

# Leroy Nichols Elementary

*Home of the Cougars*



## 2018-2019 Parent Handbook

“Don’t Let Time Pass Without  
Getting Involved With Your Child’s  
Education”  
Leroy Nichols’ PTA 2003

1301 S. Crescent Ave  
Lodi, CA 95240  
(209)331-7378

Office Hours: 7:30AM - 4:00PM

### *School Hours:*

#### ***Pre-School***

*AM Pre-School 8:15AM-11:15AM*

*PM Pre-School 11:15AM-2:15PM*

*Structured Pre-School 8:15AM-1:15PM*

#### ***Kindergarten***

8:15AM – 1:30PM

#### ***1<sup>st</sup> -3<sup>rd</sup> Grade***

8:15AM -2:15PM

#### ***4<sup>th</sup> -6<sup>th</sup> Grade***

8:15AM-2:20PM

*Minimum Days 8:15AM-12:22PM*  
**Students must not arrive on campus before 7:45AM**

## Welcome Students and Families,

*On behalf of the staff of Leroy Nichols School, I would like to welcome you to our Learning Community. This handbook has been designed to prepare our students for a successful school year. It will acquaint you with our Cougar pride, core values, expectations, staff, programs, policies, and procedures that are in place to ensure that your student will be able to meet their personal academic, social and emotional goals.*

*Please read this handbook together as a family. We encourage active discussions of each section of the handbook and referencing it throughout the year. Understanding, and embracing the ideas in the handbook, in addition to being present and working hard, will ensure and guarantee success!*

*Be proud to be apart of the Nichols Learning Community! Get involved! I encourage you to join PTA, School Site Council or the Bilingual Advisory Committee to be involved in your student's education. Together we will pursue high standards of academic achievement, citizenship, and school spirit.*

*Please feel free to communicate with me at any time. I can be reached by phone (209) 331-7378 or by email [spetersen@lodiUSD.net](mailto:spetersen@lodiUSD.net).*

*After you and your child are done reading the handbook, please sign the enclosed insert acknowledging this important information has been read and discussed.*



*Here is to a great year!*

*Susan Petersen*  
*Principal*



### Nichols School Mission Statement

Nichols School is dedicated to addressing the academic, social, cultural, physical and emotional needs of all students through our core values of safety, respect and responsibility. The challenging curriculum, while aligned to the Common Core State Standards, strives to create life-long learners in an environment of academic excellence with elevated expectations and clear academic goals. The curriculum is effectively coordinated to provide a wide array of specific services to meet the needs of a diverse community of learners.

#### Students Rights and Responsibilities

<b>Student Rights:</b>	<b>Student Responsibilities:</b>
Grade level standards based education	Come prepared with all required materials
Respect of students and staff	Follow all school and classroom rules and procedures
Safe, positive learning environment	Follow the policies and procedures
Clean, healthy campus	Complete homework and read 20-30 minutes daily as assigned
Uninterrupted educational process	Attend school everyday

### Lodi Unified School District Governing Board

The Lodi Unified School District meetings are held on the 2nd and 4th Tuesday of each month at 7:00PM at the district office (1305 E. Vine St.). The agenda can be accessed through the district website at [www.lodiusd.net](http://www.lodiusd.net).

**Ms. Bonnie Cassel**  
Mrs. Daryl Talken  
Mr. Ralph Womack

Mr Joe Nava  
Mr. Ron Heberle

Mr. George Neely  
Mr. Ron Freitas

Superintendent: Cathy Nichols-Washer

Assistant Superintendent K-6: Elodia Lampkin

## Attendance

Your child's attendance patterns have a direct link with school achievement. Frequent absences can hurt academic performance. Unless children are ill, please make sure they get to school on time every day. In the event of illness, call the office 331-7378 and excuse your child's absence. When you report your child's absence please state: child's name, teacher's name, date of absence, and reason for absence. Our attendance clerk will call daily on all student absences that are not cleared. Missed homework can be arranged by emailing or leaving a message for your child's teacher. Please make appointments before and after school or during vacation times.

### Attendance Awards:

Because we recognize the connection between good attendance and academic success, we want to reward students who achieve perfect attendance.

PERFECT attendance is just that; students who are **here on time, every day, for the whole day**. This means no time away from school for any reason.

A student who is absent for any reason (other than a pre-arranged independent study contract and provided the work is completed) cannot earn an attendance award for that quarter.

- ✓ **Quarter:** Receive a certificate and a prize at the Awards Assembly for perfect attendance from the beginning of the year until that specific quarter
- ✓ **Year:** Receive a certificate and recognition at the End of the Year Assembly.

### Independent Study

If your child will be absent for 5 or more days, you must make arrangements with the office for an Independent Study work assignment at least one week in advance. The Independent Study must be signed by the student, parent and teacher *prior* to the student's leaving. If Independent Study is done correctly, it will keep your child's perfect attendance record intact.

## **Absences Excused and Unexcused**

### ***Excused Absences:***

**A student's absence shall be excused for the following reasons**

- 1. Personal Illness**
- 2. Quarantine under the direction of a county or city health officer**
- 3. Medical, dental, optometric, or chiropractic appointment**
- 4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.**
- 5. Jury Duty in the manner provided by the law**
- 6. Member of immediate family who is in active duty of the armed forces**

### ***Unexcused Absences:***

**If the absence is not verified as excusable within ten (10) days, it shall be recorded un-excused.**

**Truancy letters will be sent after 3 and 6 unexcused absences. The child and welfare clerk will schedule a parent meeting after the 6 unexcused absences. If your child has 10 unexcused absences the SARB process will begin.**

## **Tardiness**

All children are expected to be in attendance each day unless they are ill or a family emergency arises. The State of California considers a student with 3 or more days of unexcused absences as a habitual truant. Also, being 30 minutes or more late for school is considered truant. The school considers more than 3 days of absence in any one quarter as excessive and, in all probability, this will affect their grades. **It is important that students arrive at school on time.** Students entering late often cause an interruption for the entire class because of repetition of information and general disturbance of a late entry.

## **Exclusion from School**

State law requires that children be excluded from school for the following reasons:

- Contagious health problem
- Lack of immunizations

Immunizations are necessary for polio, measles, rubella, mumps, diphtheria, whooping cough, tetanus, varicella (chicken pox), and Hep B.

There have been some instances of pediculosis, or head lice, in our district in the past. Children with head lice are excluded from school until the hair has been treated and all of the eggs (nits) have been removed.

This process takes 24 -48 hours.

## **Truancy**

State law requires that any child who has been absent without valid excuse more than three days or frequent tardiness for each of three or more days in one school year shall be reported truant to the site administrator.

It is our hope that all students attend school in a regular manner and we will be happy to discuss

specific problems you may have regarding attendance. However, in the event of a habitually truant student, the parent and students will be referred to our School Attendance Review Board (SARB) for corrective action.

### **Arrival and Departure Times**

**Our campus is a “Closed Campus.” The definition of a closed campus is only students and LUSD employees are allowed on the campus. Visitors will follow the visitor procedure outlined in the handbook.**

Arrival:

- Arrival time – NO earlier than 7:45
- All students (K-6) will enter through the cafeteria door facing Crescent- drop off only on Crescent Ave. Kindergarten will start after one week of school starting
- Sixth Grade students will help the Kindergartners get to class
- Free breakfast is available
- Cafeteria procedures in place for students having breakfast or not
- Students will early morning recess from 8:05-8:15

Once children have arrived at school, they are **not permitted to leave the school grounds without parents signing them out at the office.** If it is necessary for you to take your child out of class early, you must come to the office first to sign your child out. Be prepared to show a photo ID. For your child’s safety, the teacher will not release a child to anyone who has not obtained permission from the office.

**\*\*Your child will only be released to someone listed on that child’s emergency card. \*\*** We encourage you to try to schedule your child’s doctor and dental appointments after school hours or during vacation time. Students who have early morning appointments are encouraged to come to class first and then be checked out of the office.

### **After School**

- Pre-school and Kindergarten will communicate their procedure on the first weeks of school
- First – Sixth grades will be divided in “walkers/ Bridge” or “riders”
- Walkers/ Bridge will:
  - Students will be escorted by a teacher to the front of the school
  - Parents will wait outside of gates for students
  - Only students walking will be escorted to the designated area
  - Students will be supervised until 2:30
  - \*\*\*No Parking in front of the school on Crescent\*\*\*
- Riders (Cars, bikes, Scooters)
  - Students will be escorted to the parking lot area and will wait for adults by room 23
  - Parents will drive through the parking lot to pick up their child
  - Students will wait behind the gate until the parent arrives
  - Student will be escorted into their car by an adult

### **Bicycles**

Students in grades 3-6 may ride their bicycles to school. Children younger than Grade 3 may not ride bikes to school even if accompanied by an older sibling. Bicycles must be secured in the bike rack area. If this is not possible, please refrain from having your child use this mode of transportation. **BICYCLES MUST BE WALKED ON SCHOOL GROUNDS AT ALL TIMES.** Riding bicycles on campus is prohibited. **Due to safety and security measures, scooters, skateboards, and “heelies” are not allowed on campus.** Reminder: California Vehicle Code states that children up to age 18 must wear helmets when riding bikes. Please make sure your child has a helmet.

### **Birthdays**

The staff at Nichols would like to honor student’s birthdays. We ask that parents do the following:

1. **Communicate with the teacher you would like to bring a treat.**
2. **Please bring something easy to pass out.**
3. **The parent or another adult is responsible for passing it out at the end of the day.**

### **Breakfast and Lunch Program**

Included in the first-day packet your child will bring home is an application for free and reduced lunches. Only those who wish to apply need to return the forms. Please keep in mind, we are required to provide every parent with the opportunity to apply.

The Nichols School cafeteria is open daily to serve breakfast and lunch (milk included) to pupils in grades K-6. Beginning this year, all students may eat breakfast at **NO CHARGE**. The cost of lunch, however, has been raised to \$2.50. In case a child wishes to purchase milk only, the cost is 50 cents. Students are encouraged to purchase lunch and milk credits for the week or month.

Payment for school lunches is on a computerized card system. Our Food Services staff can scan a student’s card and let him or her know how much money remains for purchases. (The office does not have access to school lunch account information and/or balances.) The Food Service staff will also deliver a letter to the classroom for the student to take home to remind the parent to pay when there is little money remaining or a balance due. When parents send money for lunch, please indicate your child’s first and last name either by note or directly on the check in the memo space.

A free/reduced lunch program form is in the office if needed. This form is sent to the Food Services Department for verification and a letter will be sent to the parent/guardian regarding their qualification. Until the student is approved for free/reduced program parents will need to make arrangements for students to either bring their lunch to school or pay until further notice.



Students will be given an opportunity each day to eat a healthy snack that has been brought from home. Healthy snacks include crackers, cheese, fruits, and nuts. Please do not send cookies, pastries, soda, or any other unhealthy foods. Food sharing/swapping will not be permitted.

### **Cafeteria Expectations**

1. Walk and talk quietly and politely.
2. Respect the Noon Duty Supervisors and listen to them.
3. Sit orderly in assigned area until dismissed.
4. Clean area before leaving.
5. Pick up all trash and deposit in garbage cans.
6. Please encourage your child to bring a healthy drink such as juice or milk, **not soda** to drink with lunch at school. We are working to teach the children healthy eating habits, and we need your support in not allowing them to drink soda at school.
7. For health reasons food should not be shared.

### **Cell Phones**

Due to the disruption that is caused by cell phones in the classroom, cell phones are to remain off during school hours. Students will be prohibited from making or receiving cell phone calls during school hours. The school will not be responsible for lost, stolen or broken cell phones. Student cell phones that are used during the school day are subject to confiscation and can only be picked up by the parent/guardian at the end of the day.

### **Changes of Address, Telephone or Employment**

Please notify the office if you change your address, telephone number or employment so that we can keep our records current. Local emergency contact phone numbers are **REQUIRED**.

### **Common Planning Days**

Every third Wednesday of the month will be a Common Planning Day. Students will be on the Minimum Day Dismissal schedule: Grade 1-3 students at 12:18 p.m. and Grade 4-6 students at 12:22 p.m. These days provide our staff with critical common planning time. Common planning days are also listed on the District Calendar by a CP on the calendar day.

### **Classroom Deliveries**

If you are dropping off a lunch, money, supplies, instruments, homework, etc, you will need to leave items in the office. **Deliveries to the classroom are not allowed due to classroom interruptions.** Deliveries that are considered disruptive to the instructional environment, i.e. balloons and such, will be held in the office until after school. The teacher/student will be notified that the item(s) are in the front office. We are asking for all parents/guardians assistance and cooperation.

## Discipline

It is our goal to make school a safe and engaging place for students to learn. Part of this process is implementing a consistent and predictable discipline policy that everybody can understand and support. The Nichols staff will clearly train the students on the behavior expectations and rules at the beginning of the year and revisit them after every quarter break. We have developed a comprehensive program including guidelines for behavior, consequences and acknowledgement of desired behaviors. There are three behaviors that summarize our expectations for the students:

### **Be Safe\*\*\*\*Be Responsible\*\*\*\*Be Respectful**

Students will see these rules posted as reminders. An example of what each of those statements look like is outlined below:

All students will contribute to a *Safe* school environment by:

- Keeping hands, feet and objects to themselves.
- Demonstrating good sportsmanship
- Using school equipment appropriately
- Staying on the blacktop and sidewalks.
- Keeping inappropriate comments to themselves.

All students at Nichols Elementary will demonstrate their *Responsibility* by:

- Following the rules.
- Completing their work.
- Taking care of school property.
- Making regular attendance a priority.
- Accepting responsibility for their mistakes.
- Delivering school communication to their parents.

All students will demonstrate their *Respect* toward others by:

- Following adult directions.
- Being polite to adults and students.
- Listening to what classmates have to say.
- Waiting their turn.
- Leaving others' work and belongings alone.
- Trying to understand the needs of others.
- Being thoughtful to others' opinions and beliefs.
- Using appropriate language at all times.

## Positive Behavior Invention System

We want to encourage and support students to learn to develop self-discipline.

## Cougar Character

Students can earn Cougar Character cards by demonstrating positive behavior and following our core values. The cards will be put into a weekly drawing. Students will earn prizes for their outstanding behavior.

**Cougar Paw Incentives**

**Classes who are citation free will earn a Cougar Paw at the end of the week. Students will earn a special prize after four Cougar Paws are earned. Classes will be recognized for outstanding behavior during Friday Shout Outs.**

Students not following school rules while on the playground, cafeteria or around the school will receive a Behavior Reflection. In addition to explicit training at the beginning of the year, students receive a warning before a Behavior Reflection is issued (exceptions: hurting another student, disrespectful behavior to an adult). When receiving a Behavior Reflection, school personnel will discuss the reason for the Behavior Reflection with the child. Behavior Reflections need to be signed by the parents and returned to the teacher the following day. The following consequences will occur per quarter:

1st Behavior Reflection: Loss of one recess in time-out class and complete a Reflection Sheet.

2nd Behavior Reflection: Loss of one recess in time-out class and complete a Reflection Sheet

3rd Behavior Reflection: Student will have an in-house suspension.

4th Behavior Reflection: Possible suspension from school.

Students will spend a time out in another classroom on campus or in the office.

<b>Grade 1</b>	<b>Time Out Times</b>	<b>Grade 4</b>	<b>Time Out Times</b>
Room 9	9:55-10:10 recess 12:05-12:25 lunch	Room 20	10:20-10:35 recess 12:55-1:09 lunch
Room 10		Room 19	
<b>Grade 2</b>	<b>Time Out Times</b>	<b>Grade 5</b>	<b>Time Out Times</b>
Room 7	9:55-10:10 recess 12:05-12:25 lunch	Room 17	10:20-10:35 recess 12:55-1:09 lunch
Room 8		Room 18	
		Room 17/20	
<b>Grade 3</b>	<b>Time Out Times</b>	<b>Grade 6</b>	<b>Time Out Times</b>
Room 11	9:55-10:10 recess 12:05-12:25 lunch	Room 20	10:20-10:35 recess 12:55-1:09 lunch
Room 12		Room 21	

More serious behaviors will be handled through an Office Referral. The student will be called to the office to discuss the problem. Consequences range from meeting with the student to expulsion from school. The district handbook outlines consequences for each behavior.

Students need to follow school rules:

- 1) While on the school grounds
- 2) While going to and from school
- 3) While attending a school sponsored activity, including coming and going from the activity

Behaviors that may result in an office referral include but are not limited to:

Fighting: Hurting someone else, trying to hurt someone, or threatening to fight or hurt someone.

Weapons: Bringing and/or having a weapon on school grounds. This includes ALL knives.

Profanity: Committing an obscene act; habitually using profanity and vulgarity.

Defiance: Disrupting school activities; refusing to follow adult direction.




Substance Use/Possession: Possession or use of any tobacco, alcohol or other drugs.

Classroom teachers design their own management systems, and they will communicate that system to parents at Back to School Night.

### **Totally Nonsense Time Assembly/ Field Day**

Students who have demonstrated exceptional behavior will be INVITED to attend TNT assemblies at the end of each quarter. The students will have an opportunity to play interactive team building games and have treats!

## *We Are A Bully Proof School*

-  We will not bully other students.
-  We will help others who are being bullied by speaking out and by getting adult help.
-  We will use extra effort to include all students in activities in our school.

### **Emergency Cards**

Each child must have an emergency card on file in the school office. Emergency cards must be updated for each child *every year*. It is imperative that the school is able to reach parent/guardians in case your child is sick or injured. In addition to the home phone number, it is

important that two different numbers be listed in case of an emergency including any cell phone number that you may have. Please remember, for everyone's well being; please do not send children to school when they are ill. We cannot keep seriously ill children at school.

### **Field Trips**

The Board of Education recognizes that school sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate to their school experiences to the outside world. With this in mind, Nichols offers field trips to our students as a privilege and opportunity to participate in this enrichment activity. Only students enrolled in the class planning the field trips shall be eligible to take the trip. **Non-students (including siblings) will not be allowed on field trips.** Chaperones should be parents or guardians. Chaperones are expected to supervise the children, keep to the tight schedules and ensure that the children behave properly. Parent/Guardians wishing to chaperone must receive teacher approval prior to the day of the trip. **Board Policy states that chaperones will need to be finger printed through the district office.** Field Trip Permission Slips must be filled out completely. No smoking is allowed. Classroom field trips are not planned as family outings.

### **Fire Drills and Emergency Procedures**

Fire drills and emergency procedures are necessary for the safety of students and staff. Fire drills are held monthly and earthquake drills and lock down drills are held four times a year. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information for drills is posted in each room.

### **Food for School Functions**

Food items provided for students for any school function during the school day may not be prepared in home kitchens. Cupcakes or cookies for parties, etc. must be purchased at a store or bakery. Please make prior arrangements with the classroom teacher before bringing classroom treats.

### **Head Lice (Pediculosis)**

The occurrence of head lice is a common problem in all schools today. Parents can help by routinely checking their own children. Students found to have Pediculosis are sent home with instructions on how to eliminate the problem. District policy does not allow students to be readmitted to school until **all nits are removed.** Any student sent home with nits will be considered unexcused and truant unless they are brought in daily for a head check and clearance for class.

### **Injuries**

If your child is injured at school we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact an emergency number listed on the emergency card. In case of an accident requiring the

services of a doctor, every attempt will be made to contact the parent or guardian before the child is taken to the doctor. For this reason, we request that parents inform us IMMEDIATELY IF THERE IS A CHANGE IN ADDRESS OR PHONE NUMBER. Naturally, 911 will be called immediately for any serious accident or illness.

### **Insurance**

School District insurance will not cover the student who might suffer an injury while at school. For this reason, we encourage parents to provide their own student accident insurance. Information about one such plan, a district approved low-cost policy, will be sent home at the beginning of the school year.

### **Kindergarten Registration**

A child who will be five years of age prior to September 1st is eligible to enter Kindergarten. Kindergarten registration dates will be posted on the school marquee and in the newspaper. To enroll a child during Kindergarten registration time, parents should come to the Nichols office with proof of birth, (certified birth certificate only), proof of up-to-date immunizations, and proof of current residence, i.e. telephone bill, PG&E bill, lease/rent agreement, etc. Registration papers **may not** be picked up prior to the first day of registration.

### **Library**

All students have an opportunity to go to the Library with their class. Books may be checked out for one week and renewed if needed. Primary students may check out one book and intermediate students may have two books if there are no overdue books for that student. Students will be billed for lost or damaged books. The fees for books can range anywhere between \$5.00 and \$20.00. These fees are due on demand. If library fines are not paid, then students will not be allowed to check out books until account is cleared. If a student has transferred from another LUSD school and owes books to that school, Nichols is not allowed to give the student privileges in the Nichols Library until the books have been returned to the prior school. If students do not bring their books back each week, they are not allowed to check out new books. The library does have a section where these students are permitted to read books in the library during their library time. The library assistant always welcomes parents to visit the library and parent volunteers are always welcome to work in the Nichols Library.

### **Lost and Found**

All items of clothing such as jackets, coats, sweaters, etc. should be marked so that they may be identified when lost. The school has a Lost & Found on the stage outside of the cafeteria where children or parents may claim items. Unclaimed items are donated to shelters for homeless children at the end of every quarter. Small items such as jewelry or money may be claimed in the office.

### **Medication**

It is illegal for over-the-counter medications to be carried by students at any time. Unless a signed medical form is on file, we cannot administer any medicine, including over-the-counter items like aspirin or cough drops. Students who need to take prescribed medication during

school hours must have the "Medication Dispensed in Schools of San Joaquin County" form (available in the office) signed by the physician and parent before the medication can be brought to school. The medication and form are to be left in the office. Because of safety concerns, all medications must be brought to and taken from school by the PARENT, not the student. Medication administered by the office on a daily basis must be picked up at the end of the year by the parent.

### **Parent Assistants/Volunteers**

Parent volunteers are encouraged to help in the classrooms and library. Parents are asked to leave other siblings at home when they are helping in their child's classroom or helping to chaperone on a field trip. Additional children increase the number to be monitored and often take the parent's attention away from their responsibilities. Chaperones must be at least 18 years of age. ANY PERSON VOLUNTEERING AND REGULARLY SCHEDULED TO WORK DIRECTLY WITH STUDENTS ONE OR MORE DAYS A WEEK, LIKELY TO BE ALONE WITH ONE OR MORE STUDENTS, OR PARTICIPATES ON AN OVERNIGHT FIELD TRIP IS REQUIRED TO HAVE A FINGERPRINT CLEARANCE FROM THE LODI UNIFIED SCHOOL DISTRICT OFFICE. Volunteer Fingerprint Request and Clearance forms are available in the office. Parents wishing to volunteer must take this form to the District Office Personnel Department to schedule fingerprinting. Yearly renewals are not necessary after a clearance has been approved. There is a fee charged for fingerprinting. Please contact the office if the fee is a hardship.

### **Parent Conferences**

Communication is an essential part of the education program and we feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Although the teacher schedules conferences at the end of the first report card period, parents are encouraged to contact the teacher at any time during the school year. Please remember to request a conference in advance so we may arrange a time that is convenient for all (before or after school, during teacher planning periods, etc.).

### **Parking Lot/Bus loading/Unloading Areas**

Cars are expected to enter the parking lot through the parking lot entrance only. Drivers are expected to follow the arrows accordingly. Please park in a parking slot. Please follow the dismissal policy stated on page 6 of this manual. Patience and awareness of surroundings are very important during the dismissal part of the day.

The front of the school is a unloading zone only. Please do not park in front of the school.

Buses generally use the loading zone on Tamarack.

### **Party Invitations**

Parents and students may not hand out invitations to birthday parties, swimming parties, etc. while on school grounds. Invitations must be mailed or handed out off the school grounds. Due to confidentiality, school personnel cannot address, mail or give out any personal information about students.

### **Rainy Days**

When inclement weather prevails, children become confused as to transportation arrangements and the school office encounters significant student traffic. Whenever possible, make transportation arrangements before your child departs for school.

### **Report Cards**

Report cards will be issued to students four times throughout the year and will contain information about academic progress and effort. Teachers will schedule parent conferences prior to the first reporting period.

### **Safety Patrol**

A safety patrol program will be established early in the school year. Information and permission slips will be sent home with students in grades 5 and 6 by their teacher.

### **School Facilities**

Our facilities may be used by local organizations. Proof of insurance must be provided. Annual Facilities Use applications are required and available in the School Office.

### **Telephones**

All students will need a phone pass from their teacher before coming to the office to use the phone, except in case of an emergency. The school office may take messages for students in an emergency or when it is vital that parents send a message to their child.

In case of EMERGENCY, parents may leave a message with one of our secretaries and they will be glad to forward it to your child. **Students may not be called from class for the telephone.** Please make arrangements for picking up your child on rainy or Common Planning days before your child leaves for school so that there is no confusion as to what your child is to do after school. Children should also make plans prior to school about visiting friends after school. Children are allowed to use the telephone in case of an EMERGENCY only. School telephones are reserved for business and emergencies only. Students should plan their day so that it is not necessary to use the office telephone.

### **Tobacco**

Students shall not be allowed to possess or use tobacco or nicotine products on school premises, in school buses or at school sponsored events. Students violating this policy will be subject to disciplinary procedures that may result in suspension from school (See Student Conduct Code).

### **Toys, Personal Items, etc.**

Students are **not** to bring toys, balloons, beanie babies, balls, sports equipment, electronic games, radios, cassette/CD players, iPods, Pokémon cards, etc. to school. In rare cases, the child's teacher may give special permission for such an item to be brought to school for a class project. **UNDER NO CIRCUMSTANCES MAY ANY CHILD BRING A PENKNIFE, SWISS ARMY KNIFE, OR ANY TYPE OF KNIFE OR WEAPON TO SCHOOL. PLEASE DO NOT SEND A KNIFE IN A CHILD'S LUNCH TO USE FOR CUTTING FRUIT, ETC.** Staff is required by law and Board of Education policy to take serious action (See Student Conduct Code). In



addition, students may not bring any item that causes a disruption to the educational process; such items as spray cans, stink bombs, etc. do not belong in the school environment and will not be tolerated. Appropriate disciplinary action will be taken (See Student Conduct Code.) Please assist your child and make certain that only appropriate items come to school in their backpacks and pockets.

### **Transfers**

If you are moving and are withdrawing your child from school, please call or come by the office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Be sure to return all library books and textbooks. Any unused lunch money will be refunded. Your cooperation is always greatly appreciated.

### **Uniform Policy**

**Leroy Nichols is a uniform school. Nichols families requested and have consistently voted to maintain a Uniform Program. School Site Council will vote every three years to determine if this policy is important to the learning community. However, students need to wear the designated uniform, Monday through Friday of each week. Students may occasionally be given the opportunity to wear an outfit of choice, as determined by the staff and as appropriate for certain school events.**

**Please consider the benefits to your children of participating in the uniform program:**

- **Be SAFE:** School uniform makes it easier for school authorities to recognize students belonging to our school.
- **Wearing the same type of dress reduces the social and peer pressure in educational settings.**
- **A school uniform can instill a sense of self discipline that helps with academic performance**
- **Be Responsible:** A uniform saves students from putting their fashion tastes before their learning needs. It is **NOT** a distraction.
- **Uniforms save money and time. Students are not bogged down with choices in the morning.**
- **Be Respectful:** Students wearing uniforms feel a sense of pride and community for their school.
- **Uniforms will help us maintain the Nichols School identity with all of our Cougars showing their “Blue and White” Nichols school spirit.**

**Families who elect not to participate in the Uniform program must complete a waiver in the school office.**

**All students must abide by the Nichols Elementary School Dress Code, regardless of participation in the uniform program (LUSD Board Policy 5132.E) See Dress Code requirements.**

## Dress Code

**Shoes:** Athletic or tennis type of shoe with rubber-soled tread must fit securely

**Pants/Shorts:** Denim, khaki, black or navy with no embellishments. Finger-tipped length shorts are acceptable-Please no really short-shorts.

**Shirts:** Nichols-T-shirts are encouraged EVERY day. Shirts need to cover shoulders and midriffs and be free from logos and inappropriate messages or graphics

**Hats:** Students may wear hats on the playground but not in the classroom, cafeteria, or other school building. Hats need to be free of logos, inappropriate messages or graphics. Hats must be worn correctly.

**Earrings:** Students must wear post type earrings.

**Make-up:** Please reserve wearing make-up for Middle school. No make-up on our Cougars.

**Miscellaneous:** Please remember that this is a place of learning. Use common sense in regards to hair, hair product, perfume, etc. If it could be a distraction, please don't come to school that way.

## STUDENT EXPECTATIONS

**Students will...**

1. Attend school daily and arrive in class on time, ready to learn.
2. Respect the personal rights and property of their classmates and others.
3. Respond quickly and in a positive manner to the direction or request of all staff members and adults.
4. Speak politely to everyone and use appropriate language at all times.
5. Exhibit orderly behavior and good sportsmanship in class and around the school.
6. Accept responsibility for the proper use and care of materials and equipment.
7. Help keep the school neat, safe and attractive.

## PLAYGROUND EXPECTATIONS

1. Play fair, be honest, and take turns.
2. Use restrooms and drinking fountains appropriately - BEFORE the bell rings to return to class.
3. Respect adult supervisors and follow their directions.
4. Use appropriate language at all times - NO profanity or name-calling is allowed.

5. Play safely...rough play is not allowed. (No tackling, piling, chicken fighting, bumping, karate, etc.).
6. Play safely on and with all equipment:
  - swing on bars in one direction only (use hands, do not swing by knees or without your hands)
  - climb only on bars intended for that purpose (no climbing on trees, backstops, goal posts, etc.)
  - do not sit or stand on top of bars
  - no throwing of bark
  - no jumping from equipment
  - no balls or jump ropes in sandbox
7. Do not climb on the planters, bleachers, or in the trees and bushes, or sit on picnic tables.
8. Stay in the designated playground area. (Do not try to recover a ball that goes over the fence or leave the area for any other reason.)  
NO hanging around the bike racks at any time.
9. Use school equipment only. (Personal items from home are **not** allowed.)
10. Play running games and ball activities on the grass only. (i.e.: football, kickball, etc., unless requiring marked lines.) Students must walk in all other areas of the campus.
11. Fighting is always unacceptable. "Play fighting" is considered fighting. Pupils fighting on the school grounds or to and from school will be referred to the office, parents will be notified, and the students suspended.
12. Students may bring a healthy snack to have at the first recess. Students must eat the snack at the picnic tables.
13. All bikes must be kept in bike rack.
15. Students must have a pass to go to the office.
16. Students must stay in authorized areas on the playground.

### Nichols –Recess Line-Up Procedures

1. **When the recess bell rings, FREEZE in place; hands are at sides, no talking, no drinks, and no bathroom.**
2. **Hold any equipment in your hands quietly.**
3. **If you are on the grass, run quickly to the edge of the blacktop and freeze there.**
4. **If you are on the play structure, come to the edge of the blacktop quickly and freeze there.**
5. **When the yard duty says, “Equipment Only” students with equipment will walk silently to their lines. No playing with equipment.**
6. **Yard duty will blow the whistle and it is the signal for students to walk to their class line. The expectation is to do it quietly.**

7. **The line up expectation is for students to face-forward, no talking, and be ready to listen for their teacher's direction.**

### **Cafeteria Expectations**

1. **Walk and talk quietly and politely.**
2. **Listen to every adult in the Cafeteria.**
3. **Remain seated at all times. Raise your hands to get up to go to the bathroom, etc.**
4. **When the lights go out, students will:**
  - a. **Immediately stop talking**
  - b. **Pick up all trash and clean up areas.**
  - c. **Wait to be dismissed**
5. **Walk out to recess.**
6. **Keep food in the cafeteria.**

**Please encourage your child to bring healthy choices to school. Please never allow soda to come to school.**

### **SCHOOL SITE COUNCIL**

A School Site Council and a parent representing the English Language Advisory Committee are elected to oversee SIP and ELAC activities. School Site Council Meetings will be held once every term and the ELAC will meet monthly. If you are interested in attending any of these meetings please contact the office.

Some duties of the School Site Council are:

- Develop a budget for use of special funds.
- Encourage volunteers to assist in classrooms with school activities.
- Make suggestions for changes in the SIP program.
- Solicit needs expressed by parents for parent education programs.
- Evaluate the effectiveness of special projects and programs.

We invite you to get involved and contact the school or individual council members with your questions and concerns about how we can work together in improving the formal education of your child.



## IMPORTANT!!

Parents, please read and review the school expectations in the **STUDENT/PARENT HANDBOOK** carefully with your student. The Student/Parent Handbook is located on the Nichols' webpage. You can locate it at [Nichols.lodiusd.net](http://Nichols.lodiusd.net). Both parent and student should sign the statement below and return this form to your child's classroom teacher on or before **BACK TO SCHOOL NIGHT**.

### Nichols School Code of Student Conduct

\_\_\_\_\_  
Print: Student's Name

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Grade

**I have read the Nichols School rules and accept my responsibility to follow these rules.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**I have read and discussed the Nichols School rules and consequences with my child and will support the school in their enforcement.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Comments:

---

---

---

---

**This form is to be returned to your child's classroom teacher.**