

Nielson School

Student Handbook



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

2017 – 2018

Matthew LeClere, Principal

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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. Breakfast is served each day from 8:15 – 8:35 and is open to any student.

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 when you are registering your child/children indicating the school may transport your child within Galesburg. Special permission slips will be sent for other field trips outside the city limits.

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.

Nielson Website

On our website you will find important information: Skyward Family Access, monthly menu, event calendar, and much more.
<http://galesburgnielson.ss9.sharpschool.com/>

On-Line Registration - Please contact the school office for information on how to register and receive your username and password to register on-line. This is also used through-out the year for Skyward Family Access.

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 K through 5 will be scheduled to come to the library with their classroom teacher at least once a week. All grades will have the opportunity to check out one book to begin the year. Eventually upper grades will be allowed to check out two books at a time. These books will be due back in a two week period, but can be exchanged as needed. If the student fails to return the book, 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.

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.

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 available online at the end of each quarter for all students. Report cards can be viewed online (Skyward Family Access).

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, and both Walgreens) in August.

Fine Arts Specials Rotation

Grades K - 5 have Fine Arts daily on a three-day cycle. Fine Art Specials include: art; music; and physical education.

Tutoring

The tutoring program runs from September into March. It is need-based and determined by teacher recommendation.

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.

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 /school. 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

A breakfast/lunch program, with 1 milk, is provided for each student at Nielson School for free presently and through the school year of 2018-2019. This is available to our students through the Community Eligibility Provision grant.

Milk is 30 cents when bringing a cold lunch, or for an extra milk.

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:

Kdg 12:00 – 12:30 First 11:30 – 12:00 Second 11:25 – 11:55

Third 12:05 – 12:35 Fourth 11:35 – 12:05 Fifth 12:10 – 12:40

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 from 8:45 – 1:45. 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 Polices

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. 15th), and eye exam (seen by an eye doctor, due May 15th). Second graders need only a dental exam (due May 15th 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 do not 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 the track in the back of the school 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 Hope Wesleyan Church, 857 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. Some activities include fundraising, Family Reading 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 (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. A and C Pod walkers and students who are picked up will leave through C Pod doors only. B Pod walkers and students who are picked up will leave through B Pod. 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

<u>Grade Level</u>	<u>Teacher</u>	<u>Room</u>
Kindergarten	Mrs. Kristen Pickrel	C1
	Mrs. Ashley Shinn	C5
	Mr. Ken Sanner	C6
First Grade	Mrs. Gwen Wells	C2
	Miss Shalane Worden	C3
	Mrs. Heather Vanosdall	C4
Second Grade	Mr. Travis Stecher	B1
	Miss Bailey Cavanah	B2
	Mrs. Nicole Bruns	B3
Third Grade	Miss Lauren Taylor	B4
	Mrs. Molly Kleine	B5
	Mrs. Marcy Davis	B6
Fourth Grade	Mrs. Melissa Clevenger	A1
	Mrs. Ashley James	A4
	Miss Megan Gross	A5
Fifth	Mrs. Ellen Rush	A2
	Mrs. Laura Bosomworth	A3
	Mrs. Molly Maaske	A6

Fine Arts / Special Services Teachers

Art	Mrs. Andrea Callaway
Library	Mrs. Rebecca Rappenecker
	Mrs. Cathy Markley
Music	Mrs. Stephanie Campbell
PE	Mrs. Jaque Gohlinghorst

ELL
Mrs. Dee Robb
Mrs. Sarah Rozny
Mr. Alejandro Varela

Outreach
Mrs. Jodie McNally

Special Education	
K/1	Mrs. Orinda Benbow
2/3	Mrs. Barb Slaton
4/5	Mrs. Karen Hull

Speech
Mrs. Anita Beetler
Mrs. Harmony Huntington
Mrs. Alicia Warren

Title I
Mrs. Blayne Kohl
Mrs. Tara Mowen
Miss Karen Steck

