

Home of the Tigers



**STUDENT and PARENT
2014 – 2015 HANDBOOK**

**ADA S. NELSON
ELEMENTARY
SCHOOL**

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Los Nietos School District
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ADA S. NELSON SCHOOL

Dear Parents and Students,

Our Character education program

This HANDBOOK is filled with information regarding our Character Counts initiative, discipline guidelines, staffing information and important dates. Please take the time to look through this handbook, and discuss the children centered information with your child/children. We have inserted copies of our discipline policy in your child's student planner for 3rd through 6th graders, and we will refer to it often during the year.

Also included are DRESS CODE guidelines, PERFECT ATTENDANCE criteria, and Birthday guidelines.

We look forward to working with you and your child this year.

Marla Duncan, Principal



Vision Statement:

We at Nelson Elementary School are dedicated to becoming a community of students, parents and staff who are committed to life-long learning in a healthy, safe and clean environment. We devote ourselves to maintaining high academic and behavioral standards.

Mission Statement:

The mission of Ada S. Nelson Elementary School is to provide a safe, caring environment where students can best develop the skills and character necessary to be a part of their communities with success.

Staff List

Office Staff

**Hours of Operation:
7:30 a.m. to 4:00 p.m.**

Marla Duncan
Pat Gilmore
Lupe Guijarro

Principal
Secretary
Health Clerk

Support Staff

| | |
|-------------------|-------------------------|
| Charles Snyder | Instructional Assistant |
| Roxanne Castillo | Instructional Assistant |
| Nickie Martinez | RSP Assistant |
| Sherry Flores | Instructional Assistant |
| Yvonne Baltierra | Library Clerk |
| Eugene Villa | Day Custodian |
| Ricardo Gonzalez | Night Custodian |
| Dawn Haws | Cafeteria Manager |
| Cecilia Torres | Cafeteria Cook |
| Luz Mata | Cafeteria |
| Digna Gonzalez | Cafeteria |
| Valerie Arredondo | Cafeteria |
| Beatriz Morales | Breakfast/Noon Aides |
| Reyna Vega | Breakfast/Noon Aides |
| Bertha Ramirez | Breakfast/Noon Aides |
| Tianna Collazo | Breakfast/Noon Aides |
| Francie Morales | Breakfast/Noon Aides |
| | |

Instructional Staff

| Teacher | Grade Level | Room |
|---------------------------------------|---------------------|------|
| Lynn Duffy | K | 1 |
| Patricia Gachett | K | 2 |
| Carina Martinez | 1 | 6 |
| Linda Banks | 1 | 5 |
| Sandra Rivera | 2 | 15 |
| Ana Ortiz | 2 | 12 |
| Richard Mireles | 2/3 combo | 16 |
| Sonia DeAnda | 3 | 17 |
| Andrea Etherton | 3 | 14 |
| Jason Buzzard | 4 | 19 |
| Marianne Vaughan | 4/5 combo | 20 |
| Kim Palmer | 5 | 21 |
| Annie Anderson | 5/6 combo | 22 |
| Jessica Sullivan | 6 | 25 |
| Melinda Wilson | RSP | 8 |
| Jamie Melendez | Speech | 9 |
| Think Together Nicholas Villanueva | Site Coordinator | 13 |
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Nelson Elementary
2014-15

bell 
schedule

School Start Times:

M, W, Th, F 8:00 - 2:30
Tuesday 8:00 - 1:00

Recess Schedules (20 minutes):

Kinder - 3rd 10:00 - 10:20
4th - 6th 10:25 - 10:45

Lunch Schedule

| | |
|--------------|---------------|
| Kindergarten | 11:15 - 12:00 |
| First | 11:25 - 12:10 |
| Second | 11:45 - 12:30 |
| Third | 12:00 - 12:45 |
| Fourth | 12:10 - 12:55 |
| Fifth | 12:15 - 1:00 |
| Sixth | 11:45 - 12:30 |

Bell Sounds

| |
|-------|
| 11:57 |
| 12:07 |
| 12:27 |
| 12:42 |
| 12:52 |
| 12:57 |
| 12:27 |



MORNING PROCEDURES

FOR STUDENT SAFETY, THERE IS NO SUPERVISION BEFORE 7:15 A.M. – please do not drop your children off before that time.

7:20 – 7:55 Breakfast is served in the cafeteria

- Students are not allowed in the hallways or on the blacktop until teacher supervision begins
- Students who do not wish to eat breakfast must remain inside the cafeteria until 7:45 a.m.
- Parents are not allowed to remain inside the cafeteria with students, please drop off your child at the door

7:55 The warning bell rings; teachers pick up their students on the blacktop

7:55 – 7:59 Students who arrive during this time must report directly to the classroom

8:00 The tardy bell rings; students are expected to be in their seats

8:01 Students who arrive at this time **MUST** report to the front office and will be marked tardy

RECESS PROCEDURES

Teachers escort students to the blacktop area for recess. Staff who are assigned to supervision remain on the blacktop or move out to the field.

LUNCH PROCEDURES

Teachers escort their students to the cafeteria and are released to have their lunch. On minimum days teachers remain in the cafeteria and take their students back to the classroom. Teachers go to lunch at noon, after school is dismissed.

THE SIX PILLARS OF CHARACTER

Trustworthiness:

A person of character is trustworthy, lives with integrity, and is honest, reliable and loyal.
Do not take things that do not belong to you. Be honest.

Respect:

A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy, and freedom of others, is courteous and polite to all, and is tolerant and accepting of differences.
Treat others with respect; respect the property of others, don't hurt others.

Responsibility

A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
Come to school on time. Come prepared to work. Turn in assignments on time.

Fairness

A person of character is fair and just, is impartial, listens and is open to differing viewpoints.
Follow the rules on the playground and in the classroom. Do what you know is the right thing.

Caring

A person of character is caring, compassionate, kind, loving, considerate and charitable.
Help others when they need you. Don't allow students to be bullies. Don't hurt people's feelings.

Citizenship

A person of character is a good citizen, does his or her share, helps the community, and plays by the rules and respects authority and law.
Throw trash in cans, do not make a mess in the bathrooms, clean up your mess in the cafeteria, don't go in unauthorized areas.

EARLY REMOVAL FROM CLASS STOPS EVERYONE FROM LEARNING

Again this year we are asking that parents make every effort NOT to remove students from class prior to the end of the school day. When parents remove students from class, the office staff has to call and interrupt instruction in the classroom. The teacher stops instruction until the student gathers his or her belongings. The student who is leaving early usually asks the teacher for homework if it has not yet been assigned.

These steps cause an interruption of three to seven minutes to per student removal. Imagine if two or more students are leaving early that day. Teachers have reported that as many as three students are removed early each Friday, and up to five students on holidays.

We ask that you make every effort to schedule your child's dental and doctor appointments after school. In addition, we understand that the traffic congestion after school can be tedious, we suggest that if your child is a 4th thru 6th grader, that you pick up your child a few minutes after dismissal, i.e. 3:00 p.m.

We don't recommend that you leave your child on campus after 3:10 p.m. unless he/she is attending an after school, supervised function, otherwise there will be no adult supervision, which becomes a safety concern.



Respect for Adults

Students are to respect ALL Adults on campus, including staff and parent volunteers.

Students who are found to be disrespectful may receive detention. Repeated incidents **will** result in suspension.

Behavior that is NOT acceptable at Nelson Elementary

1. Fighting or threatening to cause physical injury to another person
2. Willfully using force or violence against another person
3. Possessing any firearm, knife, explosive, pepper spray, laser pen or other dangerous object
4. Dress/ appearance, that causes a disruption
5. Profanity, obscene acts
6. Forgery/cheating
7. Theft/burglary/possession of stolen property
8. Smoking or possession of tobacco
9. Defiance of authority/disruption of school activities
10. Destruction of school property or private property
11. Physical assault, battery
12. Possession or use of alcohol/ drugs/paraphernalia/look-alikes
- 13. Possession of imitation firearm; toy guns or BB guns**
14. Extortion/robbery (forcing students to give money)
15. Explosive devices, including fireworks
16. Leaving school without permission
17. Sexual harassment, language or touching

Consequences for Inappropriate Student Behavior

1. Counseling with student
2. Conferencing with parents
3. **Suspension:** The school Principal has the right to suspend a student for a period of up to five consecutive days for each offense. In cases of this type, an informal conference between the principal or his/her designee, the student, and any other appropriate persons will be conducted. If, after the investigation into the incident and conference is completed, the Principal decides that the suspension is necessary, it will become effective immediately. The Principal will attempt to notify parents by telephone if the decision to take this action is made. One copy of the suspension notice will be sent to the parents with the student OR one copy by mail the next day.
4. **Expulsion:** The school principal has the right and, in some cases, is required to recommend to the district Superintendent that a student be expelled (expulsion). In cases of this type, an administrative hearing panel will convene and action will be taken by the Board of Education. If a student has violated a school rule and is subject to expulsion, both the students and his/her parents will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedures.



Cafeteria Behavior

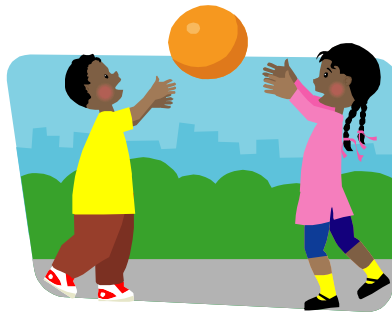
1. All children will enter the cafeteria quietly and orderly.
2. All balls and jump ropes will be placed at a designated place OUTSIDE the cafeteria.
3. Children will be expected to eat their lunch quietly and in an orderly manner.
4. Children will not throw away any food. Students who throw away food may be made to miss lunch-recess
5. Children will remain at their tables until dismissed by the noon aide or helpers.
6. Each child will be responsible for keeping his/her own eating area clean.
7. Children will respect and obey the noon aides.
8. Children who are not responsible and respectful will be asked to sit at the "QUIET TABLE".
9. **THROWING FOOD is cause for SUSPENSION.**

Dress Code

- ✓ **Shirts must have sleeves, NO TANK TOPS or Spaghetti Straps. POLO SHIRTS OF ANY COLOR OR PATTERN ARE PREFERRED.**
- ✓ **T-Shirts cannot have pictures of skeletons, skulls, or other inappropriate pictures or words.**
- ✓ **Students are expected to wear proper attire at all times, including belts to hold up pants at the waist.**
- ✓ **Students must wear closed toe shoes at all times. No sandals, flip-flops or tank tops are allowed.**
- ✓ **Girl's skirts MUST be no shorter than the tip of their middle finger when arms are extended downward.**
- ✓ **Girls or boys are not allowed to wear large hoop earring (larger than a quarter), or plugs or spike earrings.**
- ✓ **Girls are NOT allowed to wear make-up (eye-shadow, liner or lipstick). Lip gloss is acceptable in moderation.**

Fridays are Spirit Days. All students and staff wear red Nelson t-shirts or other red shirts.

Failure to comply with the school Dress Code Policy will result in a phone call home for a change of clothing and/or conference. Loaner clothing will be provided if available. The 2nd offense will result in lunch detention, 3rd offense will result in after school detention and/or mandatory parent conference. BE RESPONSIBLE



Playground Rules

1. Observe the **FREEZE** bell at Recess and Lunch. Walk and line up when the whistle blows/you are instructed to do so.
2. Walk on the blacktop area.
3. No playing in the restrooms.
4. Play organized games in assigned areas.
5. Use school equipment properly. *Do not bring toys or games from home.*
6. Stay away from school fences.

Attendance Policy

Students are expected to be at school each day and on time. The School day begins at 8:00, however the cafeteria is open for breakfast at 7:20 a.m. The warning bell sounds at 7:55 a.m.

Truancy

Students are considered truant if they are:

- Absent 10 times during the school year
- Absent 15 times in the preceding 12-month period
- Tardy more than 30 minutes, 3 or more times in a school year

Students who are considered truant will be referred to the District Attorney's Office for the Abolish Chronic Truancy (ACT) Program. This referral can result in parent and student placement on a contract with the District Attorney, referral to the School Attendance Review Board (SARB) and parent or guardian prosecution for violation of the education code.

Parents are notified of a child's TRUANCY status by mail, certified mail, or with backpack letters.

Perfect Attendance means PERFECT!

Students are eligible for Perfect Attendance recognition based on the following criteria ONLY:

- NO Tardy Arrivals
- NO Absences
- NO early release or pull-outs

Students are recognized for perfect attendance every trimester.

Parent Information

Damage to School Property

The law states that parents are liable for damage to all school property, including books damaged or lost. Textbooks will be assigned to students. If books are lost or willfully damaged a fee to cover the loss or damage will be charged. Please encourage your child to put covers on all books. We will withhold report cards until all costs have been paid. Students writing on desks or walls will be expected to clean them, and could include suspension from school.

Field Trips

Field trips are planned to enhance classroom activities and to serve an educational purpose. Parents will be notified of each field trip. A limited number of parents may be asked to accompany the teacher and students on a field trip, with prior approval from the Principal. **The school has the authority to prohibit student attendance on field trips if a student has poor classroom self-control or has been disobedient on previous field trips.** We sometimes request a parent, guardian or another adult accompany a student with unpredictable behavior.

Homework

Students are expected to complete homework assignments. Students who fail to turn in homework may be asked to complete assignments during free time, recess or lunch recess. It is the policy of the district for teachers to provide and encourage homework when it is needed. Most teachers assign homework Monday through Thursday. All class work and homework is meant to assist students in mastery of the Common Core Standards. Some activities are designed to promote Character Building and support reading skills.

Bicycles

Students in 4th through 6th grade are allowed to ride bicycles to school but they must lock them on the bike racks. The school is not responsible for stolen bicycles. Skateboards, scooters and skates are NOT allowed on campus.

Visits to Campus

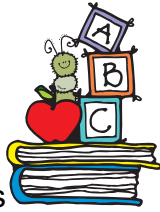
Lunch Visits are allowed on the first Friday of the month; Tiger of the Month celebration Fridays only.

Classroom visits - Parents are welcome to observe in their child's classroom. We do ask however that you schedule this visit with your child's teacher or the principal. Parents who visit their child's classroom, are not allowed to work with their child during their visit.

All visitors to campus must register in the front office and obtain a visitor's pass prior to entering campus.

Cell Phones/Electronics

Students are not allowed to bring any video games, ipods, Gameboys, or other electronics to campus. We ask that if students bring cell phones to campus they leave them in the front office with the Secretary, Pat Gilmore until the end of the school day. This will insure that they will not be confiscated for use during school. Students who are found using their phones more than three times during the school year will receive consequences for defiance.



Interventions

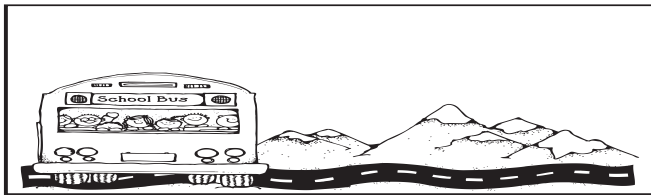
After school and in-school interventions will begin as soon as the school has received student STAR testing data and individual student reports. Parents will be notified if their child is being recommended for an Intervention class.

Lost Items

Please include a label inside your child's sweaters, jackets, backpacks, etc. Items that bear your child's name are easily found and returned.

Medication

Children who need to take medicine, must leave it in the nurse's office and the school health clerk or school secretary will administer it. **Medications are not permitted without a doctor's written recommendation.**



Nelson Valet Drop Off Service

Nelson offers a Valet Drop-off Service to assist with traffic flow and congestion. You will notice a friendly parent volunteer or Nelson Staff member wearing a bright yellow vest, assisting you and your child with their safe arrival or departure from school each day.

AM DROP OFF: When entering the drop off lane, it will split into two lanes. Please enter the lane nearest the curb to drop off your children. Pull all the way forward and please do not block the crosswalk. Parking in the school lot is for staff only, with the exception of the designated Handicapped spots. Do not stop in RED ZONE or leave your vehicle unattended at any time. We appreciate your cooperation in this matter.

PM PICK UP: We ask that you pick up your children on time after school. When entering the drop off lane, you will see it split into two lanes. If you see your child is ready to be picked up, please pull next to the curb, all the way forward and your child will be able to enter your vehicle safely. If you do not see your child when you enter the pick up lane the first time, we ask that you circle around the school and re-enter the pick up lane once more. It is very important that you do not stop in the middle of the street or pick up lane and have your child to cross between other cars picking up their children. Do not stop in the RED ZONE or leave your vehicle unattended at any time. You will risk your child's safety.

Thank you in advance for your cooperation. Please see the Principal if you are able to volunteer your time as a valet. We need you!

Disaster Dismissal Procedures

Should a disaster happens, every parent wants to be sure their child is safe, being cared for and supervised. The following procedures are designed to get this information to you so that your child can be reunited with you as soon as possible.

In case of a disaster, do not telephone the school. The telephone will be needed for emergency communication only.

If at all possible, do not drive to the school as this will only add to the traffic congestion and impede the progress of emergency vehicles.

Do not enter the school grounds. Follow the procedures below for picking up your child.

Should a disaster occur, the school Principal or her designee will determine if, when, and how the students will be released. Students will be released at the close of the regular school day if:

1. They are walkers and it is determined safe for them to leave the school grounds.
2. Students may be dismissed prior to the end of the school day to an adult listed on their disaster emergency card. Every person picking up a student will be asked to sign a statement giving their name, the student's name and their relationship to the student, such as parent, uncle, etc.
3. Students K-6 will be released in front of the school and from the kinder gate. When reaching the fence opening, report to the person in charge to check out your child. He/she will send for your child. If it is deemed unsafe to dismiss them to walk, students will be cared for at the school until parents can be reunited with them.

SCHOOL-WIDE RECOGNITION OPPORTUNITIES

The Ada S. Nelson staff is using a positive discipline plan for all children. Our goal is to work together with parents so all children can learn in a secure, safe, quiet and positive environment. An important part of our School Wide Behavior Plan is the children developing a positive attitude toward themselves and school. To accomplish this GOAL:

1. Each grade level team will implement a consistent discipline system. Parents will be notified of the systems and the consequences if a child does not follow classroom rules. (i.e. verbal warning, time out, phone call home, detention, referral, parent conference.
2. Children can receive ***Character of the Week recognition*** for positive behavior in the classroom, cafeteria or on the playground
3. ***Tiger of the Month Awards*** will be presented monthly at the Friday Flag ceremony.
4. Perfect attendance and no tardiness will be rewarded each trimester.
5. Year-end awards will be given for Honor Roll, Outstanding 6th Grade Boy and Girl, Principal's List, Citizenship, Most Improved, Attendance, and Sportsmanship. A letter will be sent home outlining the criteria for each award at Back to School Night.

Parent Involvement

Several parent groups exist at Ada S. Nelson Elementary:

School Site Council is a group of concerned parents who provide support and direction when spending school funds for the achievement of our students. **School Site Council Meetings will be held each Month, alternating day (8:30 a.m.) and evening (6:00 p.m.) meetings.**

District Advisory Committee consists of two to four parents representing the school at District level meetings.

District English Learner Advisory Committee (DELAC) meets monthly at alternating school sites as representatives for each school to discuss issues regarding our English Learner students.

Parent Teacher Organization (PTO) meetings will take place monthly after school to discuss upcoming events and give our parents an opportunity to provide support for our school. **Meeting dates will be included in this handbook.**

Parent Volunteers are encouraged to work with our Parents as Volunteer Educators (PAVE). PAVE parents assist teachers with copying and other tasks to prepare for instruction. Parents are also encouraged to volunteer as Room Parents in their child(ren)s classroom. Parents should arrange volunteer dates with the classroom teacher.

A new policy regarding parent volunteers and finger printing requirements states that any parent who wishes to volunteer more than twice during a school year must be finger printed for the safety of our students.

For more information regarding PAVE please contact Mrs. Regina Quintero, PAVE Coordinator, at (562) 692-0615.

BIRTHDAY CELEBRATIONS:

Birthday celebrations are allowed in classrooms with the teacher's approval. Here are the guidelines for birthday celebrations:

1. You must contact the teacher prior to bringing any items for celebration.
2. **ONLY Mini** cupcakes are acceptable. **FULL SIZE** cupcakes will not be allowed in the classroom.
3. No candy, pizza, or banned food items will be allowed in the classroom.
4. No large balloons will be allowed in the classroom

WELLNESS POLICY

The Los Nietos School District has implemented a policy to assist with the wellness of our students and staff. We want to standardize birthday and holiday celebrations at our school. This will be in keeping with the diet regulations of the California Department of Education; we'd also like to make certain that snacks and celebrations do not take away from instructional time.

Please review below the APPROVED and BANNED food items:



Approved Healthy Snacks

| | | | | |
|--------------|---------------|--------------------|-----------------|----------|
| Granola Bars | Teddy Grahams | Fruit | Yogurt | Raisins |
| Fruit Snacks | Pudding | Popcorn | Carrot Sticks | Jello |
| Baked Chips | Cheese | 100 Calorie snacks | Angel Food Cake | Crackers |



UNACCEPTABLE SNACKS

(PLEASE Do Not Bring These Foods to Campus)

| | | | | |
|-------|--------------|--------------------|------------------|--------------|
| Candy | HOT CHEETOS* | Gum | Cupcakes | Lucas/Takis* |
| Soda | Fried Snacks | High Sugary Drinks | NO Glass Bottles | Nuts |

*Hot Cheetos and Hot Lucas (along with ANY other “flaming hot” snacks are prohibited. Students are not allowed to bring these items on campus. They will be taken, and NOT returned. The second offense could result in detention.

AFTER SCHOOL PROGRAMS

STONE SOUP

The Stone Soup after school program provides childcare each school day until 6:00 p.m. The program includes homework supervision, arts and crafts and outdoor activities. There is a tuition fee, however tuition assistance is available for those who qualify. **This year the program will be held in Room 3.**

For more information call the Stone Soup Program at 800/421-7687 or e-mail your questions to stonesup@aol.com

THINK Together at Nelson Elementary School

THINK Together is a nonprofit after school provider operating more than 180 sites in school districts throughout Southern California. We partner with schools, parents and the community, to provide a fun and safe place for students to learn and grow.

THINK Together serves all of the schools in the Los Nietos School District. Our core offerings for Nelson Elementary School are Homework Assistance, Nutrition Education and Physical Activity.

DETAILS ABOUT THINK TOGETHER:

- Free after school program
- Approximately 1 hour of homework assistance.
- A safe, fun, learning environment for your child to grow.

SIGN-UP

- Complete a student registration form. Read and sign the student / parent handbook. Please obtain these through your school front office.
- THINK Together is open when Nelson School is open.
- We are located on the school campus.
- Program begins immediately after school until 6:00 pm., 4:00 on minimum days.

Procedures:

- Your child needs to attend THINK Together every day that they attend school.
- Your child needs to follow our behavior policies.

For more information contact the Nelson site coordinator Mr. Nicholas Villegas at 562/298-0281 or nelson@thinktogether.org.

I have read the information on the topics below and I understand the information:

I. Attendance Policy – Perfect Attendance Requirements:

Parent Signature

Date

II. Dress Code Policy

Parent Signature

Date

III. Birthday Celebration Policy

Parent Signature

Date

Student's Name: _____

Teacher: _____