



Trillium Charter School
1464 Spear Ave Arcata, CA 95521

Phone: (707) 822-4721
Fax: (707) 822-7054

Office Email: trilliumcs@gmail.com

Fundraising Email: trilliumschoolclub@gmail.com

Check out our new school website: trilliumcharter.org

All updates and events: www.parentsquare.com & on website
Private messaging with teachers: Parentsquare messaging system

Staff Members

Nicole Wild Co-Director
Marianne Keller Co-Director
Susie Kelley - Office Manager
Sarah Hapgood- TK-2 Teacher
Katie Dens - 1-2 & Resource Teacher
Marina Nichols- 3-5 Teacher
Lisa Jackson- Instructional Aide
Emmy Miller- Aftercare Activities Coordinator
Q Miller- Aftercare Provider
Amara Kelley- Aftercare Provider
Dan Hapgood - Facility Maintenance

Steering Committee

Jillian Tilles
Casey Crabb
Angelina Torres
Bobbie Backman

TABLE OF CONTENTS

Pg. 3: Welcome to Trillium

“This is your school”

Pgs. 4: Trillium’s Mission & Communications

“Contacting Staff Members”

“Cell Phones & Technology Usage at School”

Pg. 5: Daily Schedule

“Morning Snack & Lunch Service”

Pg -6: Attendance

“Independent Study & Non-classroom Based Options”

“Student Support from Home”

Pg. 7: Field Trips

“End of the Year Trip”

Pg. 8: In the Event of an Emergency

Pg. 9: After School Care

Pgs. 9-10: The Trillium Code of Behavioral Conduct

“Dress Code” & “Behavior Interventions”

Pg 11-12: School Calendar & Air Quality Guidelines

Pgs 13: *Signature Sheet * Please Sign and return



Welcome to Trillium Charter School!

Trillium is a TK-5 grade public Charter School authorized by the Pacific Union School District. Trillium was founded in 2001, and has been open as a site-based elementary school since 2002. We offer small group and individualized academic instruction balanced with school-wide art, science, mindfulness, and social-emotional curriculum.

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

This is YOUR School

Trillium is an exceptional school where family and community come first. We are dedicated to inclusive education for all and welcome all families without exception.

You can have a meaningful impact at this school with small contributions of your personal time and energy. We welcome all families to share from their culture, family traditions, or personal expertise.

This is **YOUR school** and we invite you to become an integral part of what makes Trillium a safe and special place for all children.

Volunteerism is ingrained in our culture.

Parent involvement is key to the success of our small school. There is no contribution so small that it goes unappreciated. Here are some typical ways parents help out:

Reading or playing educational games in the classroom, Fundraising, Grant research & writing, Field trip driving & chaperoning, Gardening, Steering Committee (2 year term) or PTO member, Donations of supplies or equipment, and helping organize or working booths at school holiday/fundraising events.

Let us know if you have special talents or interests to share.
See a need at the school? Let's create a solution!

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 enriched academics and high behavioral standards. Students work independently and cooperatively within a strong community to become knowledgeable, self-motivated learners. **We maintain an inclusive environment where all children can thrive and bloom into life-long 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 with the specific details of our program are available to read on our website.



School↔Home Communications

The best ways to stay informed at Trillium:

1. **DOWNLOAD & USE the ParentSquare Application.** This is our main method of communication! Make sure to update your current email and/or cell phone number. Use private messaging on this site to reach teachers or the office.
 2. **READ** the info. boards and website postings for the Trillium News "at a glance" & weekly updates.
 3. **TALK** to other parents and your child's teacher on a regular basis.
- All school materials can easily be translated for equitable access.

Contacting Staff Members

Teachers are often available to answer quick questions at pick-up times, but not always. Scheduling time in advance for after school check-ins is highly recommended. Please send a message directly to your child's teacher via ParentSquare and they will get back to you outside of class time.

If you have student concerns to discuss, please message in advance to schedule a private meeting. Student discussions should first be directed to your child's teacher and may be discussed with administrative support as well.

Cell Phones & Technology Usage at School - please read carefully

If your child brings a cell phone to school, we ask that the parent and child both sign our cell phone usage agreement. The device may be kept in the student's backpack or in the office (per parent choice), and used solely outside of school hours (not to be used during Aftercare as a personal device for games, etc.). Older students who walk home from school alone often carry a cell phone to let the parent know they are leaving to walk home, however, there is no reason that a student will need a cell phone during school hours.

If a student does not follow these rules, the phone will be taken to the office and only be released to a parent/guardian. The school has very strict rules regarding cell phones/wifi usage on campus for everyone's safety. School devices are available in class. The school is unable to monitor Internet usage on personal devices not belonging to the school network.

Our enrollment packet included information about technology usage at the school, including iPads and school computer desktops used for projects or classroom activities, and permissions you have agreed to or declined. Our technology rules are in place to maintain a safe, kid-friendly learning environment that respects everyone's privacy. Pictures taken at the school or during school events or field trips will be used for our yearbook or ParentSquare unless you have given express permission for your child's image to be used on our website or school brochures/ flyers. If you have any questions regarding your child's access to technology at school, please speak with the office.



Our Program: The School Day Overview

- 8:00-8:30 - Before School Care - please walk students inside the gate & sign into morning care
- 8:30 - Campus Opens for all TK-5th students
- 8:45 - The bell will ring & all classes will begin
- 8:45-9:00 - morning circle, class meetings, attendance & lunch orders
- 9:00-10:20: Language Arts Instruction
- 10:30-11:00 am - Snack Break & Recess
- 11:00-12:15: Math Instruction
- 12:15-1:00 - Lunch Break & Recess
- 1:00pm - TK/Kindergarten Dismissal- pick up or go to kindercare
- 1:00-3:00: Afternoon Instruction for 1-5 grades
- Every Monday- 2:10 Dismissal 1st-5th Grades
- Tuesday thru Friday - 3:10 Dismissal for 1st-5th Grades
- 3:10-5:15: Aftercare- please make sure to sign out your child!
- *All student pick-up is now inside the gate and not in the front driveway.*

Morning Snack & Lunch Service

We participate in the School Lunch Program. Food is provided by Pacific Union School and served at Trillium. Please fill out an annual application for free or reduced meals- eligibility for this program must be renewed at the beginning of the school year and helps Trillium to be eligible for multiple federal and state funding programs that support our school. If you believe you may qualify, please fill out an application even if you do not intend to use the food program. All students may order a snack and/or lunch meal each day, free of charge.



Attendance

CA Ed. Code allows students 3 excused absences per school year and defines allowable reasons:

- Personal illness or a doctors appointments
- Court appearances
- Attending a funeral
- Observance of religious holidays

Consistent attendance is extremely important for students. Please bring your children to school on time every day to join their morning class circle where attendance & lunch count are taken.

If your student is absent or will be late due to an appointment, please contact the school office **and** send a message to your child's teacher via ParentSquare before the start of school (or in advance for appointments). **Chronic tardiness should be avoided at all costs.**

Office staff are available to help problem-solve barriers to attendance for your family and find practical solutions, such as carpooling before or after school, or seeking community resources.

*If your child misses more than 10 days of school in a school year they are considered **chronically absent** by the CA Dept. of Ed. (CDE) and we will contact you to work together to develop a plan to improve your child's attendance. This will require follow-up action from you that may include: meetings with school staff, signed attendance contracts, restrictions on re-enrollment for the following school year, or School Attendance Review Board (SARB) interventions. You will be notified of your child's attendance status with each report card, **or by the office if your child is in danger of becoming chronically absent or tardy.***

Independent Study:

Short term Independent Study (IS) is available when your child cannot be at school due to illness, travel, daytime appointments, etc. IS is assigned by the day or week and will include contracts, a work packet, activity and reading logs. All paperwork must be signed and assignments must be turned in to receive academic and attendance credit. Student work must be completed according to the contract or your child will be marked absent for those days.

Please allow at least 24 hours notice for short term independent study packets to be ready for pick-up.

Independent study is available for up to 14 days in a school year. Families looking for longer term independent study options are invited to consider our non-classroom based program options.

Non-classroom Based Enrollment

This program is for families who prefer a homeschool-style approach to education. NCB students may attend school events, aftercare, or in-class activities with 1) proof of current vaccination status on file and 2) a teacher approved schedule. The NCB program assists family members to teach off-campus by providing materials, school supplies, curriculum, academic support and assignment assistance. All paperwork must be signed and submitted regularly. Student assignments and academic progress must be demonstrated and approved by the school NCB liaison. Failure to demonstrate satisfactory student progress, turn in current paperwork, or attend scheduled meetings may limit continued access to this program.

Student Support from Home

The Trillium staff highly values open communication for strong school-family connections. Some important ways that families can support your child's school success:

- **GET TO SCHOOL ON TIME.** Morning routines set a positive tone for the entire school day.
- **STAY INFORMED.** Be sure you are getting ParentSquare communications, reading information boards, and talking to your teacher so you know what is happening in class.
- **ATTEND a parent conference at least once a year.** These biannual check-ins are excellent times to get the latest classroom information about your student.
- **VOLUNTEER.** When kids see their parents helping as part of their school community they are more inclined to feel a sense of belonging and pride about their school.
- **COMMUNICATE** with the school at the first sign of concern. We will always do our best to meet your child's unique needs whenever possible.



Field Trips

Frequent field trips are an important part of our program. Annual field trips have taken us to the Pumpkin Patches, Center Arts Events at Cal Poly, The Arcata Marsh, Moonstone Beach Tide Pools, the Community Pool, Redwood Park, Headwaters Forest, Wolf Creek Outdoor Education Camp, Pamplin Grove, etc.

Most field trips will require a signed permission slip or "Trip Slip" signed in advance. Some field trips also require parent drivers, or chaperones. Trip Slips also give field trip details, such as: time, place, travel and lunch plans, and acknowledge that you agree for your child to leave campus. Occasionally, students will ride the school or city bus. All students are required to follow current CA law regarding car seats/boosters for driving field trips.

* Weekly walking trips to the park are **NOT** considered field trips and will not require a separate trip slip.

Look on the ParentSquare calendar or our website for an up-to-date list of field trips.

End of the Year Trip

Traditionally, we had ended each school year with an all-school family camp-out that is the highlight of the year! We have had to cancel 3 consecutive years of this trip due to the pandemic and have had wonderful picnic BBQs instead. We will reassess the feasibility of camping with a community survey.



In the Event of an Emergency

Emergencies are never expected. In the event of an emergency please DO NOT CALL THE SCHOOL. It is crucial for phone lines to stay open for communication with emergency agencies. We will contact you ASAP via a phone call or use ParentSquare to notify families according to the needs of the situation.

Always make sure we have the most current emergency contact phone numbers for you and your designated alternate contacts, as well as a list of people authorized to pick up your child. Even in an emergency situation we cannot release students to unauthorized adults.

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 School. If that route is unsafe, we will walk to the CALPoly quad and follow their emergency preparedness procedures.

If the school is on forced lockdown, we will not release children until the lockdown is completely over. **Lock down means no one comes in or goes out of campus.** DO NOT COME TO THE CAMPUS AND TRY TO PICK UP YOUR CHILD. We will call you immediately afterwards to make arrangements for pickup once imminent danger has passed.

During the school year, Trillium runs practice drills to help students prepare for emergencies. Some of these are “scheduled” in-advance and may be announced, others may not. If you would like more information on how we conduct our drills, please ask the office.

Other Situations

Members of our staff are trained in CPR or first-aid, and we also stock EPI-Pens on campus. In the event that a serious injury or allergic reaction occurs, **we will first call 911**, then contact families. We are able to handle basic injuries and will provide bandages and ice as needed. Additional medical procedures are beyond our scope and you will be contacted. We can only give medications as prescribed by a health care provider or physician *once a signed release form is on file.*

Please notify the office if your child is currently taking prescribed medication that must be taken during school hours or has a food/other allergy that could result in anaphylactic shock.

Always make sure we have the most current emergency contact phone numbers for you and your designated alternate contacts.

Air-Quality Alerts

* Please note that poor air quality due to smoke will require indoor school with windows and doors closed. We are preparing for this possibility and will alert families to sudden changes via ParentSquare. We use *PurpleAir.gov* for real time air quality levels. * **Please see the air quality chart on pg. 12.**



After-School Care

The Trillium Aftercare Program (AC) begins directly after school.

All participants must sign a yearly contract and make a deposit to use this program. Site-based and NCB Trillium students with current vaccines may attend every day that school is open. All students must agree to abide by the same Trillium Code of Behavior that is in-effect during regular school hours

Parents must Prepay for AC hours and maintain their accounts when their prepaid balance runs out. Contracts and copies of invoices are available by request from the school office.

This program is designed to provide affordable care for working families and will include a snack, art or enrichment activities, academic support, and supervised free-play.

Snack is provided every day and 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 healthy snacks from home if desired. Donations of ready-to-eat healthy snack foods (granola bars, fruit cups, pretzels, etc.) are always welcome.

The Trillium Aftercare Program closes at 5:15pm daily, unless directed otherwise due to a holiday schedule. Late pick-up of students is unacceptable and may result in loss of access to this service and a minimum \$40/hr. charge.

The Trillium Code of Behavioral Conduct

All students at Trillium are expected to abide by a code of conduct that supports personal responsibility, positive choices, and kindness to others in 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 actions that are disruptive or harmful to self or others. 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 of school rules**
- 2) Redirection to alternate activity**
- 3) Referral to Teacher for further assistance**
- 4) Conflict Resolution to problem solve student issues**
- 5) Referral to office for further assistance**
- 6) Notice to parent to follow up at home**
- 7) Request for parent conference with teacher and/or Director**
- 8) Behavior Plans, Contracts, or other Interventions**
- 9) Community Service or In-School Suspension**
- 10) Out-of-school Suspension**
- 11) Expulsion**

- Not all students will experience behavior interventions in this exact order. Instances of severe behavior violations may result in a mandatory suspension.

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. It is not possible to designate specific rules covering every possible situation that students may encounter, and we recognise that oftentimes students require extra support to manage behavioral challenges. When other corrective actions have proven to be unsuccessful, suspension may be necessary.

School Suspension

Recent CA Ed. Code encourages schools to minimize the use of school suspensions. Trillium Charter School has identified the following behaviors as unacceptable and subject to suspension:

- **Physical violence including kicking, biting, shoving, hitting, scratching, spitting, or any other action intentionally causing or attempting to cause harm to another**
- **Bullying, harassment, racism, intimidation, hate speech, or discrimination both verbal, written, or through the use of technology, email, or social media**
- **Use of inappropriate language or gestures**
- **Disruption of the learning environment that repeatedly prevents others from learning**
- **Theft, destruction of property, and vandalism**
- **Truancy or leaving campus**

*This list is not inclusive of all mandatory suspension guidelines.

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

Dress Code

Please make sure your child comes to school in comfortable clothing that allows them to move and play freely. Bring extra layers of clothing to be prepared for changing outdoor school conditions. Our motto at the school has always been “dress for the occasion”. We expect students to come to school with clothes and shoes that do not distract them from their lessons or detract from any PE or playground activities. Shoes should be worn at all times and flip-flops or high heeled shoes should be avoided unless a special school event dictates otherwise.

Please do not send your child to school in wheelies (tennis shoes with wheels) due to safety reasons. Clothing should be weather appropriate and not have images of violence or anything that could be offensive to the culture or identity of others. Hoodies should be kept down in class and hats should not cover the eyes.

Please write your child’s name on clothing items and make sure to send extra items for your child’s cubby during wet weather or if you have a younger child that may need a “just-in-case” outfit. To respect our staff and students with sensitive noses we do our best to be a fragrance-free school.

**We spend a great deal of time outside in all weather.
Changes of clothing may be kept at school.**



TRILLIUM CHARTER SCHOOL 2023-24

Read this Parent Handbook carefully as there are changes from previous year's Handbooks which you may not be aware of. Please return this document to the office.

Parent Initial:

I have read the Parent Handbook

I am signed up for Parentsquare & understand it is my responsibility to stay informed

I know I may be asked to volunteer throughout the year

I will keep my emergency contacts current

I understand the student code of conduct and how it may affect my child

CELL PHONE USE AGREEMENT (if applicable)

I agree to notify the office if my child brings a cell phone to school & agree to instruct my child to comply with Trillium's usage rules on campus.

Parent Signature _____

I agree to follow the school rules and not use my cell phone during school hours. I understand that my cell phone will be taken to the office and my parent(s) will be notified to pick it up in-person if I do not follow the rules.

Student(s) Signature _____

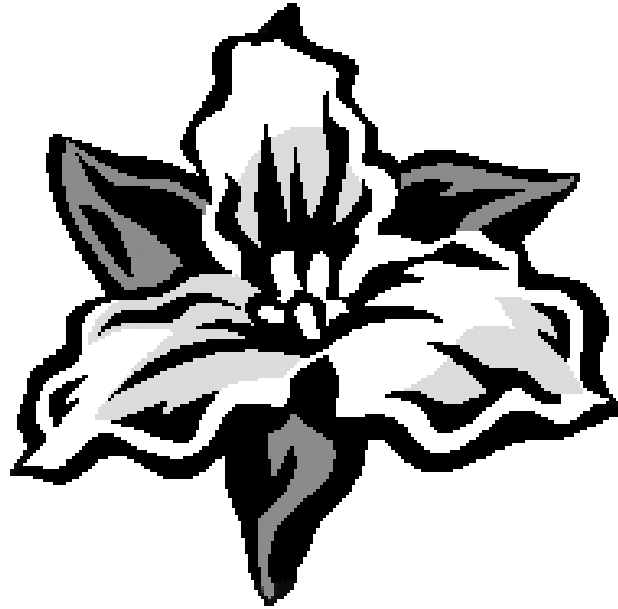
ATTENDANCE AGREEMENT

I understand when school begins and will make every effort to get my child to school on time. I know what times school is dismissed and what time Aftercare ends. I have read and understand Trillium's policy regarding school attendance and will call if my child is sick or late due to an appointment. I understand what to do if my child has a planned absence and that I can speak to their teacher to request an independent study packet.

Parent/Guardian Signature: _____ Date: _____

STUDENT(s) NAME: _____

TRILLIUM CHARTER SCHOOL



PARENT HANDBOOK 2023-2024 EDITION

Statement on Inclusivity at Trillium Charter School

Trillium Charter School is fully committed to providing a safe and inclusive environment for all. We do not tolerate racism, harassment, bullying, or unkindness within our school community.

Trillium is committed to ensuring all of our students and staff members have a safe, equitable and supportive learning experience while at school, no matter their race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical, mental or cognitive disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information.

CA state law AB1266 and the federal Title IX statutes are very clear in their support of transgender, non-binary, gender non-conforming, and gender questioning students. As a public school, we will uphold these laws designed to protect and support all students, and our Board Policies reflect these values.

As such, students are allowed to participate in activities and utilize school facilities in accordance with their gender identity, regardless of their gender at birth, and to use the name of their choosing. All our facilities are gender-neutral and are available for use by any student or staff member to use.