

Noddin Elementary

Student/Parent Handbook



Principal: Megan Wright
wrightm@unionsd.org

Noddin Elementary

1755 Gilda Way • San Jose, CA 95124
(408) 356-2126 Fax (408) 358-9807
Absence Line (408) 358-1228

Noddin.unionsd.org
twitter.com/noddinelem
www.noddinhsc.org

UNION SCHOOL DISTRICT OFFICE

5175 Union Avenue • San Jose, CA 95124
(408) 377-8010 Fax (408) 377-7182

www.unionsd.org

Superintendent – Dr. Carrie Andrews

Associate Superintendent of Learning and Innovation – Sarah Jellin

Assistant Supt. of Human Resources - Aaron Brengard

Asst. Supt. of Business Services – Kirsten Perez

UNION SCHOOL DISTRICT BOARD OF TRUSTEES

Sheila Billings

Vickie Brown

Jennifer Petroff

Thomas E. Rossmeissl

NODDIN SCHOOL OFFICE STAFF

Administrative Assistant – Sarah Gardner

gardners@unionsd.org

Health Clerk – Samantha Reyes

reyess@unionsd.org

Daytime Custodian – Jun Jun Paris

Nighttime Custodian – Eugene Acuna

TABLE OF CONTENTS

NODDIN HISTORY, VISION, AND MISSION	4
GENERAL INFORMATION	5
Lost and Found	5
Lunch Program	5
Healthy Snacks	5
Animals in the Classroom	5
Birthday Celebration	5
Go Green	5
Homework	6
Make Up Work	6
School Pictures	6
Visitation	6
Noddin Yearbook	6
SCHOOL SCHEDULES	6
School Start Time	7
School Dismissal	7
Modified Wednesdays (1 st -5 th)	7
Modified Days for PM Kinders	7
Staff Development Days	7
OFFICE PROCEDURES	7
Visitor Badges	7
Office Telephone	7
ATTENDANCE PROCEDURE	8
Absence Line	8
Absence From School	8
Travel	8
Tardies	8
Truancy - School Attendance Review Board - (SARB)	8
Release of Students	9
Independent Study Program	9
COMMUNICATION	9
Report Cards	9
Thursday Envelopes	9
Parent-Teacher Conferences	9
Noddin Website	10
<i>Noddin News</i> School Newsletter	10
School Messages to Home	10
Home and School Club Website	10
Union School District Website	10
EMERGENCIES AND HEALTH CARE	10
Health Aide	10
Communicable Illness/Condition	10
Procedure for Student Illness	10
Emergency Contact Information	11
Medication at School	11
SAFETY & SCHOOL-WIDE EMERGENCY PROCEDURES	11
Campus Safety	11
Safety Drills	11
Emergency Procedures	11
SCHOOL POLICIES AND PROCEDURES	12
Noddin Parking Lot Procedures	12
Preschool Siblings on Campus	13
Dogs on Campus	13
Bicycle/Scooters	13
Skateboards, RollerBlades and Roller Shoes	14
Toys/Cards	14
Cell Phones/Smart Watches	14
Class Placement	14
Multitage Classes	15
STUDENT CONDUCT	15
DASH	15

Expectations	15
Project Cornerstone	16
Bully Prevention Policy	16
Noddin's Student Code of Conduct	17
Noddin's Procedures for Intervening in Bullying Behavior	18
School Wide Dress Code	19
STUDENT ASSESSMENT & PROGRESS	19
Parent-Teacher Conferences	19
Standards-Based Report Card	19
CAASPP (California Assessment of Student Progress and Performance)	19
District Benchmark Assessments	20
STUDENT LEADERSHIP PROGRAMS AND CLUBS	20
Project Cornerstone	20
Student Clubs and Extracurricular Activities	20
SCHOOL ORGANIZATIONS FOR PARENT INVOLVEMENT	20
School Site Council (SSC)	20
English Language Advisory Council (ELAC)	20
HOME & SCHOOL CLUB (HSC)	21

Ralph E. Noddin History

The history of Noddin School, the land on which it sits, and the people who lived here, have a story that goes back earlier than the days of our school district.

A girl named Pernilla Nelson and her family lived on the farmland that was one day to become Noddin School. Pernilla grew up on this site and as a youngster, attended school in the Union School District. She was in the graduating class of 1913 and the picture of Pernilla and her classmates can be seen in the receptionist's office at the district administration building.

The orchard and the farmhouse became the residence of Pernilla Nelson and her husband, Ralph E. Noddin, upon their marriage. Mr. Noddin taught chemistry and physics in the Campbell High School District and coached basketball there for about thirty years. He also taught driver's education. Many of the area's residents have fond memories of Mr. Noddin and have expressed admiration for both his teaching and his coaching.

When the family sold the land to the Union School District, the house became the temporary district office for a period of two years. The land was purchased by the Union School District with the intention of erecting a school. The staff and student body were ready to move into the newly built school in September, 1960. The building, however, was not to be completed for some five months. So, one-half of the Noddin students and teachers held classes at Lone Hill School and the other half was situated at Lietz School. This arrangement lasted until the latter part of February, 1961.

With the opening of Noddin, there was a joyous dedication ceremony. Mr. Ralph E. Noddin gave a few remarks and Mr. LaRoy Green, Noddin School's first principal, in whose memory the Library/Media Center is dedicated, gave a welcoming speech.

Noddin was named a California Distinguished School in 2008 and 2022. Noddin also received the Caring School Climate award from the Santa Clara County Project Cornerstone program in 2010 – 2011. In 2016, Noddin was awarded Gold Ribbon School status from the California Department of Education. In 2002 – 2004, a new media center was built and the site was renovated. Over the past few years, several projects benefiting our students and community have been completed including a new parking lot/drop-off area, landscaping, a STEAM lab, exterior paint, backpack hooks, solar panels, shade structures, a new entryway, and an asphalt resurface and painting.

Noddin Vision and Mission

The vision and mission of Noddin Elementary are to form partnerships of learning between the staff, students, parents, and community. Noddin Elementary is dedicated to the idea that these partnerships will lead to student academic, behavioral, and social-emotional success.

Three pillars of thought guide the school's vision and mission:

Partnerships - Staff, students, parents, and community

Opportunities - To learn, succeed, grow, and be involved

Whole-Child - Academic growth, upstanding behavior, and emotional well-being

In support of this educational vision and mission, Noddin Elementary will:

- Encourage and provide relevant learning opportunities, instructional materials, and training to its staff.
- Proactively identify, plan for, and address student needs.
- Involve and partner with the parent community to address the needs of their child, the student body, and the school at large.
- Seek and employ community programs and support to enhance overall student well-being

General Information

LOST AND FOUND

Please **label** (write your child's name) all sweatshirts, jackets, sweaters, lunchboxes, and any other items that have the potential to be lost. We do our best to find owners of lost items, but can only do so if labeled. Lost items are placed in lost and found, in or around the cafeteria. We eventually donate all items to charity, so please check the lost and found if the item is lost.

FOOD SERVICE PROGRAM - 2026-2027

Breakfast snacks and lunch are served each day at school. For the 2026-27 school year, *all food served at school is free of charge*. Access the nutritional content of meals at <https://unionsd.nutrislice.com/menu>. If your child forgets his or her lunch, we encourage them to get food from the cafeteria.

HEALTHY SNACKS

Union School District has a **WELLNESS POLICY** to help students make healthy fitness and food choices. It encourages students and parents to provide healthy snacks for classroom and school functions. **We request that healthy treats or non-food items be purchased for any class party or event where food is involved. While we encourage store-purchased items, you may work with your teacher on a case-by-case basis regarding food from home.**

ANIMALS IN THE CLASSROOM

This policy of the Union School District addresses pets that visit the classroom, as well as animals that are used as part of a standards-based project. Pre-approval must be obtained for all animals visiting a classroom. Please contact your child's teacher before bringing an animal to school.

BIRTHDAY CELEBRATIONS

A birthday celebration during classroom time is a teacher's decision and age-appropriate instructions for this special event will be shared with you on Back-to-School night. **Bouquet Balloons will be retained in the office and the teacher will be notified.** At an appropriate educational time, the student will be called to pick up his/her celebratory gift or they may be held and picked up at the end of the school day. We would like to encourage non-food treats as much as possible due to allergies on campus.

HOMEWORK

Noddin Elementary recognizes the importance of a balanced life for our students, valuing their time for family, personal interests, and a good night's sleep. While many studies suggest that traditional homework at the elementary level may not offer significant educational benefits and can sometimes lead to negative associations with learning, we also understand the value of targeted practice to reinforce skills.

Therefore, Noddin teachers aim to be intentional with homework assignments, carefully considering the developmental needs of each grade level. Our primary goal is to foster a love of learning, and we believe the time gained from limited homework can be better spent on enriching activities such as reading for pleasure, engaging in extracurricular pursuits, enjoying outdoor play, sharing family dinners, and getting adequate rest.

To support student academic growth and extend learning, Noddin teachers may assign student-specific homework with the following aims:

- **Targeted Skill Practice:** Teachers may differentiate assignments to provide specific practice for individual students who would benefit from reinforcing particular skills learned in class. This helps to solidify understanding and build confidence.
- **Extending Learning:** For students who are ready for an extra challenge or wish to delve deeper into a topic, teachers may provide opportunities for extended learning activities at home.
- **Completing Unfinished Classwork:** Occasionally, if a student has not completed their assigned work during class time, teachers may ask for it to be finished at home.

Teachers are happy to guide parents toward valuable resources and websites if they wish to supplement their child's learning at home. Our focus remains on maximizing the effectiveness of learning both in and out of the classroom, ensuring our students thrive academically and personally.

VISITATION

At this time, parents who wish to volunteer in the classroom or school grounds with children need to complete a [Volunteer Code of Conduct agreement](#). Please notify the front office and your child's teacher if you wish to volunteer. This is a health and safety measure and minimizes interruptions to the children's instructional program. All visitors must stop by the office to sign in and pick up a visitor's badge.

School Schedules

BELL SCHEDULE

Grades	Start Time	Recess/Break	Lunch	Dismissal (M,T,Th,F) *after the beginning of school transitions	Wednesday Dismissal
TK	8:05	9:40	11:15-12:00	1:30 *	1:05
K	8:05	10:00	11:15-12:00	1:30*	1:05
1-3	8:05	10:00	12:00 – 12:40	2:30	1:05
4-5	8:05	10:00	12:10 – 12:50	2:30	1:05

Transitional Kindergarten

Aug. 12, 13, 15: Dismissal at 11:30 AM

Starting August 17: Dismissal at 12:10 PM

Starting September 28: Dismissal at 1:30 PM

Kindergarten:

Aug. 12, 13, 14: Dismissal at 11:30 AM

Starting August 17: Dismissal at 1:30 PM

SDC PRE-SCHOOL: (If applicable)

8:25 am - 10:55 am: AM Group

11:40 am - 2:10 pm: PM Group

SCHOOL START TIME

School begins daily at 8:05 AM for grades Transitional Kindergarten - 5th grade. A warning bell rings at 7:50 AM and teachers will meet the students at their designated pick up area. Those students arriving after 8:05 AM

should report to the office for a tardy slip. Students may not be on campus before 7:50 AM as there is no supervision before that time. Students should arrive on campus between 7:50 AM and 8:05 AM and immediately line up by their classrooms.

SCHOOL DISMISSAL (1st - 5th)

1st - 5th graders are dismissed at 2:30 PM, M, T, Th, & F. Children should be picked up at this time or have a designated way home upon dismissal. On Wednesdays, 1st –5th graders are released at 1:05PM so that teachers have time for grade-level collaboration and planning. ***Please note that after school, staff continue to plan instruction and collaborate with colleagues so there is no supervision on our playgrounds. We also have after school programs so please be sure to pick up your child at dismissal time.***

MODIFIED WEDNESDAY DISMISSAL (1st - 5th)

Union School District students dismiss early on Wednesdays for teacher grade-level planning and collaboration. On Wednesdays, all students 1st through 5th grades will be dismissed at **1:05PM**. Please make arrangements for your child's early pick-up from school each Wednesday.

STAFF DEVELOPMENT DAYS

Union School District will conduct three staff development days for teacher training. Students do NOT attend school these days. The dates for the 2026-2027 school year are Friday, October 9, 2026, Friday, January 15th, 2027, and Monday, March 8th, 2027.

Teaching Staff

Grade Level	Staff Members
SDC PreK	Celeste Fama
TK	Kimberley Delaney, Lisa Simon
SDC TK/K	Mackenzie Felbab
SDC K	Brandon Baza, Ashley Ellis, Asma Ghori
SDC K1	Tommy Hoey
SDC 2, 3, 4	Elise Juarez
1	Marwa Ahmed, Mackenzie Huntze, Selma Korkic
2	Bailey Erickson, Sam Sheikh, Julianna Shon
3	Chris Asaro, Ellen Curry, Lexi Hughes
4	Kelli Ghanati, Emma Polden, Suzanne Tabayoyon
5	Russ Bearrows, Tina Lam, Christina Simpkins
RSP	Nicole Nguyen, Caeley Gwilt

School Events:

To locate upcoming school events, please use our website at <https://noddin.unionsd.org/>

District Calendar:

To locate the 2026-2027 District Calendar, please visit <https://noddin.unionsd.org/>

Office Procedures

Noddin's Administrative Assistant is in the office from 7:30 am – 4:00 pm most days.

Visitors on campus

A safe environment requires the identification of every person who comes onto campus. All staff will be wearing identification photo badges. All visitors, including parents, must first come to the office and log in using the Raptor System.

1. First-time visitors check in with the school administrative assistant.
2. Have your driver's license or state identification card ready
3. The ID will be scanned through our visitor management system
4. Once your entry is approved, the system will print a badge you must wear at all times on campus that day.
5. Once you have gone through the process one time with the administrative assistant, you will use the visitor management kiosk located in the front office.
6. Scan your ID, and a badge will print out.
7. You must check in at the kiosk each day you come on campus to have a badge printed.
8. The badge must be worn at all times on the day you are on campus.

Campus Conduct

Visitors on an elementary school campus should conduct themselves with the utmost respect and consideration for the school's community and environment. They should model positive behavior by treating all staff, students, and other parents kindly and courteously. Adherence to school policies and procedures, such as signing in at the office and wearing visitor badges, ensures safety and order. Parents and Guardians should communicate constructively with teachers and staff, addressing concerns through appropriate channels and participating actively in their child's education by attending meetings and events punctually. Respecting the learning environment by minimizing disruptions, maintaining confidentiality regarding student information, and supporting school expectations and initiatives helps create a nurturing and effective educational atmosphere for all students.

Attendance Procedures

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students ages 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for excused or unexcused absences. Refer to Union School District's Parent Handbook (Attendance section) for specific information and policies about attendance. Please always review the school calendar and plan activities and vacations for holidays and break times.

Absence Line

Noddin has a 24-hour absence line available (408-358-1228). Please call the absence line before 8:00 AM and give the reason for the student's absence. **It is extremely important that we know if a student is absent.** If there is no message or phone call, a call will be made to the parent's home or workplace. We want to check

the whereabouts of all of our students, verify any illnesses, and ensure student(s) safety. You will receive a message from ParentSquare if your child is absent. You can respond to the message to let us know why your child is absent.

Independent Study Program

If a student will be absent from school for three to fifteen days over the entirety of the school year for reasons other than illness, parents must contact the school secretary and the child's teacher to arrange for the Independent Study Program. Parents need to notify the office **two weeks** before the absence to allow time for the teacher to prepare the classwork and for the office to get approval. The school will receive funding for students on Independent Study, and all work must be completed and turned in when the student returns to school. No Independent Studies will be approved during the school's first and last two weeks.

Tardies

Children arriving late can be a major distraction. We ask that every effort be made to have children at the classroom door by the opening bell. If your child arrives late to school, he/she will receive a tardy slip from the office or be marked tardy by their teacher. State law considers a child truant upon the third tardy in excess of 30 minutes. Parents of students who are frequently tardy may be asked to meet with the principal to discuss solutions for consistent, timely arrivals.

Truancy - School Attendance Review Board-(SARB)

SARB was established by the California State Legislature to provide intensive guidance and coordinated community services to meet the needs of those children with school attendance or behavior problems. The SARB group is composed of school districts and community representatives. *Students with chronic absence or tardy problems may be referred and monitored through SARB. Refer to Union School District's Parent Handbook for additional information about Truancy, including the SARB process and California Education Code Regulations.*

Release of Students

If a student needs to leave school before dismissal, the parent/guardian must come in person and sign the child out in the office. If the student returns to school later the same day, the parent/guardian must sign them back into school.

Students will only be released to persons the parents have authorized on the office's permanent record/emergency cards. This is for the protection of your child.

Drop Off Items

If you need to bring something to your child after school has started, please bring it to the office, and your child can pick it up there. Parents are asked not to take items to the class; they must drop them off at the office marked with the student's name and teacher. Instructional time will not be disrupted for items to be dropped off to students.

Student Phone Calls

Students may only use a school phone for emergencies or with their teacher's permission. When your child leaves home for school, it is important that you let them know your daily plan. Sometimes, there may be a change in plans, and you may call the school to leave a message, but the school cannot take responsibility if the message is misunderstood by your child or not delivered. Classes are not interrupted until the last 3-4 minutes of the day. Sometimes, the secretary may be taken away from her desk for other duties and unable to deliver your message. Students should not use personal devices to contact family members during school hours.

Withdraw

If you are moving and need to withdraw your child from school, please notify the office in advance. There will be a form for you to complete so we know where to forward your student's cumulative folder.

Communication

ParentSquare Online Platform

Periodically, you will receive email messages from the principal with important information. Our district utilizes ParentSquare, which allows schools to send messages to all families within our community. These messages are reserved for necessary communication such as newsletters, absence alerts, emergency information, important reminders, and notifications. Please keep your phone numbers and email addresses updated (through your school's front office) so that you can continue to receive current information. If you have not signed up for Parent Square, you can do so by following the instructions in the [ParentSquare - Getting Started Guide](#)

Principal Coffees

The principal holds several meetings for parents to discuss programs, events, and important school information. Parents can learn about school safety initiatives, school-wide performance data, and upcoming school events. Refer to Noddin's website calendar for the specific dates.

Home & School Club General Membership Meetings/Website

The Noddin Home & Club hosts regular meetings for parents to discuss events and programs to support the school. These informal meetings allow parents to support one another and learn more about what's happening at school. You can learn more about your Home and School Club by visiting:

[Noddin HSC](#)

Report Cards

Report cards are issued three times yearly for all elementary school students via conferences and parent email, and four times yearly at the middle schools via email. You are encouraged to discuss your child's progress with their teacher(s). Elementary report cards are grade-level specific and standards-based, while students in middle school will receive a grade. All report cards indicate the student's progress toward meeting grade-level standards as set by the state of California.

Parent-Teacher Conferences

Parent-teacher conferences are welcomed and strongly recommended to support the development both academically and socially of your student. Regular parent-teacher conferences are scheduled for all elementary students in November and March. Other conferences are arranged as the need arises. These should be scheduled by telephone, email, or letter with the teacher. Instruction time is shortened on conference days, allowing teachers to meet with all families.

Weekly Folders

Noddin sends home a weekly folder on Thursday. This weekly folder is a **small sample** of classwork, communication, and documents to be shared at home. It is a small sample of what is done in class. For more information, please contact your child's teacher.

Website

[Noddin's Website](#) provides current information for parents about school programs, events, meetings, organizations, staff, schedules, and emergency information. Parents can also find additional classroom and grade-level information on classroom website pages.

School Newsletter

The Noddin newsletter is a valuable source of information about our school and district activities. It is published regularly throughout the year and, in an effort to be paperless, will be delivered electronically via ParentSquare. Additionally, it is available on the school website at [Noddin's Website](#). If you would like a hard copy of the newsletter, please notify the front office.

Union School District Website

Union School District has a website with recent news, educational policies, school accountability reports and other pertinent district information. Information can be accessed at <http://www.unionsd.org>.

Updating Contact Info/Who To Go To For Questions

I have a new phone number or email. Where do I go to change this?	School Front Office or email Sarah Gardner directly at gardners@unionsd.org
I have a recent or upcoming change of address.	School Front Office or email Sarah Gardner directly at gardners@unionsd.org
I have a question about my child's school day.	Child's teacher
I have an important health update about my child.	Health Clerk or email Sam Reyes directly at reyess@uninsd.org
Financial Hardships	School Principal
Attendance Questions	School Front Office or email Sarah Gardner directly at gardners@unionsd.org
IEP/504	Case Manager or School Psych
Spanish Translation	Community Liaison

Health Services

Noddin is staffed with a Health Clerk for 6 hours a day. Students are able to come into the health office if they become ill or are injured. Parents/guardians will be notified if their student is ill and needs to be sent home, or is injured. It is crucial that parents keep emergency contact information current at school for easy communication. In the event of a serious medical emergency, a District Nurse is available to respond.

Medication at School:

California Education Code 49423 indicates that any student who is required to take medication prescribed by a physician(during the school day/extended care) may be assisted by the school health clerk or other designee if certain requirements are met. Prescribed medication may be given at school only if a Medication Request or Physician's Form is signed and on file in the health office. It is the responsibility of the parent/guardian to bring

the signed physician's form and medication to school. Medications must be in the original container, labeled with the student's name, the name of the medication and the dosage.

The Medication Request form can be found on the unionsd.org website under 'families' and 'forms and documents'. This form must be filled out every year, dated after July 1st. If your student must carry their own medication, the same process above must be followed. DO NOT put medication in lunch boxes/backpacks for safety purposes.

Over-the-counter medication cannot be dispensed or carried at school without a Medication Request being completed. Over-the-counter medications may include, but are not limited to, cough drops, Tums, throat lozenges, Advil, Tylenol, or Benadryl, etc. A parent/guardian may come into school to dispense medication at school hours if there is no request on file.

Procedure for student illness and injury:

If a child becomes ill at school, we will contact parents at work or at home. If a child is unable to reasonably participate in classroom activities due to illness or needs to leave school following health and safety protocols, parents will need to pick up their child. While we encourage attendance, we abide by the Union School District's illness policy. **If your child has had diarrhea or vomiting in the last 24 hours, or has had a fever over 100.0 F or above, they must be kept home.** Your student may return to school once they are symptom free without medication for 24 hours before returning to school.

Communicable disease or medical conditions:

Parents must notify the school when their child is diagnosed with a communicable disease or condition (i.e. chickenpox, strep throat, pink eye, measles, fifth disease etc) We will notify families directly affected about the exposure. If your child requires a medical device at school (crutches, wheelchair, scooter), please inform the school office. You will need to provide a copy of a doctor's letter with any physical accommodations or limitations that should be in place during the school day.

Noddin is staffed with a Health Clerk for 6 hours a day. Students are able to come into the health office if they become ill or are injured. Parents/guardians will be notified if their student is ill and needs to be sent home, or are injured. It is crucial that parents keep emergency contact information current at school for easy communication. In the event of a serious medical emergency, a District Nurse is available to respond.

Emergency Contact Information

If you change your address, telephone number, email address, doctor, or people to call in an emergency, be sure to notify the school secretary. It is very important that we have up-to-date information for the protection of your child in case of an emergency or illness.

Safety & School-Wide Emergency Procedures

Campus Safety

The side gates will be open for school drop-off in the morning and for school dismissal in the afternoon. They will remain locked throughout the school day. Noddin Elementary has a closed campus, which means during the school day, all guests and visitors must enter the campus and register at the front school office.

Safety Drills

On a rotating basis, fire, earthquake, and lockdown drills are practiced monthly. The Noddin Safety Committee works diligently with police and fire departments to establish the necessary emergency procedures and

protocols for use of the walkie-talkies. In addition, Noddin maintains disaster preparedness mobile container kits designed to meet immediate needs if a major disaster strikes during school hours. Noddin's supplies include water, first aid supplies for the injured, protective wear for a search team, hand tools for securing utilities, two-way walkie/talkies, and removal tools for rescue.

Emergency Procedures

In the event of a special emergency or a major disaster, such as an earthquake, remember:

- Remain calm. Your child will be cared for at Noddin School until you or an authorized adult pick him/her up from school.
- Students will only be released to adults who are authorized by you on the Disaster Emergency card.
- Park a distance away from the school and walk. Parents or authorized adults who come for students should not drive their car near the school. The parking lot and streets around the school may be needed for emergency vehicles.
- Parents and authorized adults must present identification before being allowed to remove a child from Noddin School.
- Before being signed out at the Student Release Station, children will be asked to indicate that they know the authorized person and that they are willing to leave with them.
- When arriving at the school to pick up a child, form a line at the Release Station and remain calm. The release of each child will be done in a safe, orderly fashion.
- Do not call the school. If the telephone lines are operational, telephones must be available for emergency calls.

School Policies and Procedures

Parking Lot, Drop-Off, and Pick-Up Procedures

We ask for your cooperation in following our drop-off and pick-up procedures to ensure the safety of all children.

- Please refrain from using cell phones when driving.
- Please watch for pedestrians at all times while driving.
- Our local police departments strictly enforce all speed limits around our school. The legal speed limit is 25 MPH around the school and 5 MPH in the parking lots.
- Please do not leave your car unattended in the student drop-off zone in front of the school office.
- Please respect the privacy and property of our neighbors and refrain from parking in or blocking private driveways.

The parking lot is reserved for staff only. We have many staff members and all spots are designated for the Noddin and USD staff. Please do not park in the parking lot.

Please observe the **NO PARKING/Bus Parking** signs along Gilda Ave. as these are critical access areas for our students. For student safety, **DO NOT DOUBLE PARK** to drop off or pick up passengers and **DO NOT MAKE U-TURNS** on the streets around the school. This can create unnecessary dangers for students walking to and from school. Our local traffic enforcement may issue tickets for these violations.

Please be respectful of residents in the neighborhood as we work with them to ensure smooth transitions for our students and their families. Please do not block driveways while dropping off or picking up your child.

For your child's safety, please do not allow your child/ren to run across streets to your waiting vehicle whether coming to or from school. Students shall always cross at crosswalks where we have crossing guards. Do not ask your child to cross the street unescorted.

Please be considerate and respectful to school staff and volunteers. Our safety and campus procedures are in place for our children's safety as well as yours. We appreciate your cooperation in keeping everyone safe.

Crossing Guards

When available, there may be a crossing guard to help students cross safely at busy intersections. Please advise your child to cross with the crossing guard and in the crosswalk only.

While our staff do their best to encourage parents to follow our drop-off and pick-up rules, we appreciate your assistance with violators. If you notice traffic violations in the neighborhood, please report it to your local law enforcement non emergency number.

Dogs on Campus

Union School District has a district-wide policy of "No Dogs On Campus." There are signs posted at all entrances, and we ask parents and our community for their cooperation with this policy. This includes dogs that are on a leash and/or carried by their owners. While we understand the value of a community atmosphere where animals are welcome, student safety is our first priority. Many children today have allergies to animals and, in some cases, can have severe reactions when coming in contact with animal fur. We ask that you keep your dog away from campus.

Emergency Preparedness

Monthly, we practice safety drills. The safety drills range from fire and earthquake to intruder practice. In the case of an emergency, students and staff will respond according to how they have been trained and have practiced. Any adult visiting campus will be asked to participate in the drills as well. Students will learn under controlled conditions how to react quickly and safely. Noddin has a comprehensive safety school plan that has been developed and is reviewed annually. A copy of this plan is available for reference in the school office and on the [USD website](#).

- Fire drills provide students an opportunity to practice leaving the classroom in an organized and calm manner.
- Earthquake drills are held quarterly to practice duck, cover and hold.
- Lockdown/Intruder drills. Lockdown procedures are reviewed with staff throughout the year and practiced with students in a developmentally appropriate way.

Union School District Safety Website

Union School District's Safety Website offers resources on our safe facilities, emergency preparation, and emergency terminology. [USD Website](#)

Preschool Siblings On Campus

Our school and all schools in the Union School District greatly value parent volunteers. It is important to adhere to school safety and instructional guidelines if your little one is with you at school. To ensure that your infant, toddler, or preschooler is safe at all times while on campus and that instruction is not interrupted for students, please follow these guidelines:

- Please make other arrangements for your little one if volunteering in the classroom. Younger siblings can unintentionally disrupt learning and be a distraction for students.
- You must have the teacher's prior approval for your little one to be in the classroom with you. Teachers have the right to ask parents to remove a younger child who is being disruptive to the classroom activities and/or interfering with classroom learning.
- The office and workroom areas are for adults only. No young children are allowed.
- Younger children should not be left unsupervised on school grounds, in the hallways, restrooms, or playgrounds.
- Remember that playground and playground equipment are for school-aged children only during the instructional day. Little ones should not be on the playground during recess.
- Field trip supervision requires the adult chaperones' undivided attention. Younger siblings are not permitted to accompany an adult chaperone volunteer on field trips.

Bicycle/Scooters

Students in the 4th and 5th grade are permitted to ride their bicycles/scooters to school providing they sign a bicycle contract (available in the office and on our website). The contract specifies the rules and responsibilities of riding a bicycle to school, and the student and parent/guardian must sign it. (Primary students must be accompanied by a parent when riding their bikes to school).

1. **Bike riders MUST** wear safety helmets for their own protection.
2. Bicycles **must be walked** on sidewalks around the school and inside the school grounds. We have a NO WHEELS rule inside the school grounds, meaning NO bikes, skateboards, scooters or other wheels may be ridden on campus grounds during school hours or during school events.
3. Bicycles must be parked in one of the bicycle racks. Due to space limitations and fire codes, we discourage scooters being kept in the classrooms; however, at this time it is up to the individual teacher's discretion.
Noddin is not responsible for lost or stolen items brought to school.
4. Motorized bicycles/scooters are **not** allowed on the school grounds at any time.

TK-3rd graders may ride their bikes to and from school **IF** accompanied by their parent/guardian. They must follow all rules regarding riding their bike to/from school. They may lock their bikes in a bike rack during the school day. Parents must accompany any K-3rd grade student riding their bike **to and from** school.

Skateboards, Rollerblades, and Roller Shoes

Skateboards, rollerblades, and roller shoes (Heelys) are not permitted at Noddin School.

Toys/Cards

Toys from **home are not permitted at school unless** it is a specially designated day. We have had upset children and parents after a toy is lost or broken. Cards, such as regular playing cards, Pokemon, Yugioh, etc. may be brought to be used during recess and lunch. The cards **must** remain in the student's backpack and Noddin is not responsible for lost, stolen, or damaged cards. These are brought at the owner's risk.

Cell Phones & Smartwatches/Personal Electronic Devices/Technology Agreement

The Union School District reserves the right to define the educational value of any electronic wireless communication device. Possession of family-owned mobile devices (not district-issued Chromebooks) is allowed for elementary and middle school students subject to the following rules and regulations.

Students may carry a mobile device to school and at school-sponsored activities. Mobile device usage during school hours is up to the direction of school administrators and/or teachers/staff. Mobile devices should not create a distraction or disruption.

No student shall be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

- In the case of an emergency, or in response to a perceived threat of danger;
- When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being, or
- When the possession or use is required by the student's individualized education program.

It is a student's responsibility to ensure that mobile devices are turned off and out of sight during unauthorized times. If a disruption occurs, an employee may direct the student to turn off the device and confiscate the device until the end of the school day or activity. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action, including confiscation and return of the mobile device to the student's parents and/or revocation of the privilege of carrying the mobile device at school, as well as suspension.

Students shall be personally and solely responsible for the security of their mobile devices. The Union School District shall not assume responsibility for a mobile device's theft, loss, or damage. Parents of students wishing to use mobile devices on campus shall contact the administration of the school site they attend, complete the Request for Usage of Mobile Device Form, and submit the paperwork to the school site the student attends. Site administration will make the final determination. Please refer to **Ed Code: 48901.5 and USD Board Policy: 5131.8** for more information.

Students who bring cell phones on campus do so at their own risk. The specific expectations are:

- Cell phones must be in the "off" position.
- They should be stored in a backpack or locker (and not on their person nor in their pockets) before the first bell rings.
- Any cell phones found outside a backpack/locker and/or used during regular school hours will be confiscated.

The term "Use" of a cell phone encompasses phone conversation, text messaging, emailing, and picture taking, all of which are prohibited. Parents, we kindly request you refrain from texting or calling your student during the school day, as this is the primary cause of cell phone confiscation. Please note that the consequences for violating this policy can lead to disciplinary action.

Digital cameras, handheld gaming devices, tablets, GoPros, smart watches, earbuds/headphones, and other devices are not allowed to be used anytime during school hours unless usage has been documented as part of a 504 or IEP plan. These items will be treated as cell phones while on campus and result in a "cell

phone violation” if found to be in use or outside the student’s backpack during school hours.

Using any device to capture digital images and/or to take photographs of any kind is prohibited on school grounds and at school-sponsored activities.

The Union School District and Noddin Elementary School assume no responsibility for the theft, loss, or damage of a cell phone. It is the student’s responsibility to ensure that their cell phone is turned off and out of sight during instructional times. If a disruption occurs, an employee may direct the student to turn off the device and confiscate it until the end of the school day or activity. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and may be subject to disciplinary action.

Electronic devices can be used as an instructional tool, but only under the supervision and facilitation of a teacher.

1st offense: The device will be kept in the office, and the student must pick it up immediately after school. The student will be subject to consequences as determined by the school administration.

2nd offense: The device will be kept in the office, must be picked up by a parent or guardian after school, and will be subject to consequences as determined by the school administration.

3rd offense: Loss of privilege. The student may not have a device on campus during school hours. (Parents and administration will arrange for the device to remain in the school office during school hours.)

***The School is not responsible for replacing or repairing stolen or lost cell phones/PEDs, even if the item is lost/stolen at or during school. ***

Technology Acceptable Use Policy

Students at Noddin Elementary School use digital technology and communication tools to access, manage, integrate, and evaluate information, construct new knowledge, and communicate with others effectively. Students’ use of technology must be for school use only. Students and parents must sign the Student Acceptable Use Contract before using technology resources and going online through our server. You may find the contract on the school website.

Class Placements

Our teachers, support staff, and principals spend many hours and put much professional thought and effort into placing students into classes. Our staff consider a variety of factors as they place your child to ensure the best teacher-student match possible. Requests for specific teachers are not considered when student placement is made and should not be requested of a teacher or other staff member. Class placements are temporary for the first few weeks of school. Due to changes in enrollment, changing your child’s class placement may become necessary once the school year has begun. If required, you will be informed before the change is made.

Mult-Age Classrooms

In most cases, yearly changes in enrollment will produce the need for one or more combination classes. Rest assured that the staff carefully considers the students they feel would function well in a multi-age classroom. Elementary classroom teachers are certified to teach grades transitional kindergarten through six. Regardless of grade level assignment, children in a given classroom perform at varying levels. In other words, the designation

of “third grade” does not mean that all children in that classroom perform at the “third-grade level” in all subjects. Each teacher in each classroom needs to consider students' individual differences and needs. Stated another way, grade levels are groups of students whose only common denominators may be chronological age and uninterrupted progression through the system. Additionally, the scope and sequence of the curriculum do not in any way inhibit teaching across grade levels. Contrary to popular belief, older children in a combination classroom are not “naturally held back” in their instruction. If this does occur, it is the result of something other than the fact that it is a combination class.

Student Conduct

PBIS Overview

Our school is participating in an important district initiative called Positive Behavior Interventions and Support (PBIS).

What is Positive Behavior Interventions and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. PBIS includes school-wide procedures and processes for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

What is PBIS at our school?

We have adopted a unified set of school expectations. Similar to a student code of conduct, our expectations define positive behavior in our school. You will see these expectations posted throughout the school.

At Noddin, we want our students to learn how to *DASH!*

D - Dependable

A- Always respectful

S - Safe

H- Helpful

As part of our PBIS process, teachers and other staff use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students remembering the expectations in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive tone of voice.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide immediate, frequent, and explicit feedback.

DASH

	All Settings	Classroom	Play Areas	Picnic Tables	Bathrooms	Cafeteria	Makerspace/ Library	Breezeways
Dependable "Responsible for self"	Including Others Report problems that can't be solved Clean up after yourself	Do your work Be ready to learn	Put equipment back on the recess cart Walk back to your classroom when the bell rings	Sort your food trash Wait to be dismissed before you play	Wait your turn Only toilet paper in the toilet Flush the Toilet	Take what you can eat Get your food and go to your table	Wait patiently for your turn	Go where you're expected to be
Always Respectful	Use correct voice volume level Use school appropriate language Throw away trash in the trash cans	Follow teachers' directions Use kind words Volume Levels (1-4)	Take turns Share the equipment Use kind words	Food is for eating	Use bathroom facilities/ supplies appropriately 1 person in a stall Respect privacy of others	Say please and thank you Keep your personal space	Quiet Feet Makerspace indoor voice Library use whisper voice	Whisper voice
Safe	Hands and feet to self Only enter a space with adults	Use materials appropriately Push in chairs Walking feet	Keep tanbark in playground Play games on correct "court or field" Play in areas with adult supervision	Stay seated at tables Eat at the picnic tables Eat your own food	Wash your hands Exit when you are done	Single file line when waiting for food Enter and Exit through correct doors	Push in chairs Walking feet Use materials safely	Walking Feet
Helpful to others	*Use a talking voice to solve conflicts If you can't solve your problem, find an adult Be an upstander	Respect differences Help out your teacher or classmates	Play games by the rules Use the problem solving wheel	If you see trash pick it up	If there is a problem tell an adult Patience	Pick up and throw away dropped food Wait patiently for your turn	Put things back where they go	Remind others to DASH

Consequences: Noddin rules are enforced to ensure students have an optimal learning environment and keep everyone safe at all times. When students disregard a behavior expectation or playground rule, consequences will follow. Consequences are usually progressive, and the nature of the consequences will depend on the severity and frequency of the act. We aim to teach/counsel our students rather than solely administering consequences. If a student is sent to the school office, they know a phone call may be made to their parent/legal guardian.

- **Minor Infractions:** A Conference with the student, a discussion about making better choices, an apology (verbal or written), or loss of privilege.
- **Repeated or Serious Infractions:** Community service during recess or lunch (only half their lunch), referral to a counselor, referral to lunchtime social skills groups, and/or in-person conference with parents.
- **Suspensions & Expulsions:** The goal of Noddin is to keep every child in school. The research shows that suspending a child does not teach him/her the skills to prevent future incidents or to have the opportunity to make amends with the people who were negatively affected by their actions. However, there are times when an incident is so severe and unexpected (see table below for some examples) that a student may be suspended to give the school team time to put additional measures and accommodations in place to ensure everyone's safety and help the student be successful.

Continuous bullying	Continuous harassment	Sexual Harassment
Destruction of property	Drug use/possession	Firearm/weapon
Hate-violence	Serious physical harm	Theft

For a comprehensive list of suspensions and expulsions, please refer to CA Education Codes §48900 and §48915.

Conflict Resolution:

At Noddin, we believe that learning to resolve conflicts constructively is a crucial part of every child's education. By working together with parents, we aim to equip our students with the skills they need to handle disagreements positively and respectfully.

If you are having problems with another person, follow these strategies to talk it out:

- Stop and cool off.
- Talk and listen to each other. What is the problem?
- Find out what you both need. What are some solutions? Listen to each other tell what happened. Wait for your turn to speak, and be polite.
- Brainstorm solutions. Discuss ways to work out the problem.
- Choose the idea or solution you both like best. Agree on what to do.
- Make a plan. Shake hands. Go for it.
- If the problem continues or if you don't feel safe, walk away and find an adult. Tell that person where and when it happened - remember that telling ISN'T tattling.

What is the difference between telling and tattling?

Ask yourself these questions:

- Are you telling to be harmful (tattling) or helpful (telling)?
- Are you trying to get someone in trouble? (tattling)
- Are you seeing another student being bullied? (telling)
- Are you having a problem with bullying? (telling) 25
- Are you helping a friend who is hurt? (telling) If you see someone else being bullied, be an “Upstander”:
 - Refuse to join in
 - Speak up - use words like “Don’t treat him that way!” and “Stop pushing her!”
 - Tell a teacher or any other adult at school
 - Be a friend to the person who is being bullied
 - Include students who are left out - ask them to join your game or group

Bullying & Social Conflict

Noddin educates students to make positive choices. **Bullying** is deliberate – there is an intention to cause physical and/or psychological pain or discomfort to another person. Bullying involves the intentional misuse of power in a relationship. There is an actual or perceived unequal relationship that may be based on physical size, age, gender, social status, or digital capability and access. Bullying is ongoing and repeated – bullying behavior is usually not one-off. It is repeated over time, with the threat of further incidents leading to fear and anxiety. Repeated acts of bullying may involve single acts with different targets, as well as multiple acts with the same individual. Typically, when a conflict occurs, students are brought together to work through their problems and propose solutions when resolving conflict, however when bullying occurs, the bully and his or her victims are not brought together, and the onus is on the adults to put measures in place to end the bullying.

Sometimes, friends claim they are “just joking” or “just fooling around.” It is important to understand that this is never an excuse for making another student feel powerless. Conversely, a one-time, isolated occurrence is not considered bullying. The visual below may help in understanding the differences between various behaviors.

<u>Teasing</u> • Someone provokes or makes fun of another in a playful way • Perceived that students are having fun • Feelings can be hurt	<u>Conflict</u> • No one is having fun • There is a possible solution to the disagreement • Equal balance of power
<u>Mean Moment</u> • Someone is being hurt on purpose • Reaction to a strong feeling or emotion • An isolated event (does not happen regularly)	<u>Bullying</u> • Someone is being hurt on purpose • Repetitive (happens regularly) • Imbalance of power

Verbal or physical intimidation or harassment is not allowed. Such behavior includes direct physical contact, such as hitting, kicking, or shoving; verbal altercations, such as teasing or name-calling; social isolation or manipulation; emotional or verbal threats; extortion; and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Students are expected to immediately report incidents of bullying, including cyberbullying and/or any physical or verbal altercations, to their teacher, yard duty, or school staff.

Staff members will promptly investigate each complaint and decide whether to handle it themselves or refer it to the administration.

The staff and community of Noddin believe all students have a right to a safe and healthy school environment. The staff and community have an obligation to promote mutual respect, tolerance, and acceptance. The staff and community of Noddin will not tolerate behavior that infringes on the safety of any student.

School-Wide Dress Code

Students are expected to dress in a manner that is considerate of others and safe. Part of the life skills students are developing are how to navigate different situations, including dressing for school vs. dressing for going to other events. With this in mind, the following are our dress expectations for students:

- Tops, bottoms, and shoes are required at all times.
- Clothing must be at a sufficient length and density to conceal undergarments and body areas (front/stomach, lower extremities, back, and sides) that are intended to cover when standing, sitting, squatting, or bending at the waist.
- Clothing and shoes must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazards or specialized attire or safety gear is required.
- Clothing, accessories, and personal items such as hats, backpacks, devices, etc. may not contain any written or pictorial representation deemed offensive, derogatory, or otherwise inappropriate, including drugs and drug paraphernalia brands.

As clothing trends change often, administration and staff reserve the right to determine whether clothing is appropriate for the school setting while following the above guidelines. If determined to be inappropriate, students may be asked to change into PE wear or parents may be called for a change of clothing.

Activities and Events

If a student is participating in any school activity (sports, cheerleading, field trips, & *ALL EIGHTH GRADE PROMOTION ACTIVITIES*), they should follow the school-approved uniform/outfit for said activity.

- During promotion, cultural representation is permitted.
- For any spirit day or holiday, students must adhere to the school dress code, including no fake weapons, no fake blood, appropriate dress code attire for all costumes, and no masks that obscure the student's face.

Accessories:

- Jewelry, clothing, and accessories (e.g., backpacks and binders) must be free of writing, pictures, logos, or any insignia that are crude, vulgar, profane, sexually suggestive, advocate prejudice,

suggest violence, the use of drugs, tobacco, or alcohol, or insinuate gang affiliation. The administration reserves the right to determine if apparel is suggestive of gang affiliation.

- Hats and/or clothing (e.g., sweatshirt hoods) should be worn so as not to interfere with learning through staff-student communication.

Student Assessment & Progress

Parent-Teacher Conferences

Since both parents and teachers are deeply interested in the child and his or her well-being and academic progress, parent-teacher conferences are vitally important and strongly recommended. Regular parent-teacher conferences are scheduled twice a year. Refer to the calendar on the school website for specific conference dates. Please make an appointment if you wish to talk to your child's teacher between the designated conference times. Unscheduled parent-teacher discussions regarding your child disrupt teacher preparation time and may delay the start of instruction. Maximum instruction time is critical to student success.

Standards-Based Report Card

Progress reports are issued three times a year at the end of each trimester for children in transitional kindergarten through fifth grades. Student progress will be measured against the Common Core State Standards. The report card is given to parents at the fall and spring parent-teacher conferences.

End-of-the-year report cards are typically emailed. Teachers are encouraged to discuss student progress, and you are encouraged to discuss your child's progress with the teacher and your student.

CAASPP (California Assessment of Student Progress and Performance)

Each Spring, students in grades 3rd-5th participate in the California Assessment of Student Performance and Progress – or CAASPP. This testing system aligns with the Common Core Standards and includes computer-adaptive Smarter Balanced Assessment, Performance task, and the 5th grade CST Science assessment.

- **Smarter Balanced Assessment Consortium (SBAC)**— The Smarter Balanced tests are administered to students beginning in 3rd grade and are aligned to the Common Core State Standards for Language Arts and Math.
- **California Standards Tests (CST)**—The CST Science Exam is administered to fifth-grade students as part of the CAASPP program. It measures students' progress toward achieving California's state-adopted Science standards.

Key Features of Smarter Balanced Testing:

- Measures student achievement and growth in language arts/literacy and mathematics in grades 3-8 and high school.
- Includes accommodations for students with disabilities and English Language Learners so that all students can demonstrate what they know.
- Administered online with questions and performance tasks that measure critical thinking and problem-solving skills.
- Expectations of student performance linked to international benchmarks.

District Benchmark Assessments

Each student is assessed to gauge proficiency toward the Common Core State Standards in reading fluency and comprehension, writing, and math. This information is part of our multiple measures to monitor student achievement and guides teachers in appropriate instructional strategies and techniques.

Student Leadership Programs and Clubs

Student Clubs and Extracurricular Activities

Noddin offers many opportunities for students to explore extracurricular activities and to build leadership skills such as:

- Project Cornerstone
- Recess Leaders
- STEAM Clubs
- Chess Club
- Sports
- Band
- Running Club
- Gardening Club
- Chorus
- Library, Office, and Teacher Helper
- Cafeteria Helpers
- Book Fair Helpers

School Organizations for Parent Involvement

School Site Council (SSC)

The SSC is an elected decision-making group comprised of parents and staff who represent our school and community in an advisory position. It provides a venue for parents to learn more about the programs at Noddin and serve in an advisory capacity to the principal and school. All parents are welcome to attend School Site Council meetings. For more information on SSC, visit our school website and click on the link for the School Site Council.

English Language Advisory Council (ELAC)

ELAC meetings are held several times each school year to provide parents of second language students an opportunity to learn more about the school, programs, and services available to their children. Parent education evenings are held to assist parents with supporting their children's learning at home.

Home and School Club (HSC)

The Noddin Home and School Club (H&SC) is an essential organization that benefits our students and their education. It is a 501c(3) non-profit organization whose sole mission is to provide enrichment opportunities for all Noddin students by supplementing the school's core curriculum and making the elementary school experience richer for both students and parents. Please support this dedicated group and find ways to be actively involved. Information regarding all the events and activities will be posted on the Noddin school calendar, which is available online at noddin.unionsd.org. You can also visit the H&SC website at noddinhsc.org. Meetings are held once per month to plan the programs, activities, and budget. Please join us at the monthly meetings and get involved. Everyone is welcome!

Visit us at noddinhsc.org!