

# *Nielson School*

## **Student Handbook**



**“The Sky’s The Limit”  
The Nielson Navigators**

**2014 – 2015**

**Matthew LeClere, Principal**

# Table of Contents

	page
<b>Attendance</b>	
Absences	1, 2
Appointments / Leaving Early	2
School Cancellation	2
School Hours	2
Tardies	2
<b>Academics</b>	
Activities	3
Field Trips	3
Home / School Communication	3
Website	3
Homework	3
Library Policies	4
Newsletters	4
Open House	4
Parent Teacher Conferences	4
Concerns	4
Report Cards	5
Guidelines for Retention	5
School Supplies	5
Fine Arts Specials Rotation	5
Summer School	6
Tutoring	6
<b>Cafeteria Procedures</b>	
Breakfast	6
Fees & Exemptions	6
Lunch	6
Meal Fees	6, 7
Lunch with Parent/Guardian	7
<b>Health</b>	
Accidents / Injuries	7
Health Policies	7, 8

<b>Medication / Forms in Office</b>	<b>8</b>
Illness	8
Outreach	8
Weather	8
<b>School Procedures</b>	
Visitors	9
Outdoor Recess Rules	9
Bikes	9
Classroom Visits	10
Treats/Snacks	10
Invitations/Gift Deliveries	10
School Parties	10
Cell Phones / Electronic Devices	10
Classroom Assignment	10
Detentions	10, 11
Suspensions	11
Extra-curricular Event Attendance	11
Emergency School Evacuation	11
Gum, Soda Pop, & Candy	11
Grievances	11
Phone Call Messages to Students	11
Moving	12
PTO	12
Volunteers	12
Dress Code	12
<b>Transportation / Arrival/Departure</b>	
Buses	12
Student Bus Assignment	12
Morning Arrival	13
Afternoon / Departure	13
Before & After Care (P.A.L.S)	13
Transportation Note	13
<b>Staff Directory</b>	
Classroom Teachers	14
Fine Arts / Special Services Teachers	15

Dear Parent or Guardian,

Welcome to Nielson Elementary School. We hope you and your child will have an exceptional educational experience here and enjoy the time you spend with us. This handbook has been created to answer some of your basic questions about Nielson practices, procedures, and policies. We cannot possibly include every question or situation that may arise but this may give you an overview of the most frequently addressed issues. Please refer to Galesburg Community Unit School District #205 "Elementary Code of Student Conduct" for a more complete guide to student behavioral expectations. Please feel free to contact us if you have any questions or concerns.

Matthew LeClere, Principal

## Attendance

### Absences

**State law requires you to report your child's absence.** Our OFFICE HOURS are 8:00 a.m. to 4:30 p.m. each school day. You may call 973-2014 or the **Attendance Line** at 973-2349 (24 hours a day). We appreciate hearing from you before 8:45 a.m. when your child will be absent or late. An absent child, with no call or notice from the parent/guardian, is a major concern for the school staff - Did the child leave home but not make it to school? **Please call the office to report when your child will be absent.** If necessary, we will call to check on your child.

Absences and tardies are a strong indicator of student failure. You can support your child's teacher and classmates by showing your child that getting to school on time is being respectful toward others and more productive for them and everybody concerned. **We ask your help in preventing tardiness and unnecessary absence** from school. Illness, death in the family, or doctor appointments should be considered by parents as the only reasons for absence from school. Casual absences are unexcused. After three consecutive days of illness, a doctor's note is required for the student's return to school. **After three unexcused absences**, you will receive a home visit from our Outreach Worker. If absences or tardies become a problem, the truant officer will be notified. Habitual truancy will be handed over to the state's attorney.

We of course, are not asking that you send your child to school sick. If children have a fever or are vomiting, they should remain out of school (fever free for 24 hrs.) for their own health and for other's wellbeing.

We strongly discourage vacations during the school year. However, if you must schedule a vacation while your child is in school, please come by the office to fill out the appropriate forms to have the absence excused. Prearranged Absence Forms are available in the office. They must be filled out a minimum of 10 days prior to the absence. This gives the teacher ample time to prepare homework if needed.

**Absences Do Matter:** Each day a student is absent costs the district \$80 in state aid. Being tardy or leaving early costs the district \$40 a day.

The State of Illinois Attendance Regulations is listed in the August newsletter in detail or you can get a copy in the office.

#### **Appointments / Leaving Early**

Please notify the office when your student will be late or will be leaving early because of a scheduled appointment. Parents must come into the building to sign the student In or Out. Please bring a doctor's notice to the office. Your child will only be called down from class when you arrive to sign him/her out.

#### **School Cancellation**

Listen to local radio stations to hear if school is closed, buses will be running or the snow route is in effect. Local radio stations include: WGIL (1400 AM); WAIK (1590 AM); WLSR (92.7 FM); WAAG (94.9 FM); WKAY (105.3 FM).

#### **School Hours**

Nielson School begins promptly at 8:45 each day and dismisses at 3:15. Early Dismissal is at 2:20. Note: At the beginning of the school year, we will have early dismissal days until August 31<sup>st</sup> due to anticipated heat.

#### **Tardies**

Students are tardy if they are not in the classroom by the 8:45 bell. They must be signed in by a parent/guardian in the office and the student must pick up a pass to take to their teacher.

## **Academics**

### **Activities**

Students may participate in the following school-sponsored activities: D.A.R.E Club, Field Trips, Geography Bowl, Spelling Bee, Choir, Young Authors, Readermania, Richardson Readers, Field Day, and Tutoring (teacher recommended).

### **Field Trips**

You will be asked to sign a permission slip at registration indicating the school may transport your child within Galesburg. Special permission slips will be sent for other field trips outside the city limits. Watch the school newsletter for information regarding local field trips.

### **Home / School Communication**

We communicate with parents by using Friday Folders. Each child is given one folder on the first day of school. It will be used weekly to deliver general messages, calendar of events, children's schoolwork, etc. Please take time to read the materials every week to help you become better informed about the school, our activities, and your child's work. Teachers do require the parent/guardian to sign the folder, to be returned by your student on Mondays.

### **Website**

Our website includes information pertaining to the monthly lunch menu, newsletter, event calendar, etc. – [www.galesburg205.org/Nielson/](http://www.galesburg205.org/Nielson/)

### **Homework**

Active interest in your child's education, involvement with your child in learning activities, and positive reinforcement of schoolwork and assignments are the best means to insure success. Talk to your child about what he/she is learning. Provide a set time and place for homework. With your help, we can make a difference together.

Each teacher determines their own homework policies. Become familiar with what is expected, so you can help your child succeed.

Homework for excused absences may be made up within the same number of school days the child is absent. Work for **pre-arranged absences** is due upon return to school.

**Library Policies**

All children in grades 1 through 5 will be scheduled to come to the Learning Center once every four days. Kindergarten uses the library with their classroom teacher. Grades 1 through 5 students will have the opportunity to check out up to two books at a time. These books will be due back four days later. If a child returns one book but leaves the other book at home, he/she will be allowed to check out one book the first time a book is overdue. If the child fails to return that overdue book the second time, he/she will not be able to check out another book until it is returned. Damaged books must be paid for before the child may check out another book. Prices for lost and damaged books will be full replacement cost and are the responsibility of the parent/guardian.

**Newsletters**

Newsletters are sent to all parents the first of every month in your child's Friday Folder. Important information (events for the month, etc.) is reported, so please keep it handy for easy reference. The Newsletter is also on Nielson's website ([www.galesburg205.org/nielson/](http://www.galesburg205.org/nielson/))

**Open House**

Open house nights are scheduled for each grade level in the beginning of the school year so parents can meet their child's teacher. Watch the newsletter and other sent home flyers for dates and times.

**Parent Teacher Conferences**

Teachers, principals, nurses, social workers, and the superintendent always welcome conferences with parents. They are best served if scheduled in advance. The school will take the initiative in scheduling conferences when the child's welfare or other concerns arise. We expect to have on-going conferences and communication with parents/guardians throughout the year. Please feel free to contact the teacher for a conference at any time. Formal conferences are held twice a year.

**Concerns**

Please contact your child's teacher, outreach worker, or principal with any concerns. If you would like to schedule an appointment please call the office. Our outreach worker is on hand every day.

**Report Cards**

Report cards are sent out at the end of each quarter for second through fifth grade students. First grade students receive report cards at the end of the second, third, and fourth quarter.

Kindergarten students receive reports cards at the end of second and fourth quarters. All report cards need to be signed and returned after review to the classroom teacher.

**Guidelines for Retention**

The decision to promote a student to the next grade level shall be based on successful completion of curriculum, attendance, performance based on Illinois Standards Achievement Tests, or other testing. In accordance with school code 105 5/10-90.9a, a student shall not be promoted based upon age or any other social reason not related to academic performance. During consideration of the retention, the best interest of the student is the focus. The following are factors that are considered but not limited to, when making a decision concerning retention:

- Number of previous retentions
- Academic success as measured by state and/or standardized tests
- Classroom grades

In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized-test results, attendance history, and teacher observation of student performance.

Information regarding academic achievement shall be obtained from teachers, administrators, and other educational professionals who work with the student. Teachers and administrators will work collaboratively to reach the decision, with the final decision resting with the principal.

**School Supplies**

School Supply lists will be available at registration and our local stores (Target, Wal-mart, K-Mart, Walgreens) in August.

**Fine Arts Specials Rotation**

Grades 1 - 5 have Fine Arts daily on a four-day cycle. Fine Art Specials include: art; music; physical education; and library. Kindergarten teachers provide specials for students within their own schedule.

**Summer School**

Summer School may be required or recommended for students by the home school. Limited bus service will be provided. Summer school decisions will be made during the spring conference timeframe.

**Tutoring**

The tutoring program runs from November into March. It is need-based and determined by teacher recommendation. Permission slips will be provided during the first parent teacher conference in November.

## **Cafeteria Procedures**

**Breakfast**

Breakfast is served each day in the gym to any student from 8:15 to 8:35. Students should enter the building through the south side gym doors if dropped off by parents and front doors if dropped off by bus. On good weather days students will go outside to the playground after eating, on bad weather days they will stay in the gym until first bell rings at 8:35.

**Fees & Exemptions**

Students who qualify for free lunch will also have school registration fees waived. Forms are available at registration and in the office throughout the school year.

**Lunch**

Lunch count is taken each morning in the classroom during attendance. Students may choose from lunch A or B. They may bring a cold lunch. Fast food, soda pop, and candy are not allowed in the lunchroom. The lunch period is 30 minutes in length. Students are not allowed to share lunches. Milk is available to students for 30 cents.

**Meal Fees**

Money for meals may be sent daily, weekly, or monthly. We have lunch envelopes in the office which your child can bring home and payment can be made to the teacher, lunch cashier, or office personnel. We ask that you keep current in your payments or pay ahead. Free/reduced meal applications are available in the office throughout the school year. If a student becomes delinquent in payment of meals, parents will be notified, but it is the responsibility of the parent to keep meal money up-to-date. If charges become excessive, students will be served peanut butter sandwiches until fees are paid.

<b>Cost of School Meals</b>	<u>Lunch</u>	\$2.00	<u>Breakfast</u>	\$1.25
Milk is included with meal	Reduced	\$ .40	Reduced	\$. 30
	Milk	\$ .30		
	Adult Lunch	\$2.70	Adult B'fast	\$1.50

- If a free/reduced student wants an extra milk or is bringing a cold lunch for the day, he/she must pay 30 cents for their milk, it is not free without ordering the meal.

### **Lunch with Parents/Guardians**

Adults may eat lunch with their child at school but must sign in at the office upon arrival and wear a visitor's badge. They may take the child out to lunch as long as they sign them out and return by the start of class time. Fast food lunches may be taken outside on school property (but not allowed in lunchroom or school).

### **Lunch Times:**

Fifth	12:10 - 12:40	Fourth	11:40 - 12:10
Second/Third	11:25 - 11:55	Kdg/First	11:55 - 12:25

## **Health**

### **Accidents / Injuries**

The safety of every student is a prime concern. The responsibility of the school is to identify the problem and make the child as comfortable as possible, using basic first aid measures. The school nurse is here 1 ½ days a week and can be contacted at another school if necessary.

Parents will be notified, except for very minor scrapes and bruises.

To aid in parent notification, the school must have:

- A completed "Emergency Information Form" on file in the office
- Arrangements made for an adult to assume responsibility in case parents are not available

Once parents have been notified, it becomes their responsibility to decide what should be done and to inform the school of how the situation should be handled.

Throughout the school year, please remember to call the office with any changes or additions for phone numbers or contacts. It is **very important** that the school staff be able to contact you or another adult **at all times**.

### **Health Policies**

A Student Health History Form needs to be on file for each child. Keep us informed of any medical concerns your child has through the year.

Kindergarten students do need a physical with all immunizations up-to-date (**due before they can start school**), a dental exam (due Oct. 15<sup>th</sup>), and eye exam (seen by an eye doctor, due May 15<sup>th</sup>). Second graders need only a dental exam (due May 15<sup>th</sup> of that school year).

Please ask the office about our free “Miles of Smiles” dental exam.

**Out- of -State students** registering must have an Illinois physical within 30 days of their entry date. This is a state law. If you are not in compliance, your child will be sent home from school.

### **Medication / Forms in Office**

If your child requires prescribed medication during school hours, a form signed by you and the doctor is required before school personnel can administer medicine. Medicine must be in the proper prescription bottle. Over-the-counter medicine can be given at school, but a school form signed by you must accompany the medicine. Medicine should only be brought to school for the office to administer if necessary (medicine to be given three times a day, can be given before and after school). All medicine and prescribed inhalers will be kept in the nurse’s cabinet.

### **Illness**

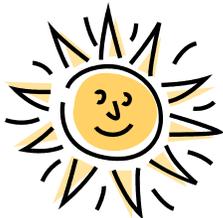
If your child has a fever or is vomiting, they should not be sent to school. Children should be **fever free for 24 hours** before coming back. We will contact you to pick up your child if he/she becomes sick at school. Please have arrangements in place for transportation and care.

### **Outreach**

Our outreach worker is available at Nielson every day to help students with social and emotional issues. The outreach worker’s direct phone number is 973-2343. The outreach worker is also responsible to meet with families who have attendance or tardy issues.

### **Weather**

Students will go outside if the temperature is 20 degrees or above or if the wind chill is not below 20 degrees. If your child should remain indoors due to an illness, you may send a note informing the teacher (more than 1 day, a doctor’s note is required). On bad weather days the students will be in the gym for breakfast or stay in the classroom for recess.



## **School Procedures**

### **Visitors**

The front doors are unlocked from 8:00 a.m. until 8:45 a.m.

Visitors must enter through the front doors.

We have a camera security system in place, so you will need to use the far left set of front doors after 8:45. The buzzer for entry is on the right side of the door. The office will ask you for your name and ask you to state your business if we don't recognize you; you will then hear a click, and the far left door will unlock, please proceed to the office.

Visitors will need to sign in and wear a visitor's badge if you plan to walk to a classroom.

### **Outdoor Recess Rules**

Children must play within the school boundaries: play on blacktop, on soccer/football field, and school equipment. Children should stay away from windows, doors, near fences, parking lot /cars, and bicycle rack. Children must use the equipment safely at all times. For example, no jumping off of equipment will be tolerated. Only one person to a swing and no jumping out of swings is allowed. Do not throw or kick rocks, throw snowballs/ice or other objects, no sliding on ice patches or climbing on snow mounds. The children are reminded to stay out of muddy areas, if they get their clothes muddy no call will be made home. If children are not wearing winter boots, they must stay on the blacktop. No tackle football, bats, roller blades, skateboards, or battery operated toys are allowed. Children may bring footballs, waffle balls, ball gloves, basketballs, and jump ropes. All ball games must be played on the grassy area of the playground except for basketball and four square.

Students must refrain from fighting, physical altercations, inappropriate language or actions, verbal abuse, and possessing a harmful object.

Serious misbehavior will be dealt with by the principal and the appropriate consequence will be determined.

### **Bikes**

Kindergarten and first grade children may not ride bikes to school. Bike riders exit out south C Pod doors. They should walk bikes off school property. Children must cross the street walking bikes, with the crossing guard assistance. If children walking or biking are going south on the east side of Farnham St., the children should walk/bike around the parking lot on sidewalks provided until safely on south side of driveway entrance. No child should ever cross the entrance.

**Classroom Visits**

If a parent wishes to visit their child's classroom during the day, they should call the school 24 hours in advance to set up the visit. Casual visits should be limited to half an hour. Conferences with teachers are better served when scheduled before or after school, due to teacher's class time.

**Treats**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the teacher. All treats must be store bought and prepackaged with nutritional information listed. Treats must not require refrigeration and must have a clearly printed list of their ingredients on the packaging. No homemade treats, snacks, or items from any bakeries (due to cross contaminations) are allowed for distribution at school. We strongly encourage you to select a treat/snack with nutritional value.

**Invitations / Balloon & Flower Deliveries**

Invitations can be distributed in class but only if everyone is invited. Flowers, gifts, and balloon deliveries are not allowed for students. This interrupts the teacher's instruction and the bus does not allow them for obvious safety reasons.

**School Parties**

We have three parties the school participates in: In October, we have the Halloween Party. The students do dress up (no masks) and walk to the O.A.K.S. on Farnham St. with their teachers (not all teachers choose to participate in the parade). If you do not wish your child to be included in this party we have an alternative activity in the Learning Center so they will not be excluded and will not have to leave school. The second party is in December, this is the Holiday Party, and the third party is in February for Valentine's Day.

**Cell Phones / Electronic Devices**

In accordance with District #205's policy; cellular phones, pagers, or other personal electronic entertainment devices are not to be used in the building or on a student's person in District #205 buildings during school hours. School hours are defined as starting bell to dismissal bell.

**Classroom Assignment**

A student's placement in the classroom is decided in the best interest of all children. We do our best to keep balance in the classrooms and focus on the best way to serve the needs of all students. Siblings and relatives are not placed in the same classroom.

**Detentions**

Detentions may be assigned by the teachers or the administration. Detentions assigned by the teacher are served in the classroom at a time arranged by the teacher. Office detentions are given by the administration and are served in the office at a designated time after school, normally no later than 4:00, but may last until 4:30 or 5:00. In some cases Saturday detentions may be assigned. This would take place at Nielson from 9:00 a.m. – 11:00 a.m. Failure to report to assigned Saturday detention would result in suspension from school.

**Suspensions**

When deemed the best course of action, the administration may assign a student to an In-School Suspension. When a student is assigned ISS, he/she will be allowed to complete all work but will do so in the office. The student will have to complete all assigned work and complete the ISS before returning to class.

Out-of-School Suspensions may be issued for fighting, harassment, bringing harmful objects on the bus/school, and other extreme offenses. Students may make up work but may not attend any events on days they are suspended. Please refer to CUSD #205 Elementary Code of Conduct for further explanation of consequences and behavioral expectations.

**Extra-curricular Event Attendance**

If students have been absent or suspended on a day we are holding an event, they may not attend that evening school function.

**Emergency School Evacuation**

In case of an emergency evacuation, the students will be walked by administration and teachers, to the O.A.K.S facility at 176 N. Farnham St.

**Gum, Soda Pop, & Candy**

These are not allowed at any time in the building. Candy will be permitted only when provided by staff or at class parties.

**Grievances**

Parents should make an effort to follow chain-of-command if a problem arises. Contact the teacher to see if the issue can be resolved. If problems continue, contact the principal.

**Phone Call Messages to Students**

Phone messages to be **given to students** during the day should be limited for **emergencies only**. For example: student's transportation and what to do after school should be arranged the night before or morning before school. **Communication to the classroom teacher by note** regarding transportation changes, doctor's appointments, & general messages in the morning is the preferred method and appreciated; this prevents classroom disruptions and distractions.

**Moving**

Please notify the office if your child will be moving. Students may remain at Nielson for the remainder of the school year if parents provide transportation and attendance remains favorable.

**PTO**

Nielson has an active PTO with monthly meetings. P.T.O. information is in our newsletter and is sent home in the Friday Folder, or information in the office is available. Some activities include fundraising, Holiday Shop, Family Fun Night, and the PTO Carnival. We hope you will consider coming to a meeting and joining our wonderful PTO!

**Volunteers**

Nielson has a successful Reading Buddy program in place. If you or a grandparent would like to be a Reading Buddy for a student (usually K-3), this can be arranged with their teacher or the office personnel. We welcome you to be a volunteer.

**Dress Code**

Dress should be modest and conducive to a school environment. No bare midriffs, revealing clothing, strapless tops or (less than 1 inch) single strap tops, tank tops, jeans showing undergarment, **NO FLIPFLOPS**, and shoes with no back strap are allowed. Wearing hats in school is not allowed.

**Transportation / Arrival & Departure****Buses**

**The circle drive in front of the school is to be used by buses only.** Students are not allowed to be dropped off or picked up using the circle drive. Buses do use the circle drive during different times of the day. Parents should park in the south parking lot only. Bus misbehavior may result in bus suspension. Please review bus rules with your child.

**Student Bus Assignment**

A student who lives in Nielson's bus area and decides to ride the bus, will need to have a bus assignment pass given to them through the office (this is given to the bus driver the first time the child rides the assigned bus). Students are not allowed to get on any other bus or get off at any other stop but the one assigned to them. Students will not be allowed to ride the bus if they do not have a bus pass assigned or do not live in the busing area. Parents/guardians need to contact the office for any bus transportation changes that may arise.

**Morning Arrival**

Children should not arrive at school until 8:20 in the morning. Children eating breakfast may arrive at 8:15. The first bell is at 8:40 and school begins at 8:45. **The playgrounds are not supervised until 8:20.** The school is NOT responsible for children on the playground until that time. All children should report to the playground if they are not eating breakfast in the school gym. The teachers will have the children line up outside before coming into the building. If bad weather, all students should enter the gym door and remain in the gym until the first bell.

**Afternoon / Departure**

Bus students will stay in the classroom until their bus is announced and they will proceed to the front doors where teachers are on duty. Walkers and students who are picked up will leave through C Pod doors only. Remind students to use the crosswalks. Crossing guards are on duty until 4:00. Teachers have parking lot duty until 3:30, if any children are not picked up on time, they will be brought to the office. Parents will need to come to the office to pick them up, unless another arrangement has been made. Please refer to the parking lot rules on the last page of this handbook for pick-up and drop-off procedures.

**Before & After Care (P.A.L.S)**

The YMCA offers a child care program. Hours are 6:30 a.m. until 8:20 a.m. and 3:15 p.m. until 6:00 p.m. Sign-up and cost information is available through the YMCA. Their phone number is 344-1324.

## Staff Directory

### Classroom teachers

<b><u>Grade Level</u></b>	<b><u>Teacher</u></b>	<b><u>Room</u></b>
Kindergarten	Mrs. Kristen Pickrel	C1
	Mrs. Ashley Shinn	C5
	Mr. Ken Sanner	C6
First Grade	Mrs. Gwen Wells	C2
	Mrs. Deb Mastin	C3
	Mrs. Lindsey Jones	C7
	Mrs. Heather Vanosdall	C4
Second Grade	Mr. Travis Stecher	B1
	Miss Bailey Cavanah	B2
	Mrs. Nicole Bruns	B3
Third Grade	Mrs. Blayne Kohl	B4
	Mrs. Molly Kleine	B5
	Mrs. Marcy Davis	B6
Fourth Grade	Mrs. Jessica Moore	A1
	Mrs. Ashley James	A4
	Mr. Jack Dippold	A5
Fifth	Mrs. Michelle Nelson	A2
	Mrs. Laura Bosomworth	A3
	Mrs. Molly Maaske	A6

## Staff Directory

### Fine Arts / Special Services

<u>Subject</u>	<u>Teacher</u>	<u>Grade</u>		
Art	Mr. Rich Ankeney	2-5	Mrs. Tara Huizenga	1
Learning Center	Ms. Michelle White	2-5	Mrs. Margie Renfroe	1
Music	Miss Kelly Helmich	2-5	Mrs. Barb Huston	1
PE	Mrs. Jaque Gohlinghorst	2-5	Mrs. JoAnn Andrews	1
Speech	Mrs. Laura Reid	K-5		
Special Ed.	Mrs. Rhonda White	K-1	Mrs. Orinda Benbow Mrs. Jodie McNally	2-3 4-5
Title 1	Ms. Tica Ortega Mrs. Dee Robb Miss Shalane Worden		ELL – John Prats Speech – Mrs. Laura Reid	
Reading Recovery	Miss Shalane Worden, Mrs. Dee Robb			1 <sup>st</sup>
Outreach Worker	Mr. Joe Pilger			
Nurse	Mrs. Debbie Nichols			

Revised August 2014