



Trillium Charter School
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Staff Members

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Contents

Pg. 2: Welcome to Trillium

- Our Mission

Pgs. 3-5: Our Program

- The School Day
- Lunch
- Attendance
- Independent Study
- Field Trips
- Aftercare

Pgs. 5-6: Home-School Connections

- Parent Volunteers
- Student Support

Pg. 6: In the Event of an Emergency

Pg. 7-8: Code of Conduct

Pg. 8: This is Your School

Pg. 9: School Calendar



Welcome to Trillium Charter School

Trillium is a public Charter School sponsored by the Pacific Union School District. Trillium was founded in 2001, and has provided high quality learning experiences to K-5 children in Humboldt County ever since. We offer small group and individualized academic instruction balanced with school-wide art, science, and social curriculums.

Our community philosophy is guided by four basic principles known as the Trillium Values:

- 1) Honor Differences**
- 2) Respect others and the Earth**
- 3) Always Try your Best**
- 4) Everyone is Welcome**

Trillium's Mission

The mission of Trillium Charter School is to nurture community values within a diverse curriculum. This is accomplished by providing a student-centered environment with high academic and behavioral standards. Students work independently and cooperatively within a strong community to become knowledgeable, self-motivated learners.

The Trillium staff believes that meaningful learning happens best when:

- Families are active participants in their child's education
- The individual needs of every student are kept in mind
- The local community is integrated into the curriculum
- Student input is valued

Within this framework, all elements of our program come together. Academic progression, social development, and creative endeavors are equally supported as valuable learning opportunities.

Copies of Trillium's Charter that further details our program are available in the parent information center located in the kitchen.

Our Program: The School Day

*** On Mondays- 1-5 students are released at 2:15**

K-2 Schedule	Tues-Thurs	3-5 Schedule	Tues-Thurs
9:00: Morning Bell		9:00: Morning Bell	
9:00-9:30: Morning Meetings and PE		9:00-9:30: Morning meetings and PE	
9:30-10:20: Language Arts		9:30-10:30: Language Arts	
10:20-11:00: Recess & Morning Snack		10:30-11:10: Morning Snack & Recess	
11:00-12:20 Math		11:10-12:30: Math	
12:20-1:00: Recess & Lunch		12:30-1:10: Lunch & Recess	
1:00-1:45: Story Time & Unit Study		1:10-1:30: Silent Reading	
1:45: Kindergarten Dismissal		1:30-3:00: Unit Studies	
1:45-3:00: 1-2 Unit Study		3:00-3:10: Student Jobs	
3:10: Student Dismissal		3:10: Student Dismissal	
3:10-5:30: Aftercare is available		3:10-5:30: Aftercare is available	

- **This schedule is subject to change for special events and seasonal activities.**
- **Not all grades follow the same schedule every day**
- **Fridays have a unique schedule for student workshops**

Lunch

We participate in the national school lunch program. Families may apply for free or reduced meals and receive a discount on all food served. Eligibility must be renewed every school year.

10:30- Morning Snack

12:30- Lunch

Trillium's lunch order is called in every morning at 9:30. If your child is coming to school late and needs a school lunch please call ahead or they will not be able to order school lunch. You do not need to order ahead for school snack.

Students may also bring a home lunch and keep it in their cubby or the refrigerator.

Please do not send candy, soda, or glass bottles for snack or lunch.

Attendance

Consistent attendance is extremely important for student success. Please bring your children to school on time every day. If students are absent or coming late, please call the office.

Excused absences as defined by the CA Education Code include:

- Personal illness or a doctors appointment
- Court appearance
- Attending a funeral
- Observance of a religious holiday



Independent Study

Short term Independent study is available upon request if you are traveling or your child is absent with an extended illness or injury.

Independent study is available for as few as 1 day and as many as 30 consecutive days. Please give us at least 24 hr. notice to prepare.

Field Trips

We take monthly field trips throughout the school year to connect learning with the greater community and explore our regional diversity.

Annual fieldtrips take us to:

- The Pumpkin Patch
- Center Arts at HSU
- The Arcata Marsh
- Tide pooling at the beach
- Swimming at the Arcata Pool
- Redwood Park

Each Field trip will require a permission slip or “**Trip Slip**”. These slips will be in your parent mailbox and can be returned in the kitchen. Trip Slips also give field trip details, such as; time, place, travel and lunch plans.

Parent drivers are essential! Driver sign ups will be posted in the kitchen before each field trip. Please sign up **in advance** to help support this important component of our program. **Lack of drivers will cancel a fieldtrip.**

Parent chaperones get free entry to most events.

All students are required to follow current CA law regarding car seats. Please stay informed, as these laws have changed as of January 1, 2012.

Classes also take spontaneous walks to our neighborhood parks on sunny days. These teacher led excursions do not require a trip slip.

End of the Year Trip

We end each school year with an all-school family camp out. Please plan ahead to attend. Look for information about this year’s trip beginning in March. This is the highlight of the year and important for strong community, cooperative learning, and lasting friendships.



Aftercare

Trillium Charter School offers Aftercare (AC) directly after school for enrolled students. Kindergarten AC begins at 1:45 and all other students begin AC at 3:10 on regular school days. Extended care is available beginning at 1:30 for minimum and at 2:15 on Mondays.

*** AC closes promptly at 5:30 every day. All students must be picked up before this time.**

This program is designed to provide safe, fun and affordable care. Activities such as art & craft projects, games, PE, cooking, homework club or enrichment classes happen each week.

A healthy snack is provided every day at 4:00. This is included in the cost of care. Be sure to notify the Aftercare staff if your child has allergies, special dietary needs, or other restrictions. Children are allowed to bring a healthy snack from home if desired.

Weekly computer and/or movie use is on designated days only. Aftercare staff may choose to limit or extend this privilege at their discretion.

Children are expected to follow the same rules and guidelines as they do throughout the school day, and to uphold the Trillium Values during AC.

Home-School Connections

We are increasing our use of paperless communication.

Please be sure that we have your current email address on file and that you subscribe to Parent Square.

Also, be sure to **read the front board** for weekly updates, check the **parent communication board** in the kitchen & **check your mailbox** regularly.

Volunteerism

Parent involvement is key to the success of our small school. There is no contribution too small that it goes unappreciated.

Please sign up to contribute in the way that best suits your family. Volunteer opportunities include:

- **Volunteering in the classroom**
- **Fundraising**
- **Grant research & writing**
- **Field trip driving & chaperoning**
- **Gardening**
- **Steering Committee**

- **Organizing** • **Donations of supplies or equipment** • **Other**
Let us know if you have special talents to share.



Student Support

The Trillium staff highly values strong school-family connections. You are the most important support system for your child.

Some important ways you can support your child/ren are:

- 1) **Get to school on time.** Morning routines set the tone for the entire school day.
- 2) **Stay informed about school happenings.** Read the front board, subscribe to the online updates, check our website and your parent mailbox.
- 3) **Attend a parent conference at least once a year.** You will learn something new about your child and we will value your parental input.
- 4) **Volunteer your time.** When your children see that you value school success they develop pride in their school.
- 5) **Communicate** with the school at the first sign of concern. We will always do our best to meet your child's unique needs.

In the Event of an Emergency

In the event of an emergency please do not call the school- it is crucial for phone lines to be open for communication with emergency agencies. Please trust that we will contact you ASAP according to the needs of the situation.

If an evacuation is necessary (fire, flood, earthquake), we will move students to a safe location and contact all families.

If we need to leave campus for student safety we will walk to Pacific Union. If that route is unsafe (ie. Tsunami warning) we will walk to HSU and follow their emergency preparedness procedures.

If the school is on lockdown we will not release children until the lockdown is completely over. Lock down means **no persons in or out.**

We will call to make arrangements for pickup once imminent danger has passed.

Make sure we have current contacts and emergency contacts for all students.

Emergencies are never expected!

Code of Conduct

All students at Trillium are expected to abide by a code of conduct that supports personal responsibility, positive choices, and harmony within the school community.

All behavioral expectations are ultimately guided by the Trillium Values. By following these basic principles all students are given equal opportunities to willingly participate in campus activities.

Appropriate restrictions will occur as the natural consequence of poor choices or unacceptable actions. All consequences are designed to demonstrate both **why** a behavior is unacceptable and **how** it can be improved in the future.

Students will be invited to take part in the forming of class rules at the start of each term; however, these rules do not substitute nor supersede established school guidelines.

The Trillium staff follows a consistent pattern of **Remind, Redirect, Refer** for all students needing behavioral intervention. Repeated need for reminders is acceptable as long as there is observable behavioral improvement.

Behavior Interventions

Refusal to redirect will automatically result in a referral and move the student to the next level of intervention as follows:

- 1) Reminder**
- 2) Redirection**
- 3) Referral to Teacher**
- 4) Conflict Resolution**
- 5) Referral to Administrator**
- 6) Notice to parent**
- 7) Request for parent conference**
- 8) Behavior Contracts**
- 9) Community Service or In-School Suspension**
- 10) Suspension**
- 11) Expulsion**

Not all students will experience behavior interventions in this exact order.

The Trillium Staff reserves the right to manage behavior interventions in a discretionary manner for the most successful outcome with both the individual student and the school community in mind.

School Suspension

It is not possible to designate specific rules covering every possible situation that students may encounter. Common courtesy and sensitivity to the rights and responsibilities of others will properly guide students through most situations, however, it should be clearly understood that all students are held accountable for their actions.

With that in mind, Trillium Charter School and the California Department of Education define the following behaviors as unacceptable and subject to mandatory suspension:

- **Physical violence of any kind, including kicking, biting, shoving, hitting, scratching, spitting, or any other action causing or attempting to cause harm to another**
- **Bullying, harassment, intimidation, or discrimination both verbal, written, or through the use of technology**
- **Use of inappropriate language or gestures**
- **Repeated disruption of the learning environment**
- **Theft, destruction of property, and vandalism**
- **Truancy or leaving campus**

Behavioral guidelines are in effect at all school related activities, including traveling to and from school, fieldtrips, and school sponsored events both on and off campus.



This is Your School

Trillium is an exceptional school where family and community come first.

You can have a meaningful impact at this school with small contributions of your personal time and energy.

If you have an idea- we want to hear about it.

If you have a concern- please speak up.

If you don't know how where your energy is needed- please ask.

This is **your school** and we invite you to become an integral part of what makes Trillium the special place that it is for all students.

