ul style="list-style-type: none"> *Follow all staff directions first time given *Use kind words and actions *Include everyone *Respect others personal space 	<ul style="list-style-type: none"> *Follow all staff directions first time given *Use kind words and actions *Use quiet voices *Treat books appropriately *Remove hats. 	<ul style="list-style-type: none"> *Follow all staff directions the first time given *Use appropriate language and volume *Respond quickly to quiet signals. *Be polite to others. *Remove hats. 	<ul style="list-style-type: none"> *Respect the privacy of others *Get in and out as quickly as possible *Use appropriate language & volume *Keep the bathrooms clean. 	<ul style="list-style-type: none"> *Follow all staff directions first time given *Respect others, all staff and property *Use appropriate language and volume. 	<ul style="list-style-type: none"> *Approach the desk and address the staff politely *Wait quietly *Say please, thank you, and excuse me *Remove hats 	<ul style="list-style-type: none"> *Follow all staff directions first time given *During salute, hands on heart and eyes on flag *Respond quickly to quiet signal *Listen when others are speaking 	<ul style="list-style-type: none"> *Follow Ernie's directions first time given *Use designated walkways
Be Responsible	<ul style="list-style-type: none"> *Put all equipment away *Use restrooms and get drink before bell *Take personal belongings to class *Put trash in garbage 	<ul style="list-style-type: none"> *Use shelf marker appropriately. *Return all books on time 	<ul style="list-style-type: none"> *Remain seated and wait to be excused *Clean up after yourself *Keep all food in the cafeteria. *Stack trays neatly 	<ul style="list-style-type: none"> *Flush the toilet. *Report problems. *Throw paper towels in the garbage 	<ul style="list-style-type: none"> *Be on time. *Be prepared. *Take care of your personal belongings. *Clean up after yourself. 	<ul style="list-style-type: none"> *Tell the truth *Show your office pass *Return ice packs and rice packs 	<ul style="list-style-type: none"> *Be on time *Pay attention 	<ul style="list-style-type: none"> *Pick only what Ernie &/or Mark allow *Wipe your shoes before going back to class *Put your bag of food in your locker
Be Safe	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Use equipment and materials properly *Walk on the blacktop *Freeze at the bell, walk to class at the whistle. 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Sit in chairs appropriately. 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Stand appropriately in line *Keep all food to yourself *Sit on benches appropriately *Walk at a safe pace 	<ul style="list-style-type: none"> *Wash hands with soap *Keep feet on floor 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Use classroom materials appropriately *Sit in seat safely 	<ul style="list-style-type: none"> *Sit in seat safely *Wait patiently 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Sit or stand appropriately 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Use tools appropriately *Go into the garden only when Ernie is there

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

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Behavior Matrix Middle School

	Classroom	The Nest	Lunch Time	Bathrooms	PE	Room 11	Farm
Be Respectful	<ul style="list-style-type: none"> *Follow all staff directions first time given *Respect others property *Enter quietly *Enter only when there is an adult in the room 	<ul style="list-style-type: none"> *Follow all staff directions first time given *Use kind words and actions *Respect others property 	<ul style="list-style-type: none"> *Follow all staff directions the first time given *Use appropriate language and volume *Share the table *Be polite to others *Use good manners 	<ul style="list-style-type: none"> *Respect the privacy of others *Use appropriate language & volume *Keep the bathrooms clean 	<ul style="list-style-type: none"> *Follow all staff directions first time given *Stand quietly in line in ABC order *Refrain from using perfume or cologne 	<ul style="list-style-type: none"> *Follow all staff directions first time given *Respect other teacher's equipment *Paper coming out of the copier is for teacher's eyes only 	<ul style="list-style-type: none"> *Follow Mrs. Sloan's directions first time given *Use designated areas *Be kind to the animals
Be Responsible	<ul style="list-style-type: none"> *Be on time *Come to class ready to learn *Take care of your personal belongings *Clean up after yourself 	<ul style="list-style-type: none"> *Keep belongings in locker and the locker locked *Throw garbage in the garbage can 	<ul style="list-style-type: none"> *Clean up after yourself 	<ul style="list-style-type: none"> *Flush the toilet *Report problems *Throw paper towels in the garbage 	<ul style="list-style-type: none"> *Change into PE clothes in 5 minutes and line up where instructed 	<ul style="list-style-type: none"> *Be on time *Pay attention *Pick up after yourself 	<ul style="list-style-type: none"> *Close gate behind you *Have permission before going to the farm
Be Safe	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself. *Use classroom materials appropriately *Use desks and chairs appropriately *Walk when inside 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Sit at tables appropriately *Walk on sidewalks 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Stand appropriately in line to get food *Only eat your food *Sit at tables appropriately *Walk to and from the cafeteria 	<ul style="list-style-type: none"> *Wash hands with soap *Keep feet on the floor. 	<ul style="list-style-type: none"> *Use equipment appropriately 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Sit or stand appropriately *Move tables carefully 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Use tools and equipment appropriately. *Wash hands after being in the farm

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Dress Guidelines

Appropriate clothes should be worn at school at all times. Inappropriate apparel includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process. Our dress code is simple.

No bare midriffs.

No undergarments showing

No spaghetti strap tops or dresses for students above 2nd grade – straps should be a minimum of 1” wide

No short shorts or skirts – hem should hit between the palm and fingertips (case by case basis). Younger students should wear shorts under their skirts.

No clothing that contains inappropriate graphics or messages including weapons, drugs and alcohol (including Sierra Nevada garments)

No flip-flop sandals or sandals that leave most of the foot exposed.

No open backed shoes (ex: crocs)

High heeled shoes are strongly discouraged.

No sagging pants that expose underwear.

Students will be sent to the office for a change of clothes if necessary. The school will inform parents in the event that a student's dress or grooming is not appropriate for school. They may be asked to either take the child home to change or bring a change of clothes for him/her.

Staff reserves the right to determine appropriateness of clothing on a case by case basis.

Electives

Middle School students are able to choose one elective each semester. Students will pick their first, second and third choice between those offered. While every attempt will be made to fulfill a student's first choice, it is not guaranteed.

Emergency Information

Each child must have a new emergency card filled out **every year**. In case of illness or injury to a student, every effort will be made to contact the parent by telephone. It is important that your home and business phone numbers as well as emergency numbers are kept current at all times.

Please report changes of phone number or address immediately to the school office.

It is important to tell your child when he/she leaves in the morning if you expect to be away from home for any length of time during the school day. Please see that the office has a number to call in emergencies when you cannot be reached.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

If you need to contact your child or take them from school during the school day, please come to the school office to sign them out. We will not release any student to anyone except the parents, legal guardian or emergency contact persons listed on the student's emergency card. The office manager, Mrs. Hammons, will ask for identification if she doesn't know the person asking to sign out your student.

Food Services

Please send your child with a healthy morning snack every day. Students will be encouraged to choose something healthy from their lunch for a snack if it is not designated by their parent.

Nord Country School participates in the National School Lunch Program. The cafeteria serves breakfast-and lunch daily. Again this year, there will be no cost for student meals. For those bringing a lunch from home, milk and and/or water may be purchased. Milk is \$.50 and water is \$1.00. Guest/parent/staff lunches are \$3.50. Parents/visitors may pay with cash or a check written to Nord Country School and given to

Household income forms will still need to be filled out on the SchoolWise Parent portal. This information is collected and used to determine some parts of funding for the school.

The U.S. Department of Agriculture prohibits from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, or any other basis protected by federal, state or local law or ordinance or regulation.

Lockers

School lockers are provided for students in grades 2 – 8. Lockers are the property of Nord Country School. Teachers and staff reserve the right to revoke locker use if a student:

- Vandalizes locker or other property of Nord Country School
- Intrudes on others' personal belongings
- Keeps an excessively messy locker

No locks are allowed on lockers for 2nd – 5th graders. For 6th – 8th graders, locks will be supplied by the school and must be returned at the end of the year.

Students need to empty their locker daily. No food should be stored in lockers overnight. Staff is allowed to look in any student's locker at any time should they deem it necessary. Please help your student understand the importance of bringing their items home on a nightly basis.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Lost and Found

Small items of value, such as glasses, jewelry, money, etc., should be taken to the office when found, and may be claimed there upon identification.

Other articles such as clothing, backpacks, etc., are taken to the lost and found rack where students may look for and claim them.

It is very helpful if students' names are written on or sewn in articles of clothing to enable prompt return to the rightful owner.

Unclaimed clothing is bagged up and sent to social agencies at the end of each grading period. Please check the lost and found occasionally.

Medication

Medical treatment is the responsibility of the parent and the family health care provider. Medications are RARELY to be given at school. The parent is urged, with the help of the family health care provider, to work out a schedule of giving medication outside school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication, which must be in the original container and marked with the child's name on it, during school hours. NO member of the faculty is permitted to administer any medication without:

- A WRITTEN STATEMENT FROM THE PARENT OR GUARDIAN OF THE CHILD
- A WRITTEN STATEMENT FROM THE PHYSICIAN DETAILING THE METHOD, AMOUNT AND SCHEDULE BY WHICH THE CHILD SHOULD RECEIVE THE MEDICATION
- Specific instructions should be included for the emergency treatment if an allergic reaction should occur, (i.e., localized, generalized, severe, mild),

The school office provides the appropriate medication forms that cover the above requirements upon request. These forms must be updated annually. NO medication will be kept over the summer months.

All such medication must be brought to the office where it will be stored and to which the child will come at the designated time to receive it. Medication shall be brought to the school by the parent in the original container. No medication (prescription or non-prescription) may be transported by a student or be in the students possession while at school.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Mental Health Services

In order to access mental health services contact Butte County Behavioral Health. In Chico the youth service location is 109 Parmac Rd., Suite 1. Their phone is 530-891-2945.

Minimum Days

The **last** Tuesday of **most** months is a minimum day (**please check the school calendar**). School is dismissed for all grades at 1:00 pm. The After School Program takes over at that time. If your child is not signed up for the After School Program you need to pick them up by 1:00. Due to staff development time, there will be no supervision after 1:00.

Transportation runs at the normal time on minimum days.

P.E.

K-5th grade students have PE twice a week. It is important for parents to remember which days their child has PE so that the appropriate play clothes and shoes are worn.

For Middle School students, PE is scheduled daily. Students are expected to change each day in order to participate fully in the physical education program. New students will be provided a PE shirt. Shorts or sweat pants will be needed as well as appropriate shoes. Dressing down will be a part of the overall PE grade.

Report Cards

Report cards come out at different times depending on the grade level.

Kindergarten – 5th graders: report cards will be issued at the completion of each trimester. Grades are reported as numbers.

- 1 = Far Below Standards
- 2 = Below Standards
- 3 = Approaching Standards
- 4 = Meets or Exceeds Standards

Grading Periods

1 st Trimester:	August 17 – October 28	52 days
2 nd Trimester:	October 31 – February 24	65 days
3 rd Trimester:	February 27 – May 26	58 days

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Middle School uses California State Standards based on an A – F report card for all classes, including electives and PE

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing

Progress Reports will be issued at the end of the 1st and 3rd quarters. This is so that parents can see the progress their student is making half way through the semester. Report cards will be issued at the completion of each semester. These are the final semester grades. At any time parents may log in to the parent portal to check on student progress including missing assignments.

Grading Periods

1 st Quarter	August 17 – October 14
2 nd Quarter/ 1st Semester	October 17 – January 13
3 rd Quarter	January 17 – March 24
4 th Quarter/ 2nd Semester	March 27 – May 26

Rules for Behavior

Cafeteria Rules

1. Stand in line quietly while waiting to be served.
2. Talk quietly at your own table.
3. Keep hands, feet and objects to self.
4. Raise hand to be excused.
5. Clean up your area when you are excused
6. No sharing food
7. If taking food from salad bar, take only what you will eat.

Playground Rules

1. Walk on the sidewalks, blacktop area and climbing structure. Running is only permitted on the grass fields.
2. Contact games are not allowed. (No tackling, wrestling, piling on, riding piggy back, or other dangerous activities).
3. No exclusion from all activities
4. Students may not climb trees, poles, backstops, backboards, drainpipes, or fence.
5. Ask teacher for permission to leave playground to retrieve a ball.
6. Rubber playground balls are not to be kicked.
7. Play equipment must be used in a safe and appropriate manner
 - a. Bars: Students must always have two hands on the bars

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

b. Slide/Playground Structure: Slide down on bottom, feet first. Be patient. Take turns

c. Swings

- i Remain seated in swing
- ii Keep both hands on chain
- iii Swing forward and back (never sideways)
- iv Jumping out is prohibited while swing is in motion.
- v When waiting a turn, count to 100 (1 alligator, 2 alligator, 3 alligator, etc.)
- vi Always consider SAFETY FIRST

Bicycle/Skateboard Rules:

1. Students who ride their bicycles/skateboards/in-line skates to and from school must obey all traffic laws. Helmets are mandatory when riding a bike.
2. All bicycles must be parked in the bike racks. Please make arrangements with your teacher regarding boards or skates.
3. Bikes are not to be ridden on campus.

Restroom Rules:

1. Students may not play, loiter, read, study, eat, or do school work in the restrooms.
2. Students should take care not to waste paper supplies in restrooms.
3. Only two students may be in any restroom at one time unless otherwise asked by a Teacher.

Other General Rules:

1. Students may arrive at school no earlier than 7:30 a.m. At dismissal time, students are to go home unless they are going to the After School Program.
2. Students must have an office pass to go to the office.
3. The office phone is for school business only. **Social arrangements must be made at home prior to school.**
4. Students may not leave the school grounds during the school day without permission from the school.
5. Students may enter a classroom only if the teacher is present.
6. Shoes must be kept on at all times unless students are directed to remove them by a teacher.
7. Chewing gum is not allowed at school unless permitted by the teacher
8. Morning snack will be eaten in designated areas. No food is permitted on the playground.
9. Cursing, swearing, using abusive language or gestures is not permitted at any time.
10. Spitting spreads disease and is not permitted at any time.

Speech

Nord Country School has a part-time Speech Therapist on staff available three days per week. Students may be referred for screening by the classroom teacher. A meeting with the Speech Therapist, the general education teacher, the principal and the parent(s) will occur

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

before a child is included in this program. The Speech Therapist is available for a conference by appointment. Please call the school office at 530-891-3138.

Sports

Middle School students have to opportunity to take part in Nord Country School's interscholastic sports program. The goal of the program is to develop the skills of players so that those who wish to play high school sports are prepared. We strive to have a strong and competitive athletic program while enjoying good sportsmanship and fun!

Afterschool sports may include: girls volleyball, flag football, soccer, cross country running, basketball and coed softball.

Coaches will have a meeting before each season begins to share information with students and families.

Student Records

Student records are maintained by the school. These records include information such as date and place of birth, parent or guardian contact information, grades, test scores, course information, special education records, disciplinary records, health records, attendance records, records of past schools attended, and various information which may aid in the identification of the student. Parents and legal guardians have the right to inspect their student's records and, in limited circumstances, request changes to those records.

Student records are private and will not be disclosed, without written consent, to individuals other than parents and legal guardians except in certain circumstances. Exceptions may include disclosures made to school officials with legitimate educational interests, to another school at which the student intends to enroll, to state or local education authorities for auditing or evaluating federal or state supported educational programs, or that information designated as "directory information."

Student Health

Illness or Injury: Children should not be sent to school if they appear ill, have a temperature, or have other symptoms of illness. Children should remain at home until their health permits them to participate in all school activities.

The school has no way of caring for an ill or injured child other than to provide necessary first aid and an area where an ill or injured child may wait until his or her parents arrive. Our school Health Aide handles first aid and will be calling you if your child is ill or injured and needs to go home. She is not qualified to make diagnoses or to treat injuries.

Please make sure that the emergency contact form you filled out at registration is kept current. We will always try to contact parents first and then those noted on the emergency contact form.

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

(530) 891-3138

Medicines: Medicines, whether they be prescription or over-the-counter, may not be brought to school without a Medicine Authorization Form completed and signed by a physician. School staff cannot be responsible for dispensing any medication, even aspirin, without this form. If your child must take medication during school hours, it must be brought to the office in the original container, with the signed form from the prescribing physician.

Nutrition In order for your children to learn as best they can each day, they require a nutritious, well-balanced diet. Please make every effort to feed your child a nutritious breakfast each day before school. Sharing of food is not allowed. Gum is also not allowed at school unless given specific permission by their teacher.

Sleep: It is very important for your child to get the appropriate amount of sleep. As active, growing individuals, children require anywhere from 8 – 12 hours of sleep nightly. A routine is often helpful in making sure children get enough sleep. Please set a regular bedtime for your child and enforce it consistently, even on the weekends.

Immunizations: To ensure a safe learning environment for all students, NCS strictly follows and abides by the health standards set forth by the State of California. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met.

Screenings: Hearing and vision screening is conducted for students in 2nd, 5th, and 7th grades.

Suspension and Expulsion

The following behaviors may result in immediate suspension:

- Causing, attempting to cause, or threatening to cause physical harm to another person.
- Fighting and/or biting
- Disrupting school activities
- Defying the valid authority of a teacher, administrator, or other adult at the school
- Stealing or attempting to steal school or private property.
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual harassment or other verbal, visual, or physical conduct of a sexual nature.
- Using hate language

If a child is suspended, the parent/guardian will be called and a letter will be sent home with the child stating the specific education code the student violated, where the suspension will take place and for how long.

Any student who is in possession of a firearm will be recommended for expulsion from school

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

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Technology

All students upon enrollment are given a Nord Country School email address.

Textbooks

Textbooks are provided free on a loan basis. Students will be held accountable for their care and return. If a book is lost or damaged, the student is responsible for the book. All books are accounted for at the end of the school year or when a student transfers. Textbooks are expensive, most are in the \$70.00-\$120.00 range. Students are encouraged to take very good care of their books.

Transportation

Nord Country School provides transportation for a small number of students to and from school at no cost on a space available basis. Please check with the office for information on routes, pick up and drop off times as well as availability.

Visitors and Volunteers

Parents are encouraged and welcomed to visit their children's classrooms.

ALL VISITORS AND VOLUNTEERS MUST COME TO THE OFFICE TO SIGN IN AND OBTAIN A VISITOR BADGE BEFORE GOING TO A CLASS.

Children of friends or relatives visiting your home are not permitted to attend school nor visit classrooms during school hours.

Parent involvement in the instructional program is encouraged. Volunteers may assist in the classroom, in the library, on field trips, and/or at home preparing materials for use at school. Parents who are interested in being a volunteer should contact the classroom teacher. Pre-school age children should not be brought to school when parents volunteer in the classroom.

Nord Country School has a new volunteer handbook. It includes guidelines and confidentiality information/forms that need to be signed before any volunteer work can occur. Each teacher will supply volunteer handbooks at Back to School Night. Handbooks are also located in the office.

All parents/guardians who wish to drive students on school sponsored field trips must fill out and sign a driver form. Drivers must have a valid, unrestricted driver's license and provide proof of insurance for the vehicle. These forms are located in the office.

Parents are reminded to only transport the number of people for which the car was constructed and all children must wear a seat belt. The car seat law is 8 years old or 4'9". Field trip drivers must strictly adhere to the itinerary of the planned trip. If the driver deviates

Nord Country School Parent-Student Handbook

5554 California Street, Chico, CA 95973

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from the itinerary, the driver and students become ineligible for the school's liability insurance coverage.

What Not To Bring To School

KNIVES, GUNS, OTHER WEAPONS: It is against the law for students to bring these items to school.

TOYS: Toys are out of place in the classroom and should be left at home unless they are brought for sharing with the consent of the teacher. If your child brings a toy for sharing it should be kept in a safe place by the teacher and not played with on the school grounds.

ELECTRONIC GAMES, MP3 PLAYERS, CELL PHONES: These items are expensive and easily broken. They can also become a source of dispute or conflict. If brought to school they may be taken and held in the school office to await parent pick-up.

PLAY EQUIPMENT: The school has a supply of play equipment which should be adequate for student use. Please don't bring any equipment from home, as it causes problems on the playground.

Adopted by the Nord Country Board of Directors on June 22, 2022.