



# For access to the FAMILY HANDBOOK Visit:

https://normacoombs.pusd.us/

2600 Paloma St. Pasadena, CA 91107 (626) 396-5660

#### **School Hours**

Monday: 8:40 am - 1:30 pm Tuesday - Friday: 8:40 am - 3:10 pm

> Office Hours 8:00am - 3:30pm

> > **QR Codes:**

#### Handbook:



# Facebook:



# Instagram:



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#### Welcome Back to the 2025-2026 School Year!

Dear Norma Coombs Elementary School Families,

Welcome to a new school year! I am filled with joy and gratitude to begin this journey with you as the principal of **Norma Coombs Elementary School**. It is not only my professional honor to serve our community—it is also deeply personal. I am a proud graduate of Pasadena Unified School District, and even more proudly, I am both an aunt and a parent to current PUSD students. My roots to Pasadena run deep, and my commitment to our children's success is grounded in both heart and history.

Throughout the summer, I've connected with many NCES staff, teachers, and community partners, and one message has rung clear in every conversation: Norma Coombs is built on meaningful relationships and a common dedication to student success.

I look forward to sharing any new information during my first Sunday call on **August 10th**. What remains certain is our unwavering dedication to nurturing learners to become compassionate, confident, and capable leaders.

You can also find our Family Handbook by visiting our website: <a href="https://normacoombs.pusd.us/">https://normacoombs.pusd.us/</a>

#### **Important Dates**

- August 15 Welcome New TK, Kinders Meet & Greet Social
- o TK/Kindergarten: 1:00–2:30 p.m.
- o Grades 1–5: 4:00–5:30 p.m.
- August 18 First Day of School! School begins at 8:40 a.m, with dismissal at 1:30p
- August 18 Coffee and Conversations with Dr. Bailey at 9:00 a.m. by gate #3
- August 27 Back to School Night, please note that dismissal will be 12:25pm.

## Coffee and Conversations with Dr. Bailey

Join me on the first day of school — Monday, August 18 — at 9:00 a.m. for **Coffee and** — **Conversations with Dr. Bailey, by gate #3**. Come enjoy some light refreshments, meet other families, and hear about our plans for the year ahead.

#### **Arrival & Dismissal Procedures.**

For the safety of all students, campus gates will open at **8:00am**, at **Gate #3**. *Please do not drop off students before this time*, as supervision will not be available. Thank you for helping us keep our campus safe. Please note, if you are a part of the LEARNS Morning Program, you will be under the supervision of the LEARNS Morning Team. If you are interested in signing up your child(ren) for LEARNS, please email our sign up link: pusd.us/learns.

For dismissal, grades TK, K, and 1st grade will be released at Gate #3. Grades 2nd-5th will be released at Gate #2.

Students enrolled in the Parks and Recreation After School Program, will be escorted to the designated meeting area to ensure they are safely checked in with the After School staff. If you are interested in registering your child for Parks and Recreation, please email our site lead, Luis parksandrec@cityofpasadena.net

Our Boys & Girls Club and PALS Program will pick up from the Main Parking Lot, and transport students to their respective locations, at the end of day.

#### Join Our Community

#### **PTA**

Support our school by joining the **Norma Coombs PTA**. Follow them on Facebook for updates and Spirit Wear sales.

#### **Annual Fund**

Make a direct impact by contributing to our Annual Fund to support key programs. Details and donation link available on our website.

This year, we will continue to nurture learners who are **brilliant**, **creative**, **strong**, **and kind** who will be empowered to lead and serve in their own unique ways. I believe deeply in our school's potential because I've lived it — as a student, a parent, and a lifelong supporter of Pasadena Unified.

Let's make this year full of growth, joy, and community.

I look forward to sharing the upcoming week events for **August 18th on Sunday August 17th** with reminders about opening day.

With gratitude and pride,

Dr. Charel E. Bailey





#### Bienvenidos al Año Escolar 2025-2026!

# Queridas familias de Norma Coombs Elementary:

#### ¡Bienvenidos a un nuevo año escolar!

Estoy llena de alegría y gratitud al comenzar este camino con ustedes como directora. Este papel es un honor profesional y un compromiso profundamente personal. Soy una orgullosa exalumna del Distrito Escolar Unificado de Pasadena, tía y madre de estudiantes actuales. Mis raíces aquí son profundas, y mi compromiso con el éxito de nuestros niños es sincero.

Durante el verano, me he reunido con muchos miembros del personal, maestros y socios comunitarios. Todos coinciden en lo mismo: **Norma Coombs está construida sobre relaciones significativas y dedicación compartida al éxito estudiantil.** 

#### Primera llamada dominical: domingo 10 de agosto

📚 Nuestra misión continúa: formar líderes compasivos, seguros y capaces.

#### Manual Familiar y Recursos

Visite nuestro sitio web para acceder al manual familiar:

https://normacoombs.pusd.us

## Fechas Importantes

#### 15 de agosto

- Evento "Conozca y Salude" para nuevos estudiantes:
- TK y Kinder: 1:00-2:30 p.m.
- Grados 1-5: 4:00-5:30 p.m.

#### 18 de agosto

- **Primer día de clases**: Entrada a las 8:40 a.m., salida a la 1:30 p.m.
- Café y Conversaciones con la Dra. Bailey: 9:00 a.m., por la puerta #3.

#### 27 de agosto

• Noche de Regreso a Clases (Salida a las 12:25 p.m.)

#### Café y Conversaciones con la Dra. Bailey

¡Acompáñenme el 18 de agosto a las 9:00 a.m. por la puerta #3!

Conozca a otras familias, disfrute refrigerios, y escuche nuestra visión para este nuevo año.

#### 📤 Procedimientos de Llegada y Salida

- Las puertas abren a las 8:00 a.m. en la Puerta #3.
- Participantes del programa LEARNS estarán bajo cuidado del equipo LEARNS.

#### Salida:

TK, Kinder y 1st grado: Puerta #3

2nd a 5th grado: Puerta #2

#### Programas después de clases:

Parques y Recreación: Estudiantes serán acompañados a su zona asignada.

Inscripción: parksandrec@cityofpasadena.net

• Boys & Girls Club / PALS: Recogida en el estacionamiento principal.

#### Únase a Nuestra Comunidad

#### PTA

Apoye a la escuela siendo parte de la PTA. Sígalos en Facebook para noticias y ventas de camisetas.

#### Fondo Anual

Haga una diferencia directa al contribuir a nuestro Fondo Anual.

Visite nuestro sitio web para más detalles y el enlace para donar.

#### Creemos en nuestros estudiantes: creativos, fuertes, brillantes y amables.

Juntos haremos de este año uno lleno de crecimiento, alegría y comunidad.

77 Compartiré los eventos de la semana del 18 de agosto en mi llamada del domingo 17.

Con gratitud y orgullo,

#### Dr. Charel E. Bailey

Directora, Escuela Primaria Norma Coombs

# Norma Coombs Elementary School 2600 Paloma St. Pasadena CA 91107

Principal		60099
Office Manager	Cassandra Mckimson	60001
Attendance Clerk	Vanessa Vasquez	60090
Community Assistant	Natalie Moroyoqui	60090
Instructional Coaches	Martha Tovar	60121
Health Office	School Nurse Health Clerk: Maral Nashalian	60085 60088
Psychologist	Valeria Brewar	60043
Music Teacher	Kayla Phan	60122
Art Teacher	Ms. Amanda	60135
Cafeteria Staff	Marine Kechukyan Rosa Vasquez Ani	60054
Custodial Staff	Mr. Lopez-Head Custodian	60027
	Evening: Mr. Ramon Araujo Mr. Jamel Mays	Radio
Campus Aides	Rickey Lancton	D - 4: -
THE	Anna Lopez	Radio
TKA	Stephanie Vargas Janet Peralta	RM 16 RM 15
Instructional Aides	Ann Shibata	Rm 9
mstructional mides	Magdalena Montenegro	Rm 16
	Halle Taft	Rm 10
	Latrice Johnson	Rm 10
	Sophia Perez	Rm 12
	Maria Guadalupe Reyes	RM 10
	April Gamez	RM 10
	Rosario Hampton	RM 12
Conference Room 60080	Care/Serviced RM 21	<b>LEARNS 626.720.2573</b>
	60121	Ext. 60026

Phone 626-396—5660 School Fax 626-798-4687 2025-2026

# In House Directory 2025-2026 Teachers

Teacher Name	Grade	Room Number	Extension
			52446
Ms. Rebekah &	TK	16	60116
Ms. Wendy			
Ms. Deidra	TK	15	60115
Ms. Debbie	K	13	60113
Ms. Martha	K	14	60114
	K	12	60112
Ms. Palma	1 <sup>st</sup>	2	60102
Ms. Patricia	1 <sup>st</sup>	4	60104
Ms. Glenn	1 <sup>st</sup>	1	60101
Ms. Ishida	2 <sup>nd</sup>	3	60103
Mr. Gaul	2 <sup>nd</sup>	5	60105
Ms. Moore	$3^{\rm rd}$	8	60108
Ms. Ezor	$3^{\rm rd}$	6	60106
Ms. Sebenius	4 <sup>th</sup>	18	60118
Ms. Liberto	$4^{ ext{th}\&}5^{ ext{th}}$	19	60119
Ms. Whitley	5 <sup>th</sup>	20	60120
Mr. Hayward	TK-2 <sup>nd</sup> SDC	10	60110
Mrs. Kennelly	3-5 SDC	9	60109
Ms. Rosie Carr	Speech Therapy	A	60042
Ms. Villagrana	RSP	7	60107

# **After School Programs & Partners**

LEARNS	626-720-2573	Transportation	626-396-5852
Leketa Riley	Ext 60026	Gary Turner	Ext 89239/38/37
		Tiffany Viloria	Ext. 89086
Parks & Rec	626-744-6500		
Carmen	Ext 1		
Rodriguez		Food Services	626-396-5852
& Luis			Ext 89371
	626.744.7532		
PALS- Corporal			
Cristian Allen	626.755.9667		



# **School Information**

# **Dress Code:**

 Norma Coombs currently does not have a dress code. HOWEVER, students are required to wear clothes that are school appropriate. No shirts depicting violence or inappropriate images will be allowed. Students will be asked to change into a NCES shirt and the parent will be notified.

# **BELL SCHEDULE**

\*Drop - off Begins @ 8:00 am Mon. - Fri.

Unless your child is enrolled in the

Early Morning LEARNS program

Breakfast	8:00am - 8:30 am
Monday	8:45 am - 1:30 pm
Tuesday - Friday	8:45 am - 3:10 pm
Minimum Day	8:45 am - 12:25 pm
(Back to School Night and Open House)	
Banked Day	8:45 am - 12:50 pm



#### Información Escolar

#### Código de Vestimenta:

Actualmente, Norma Coombs no tiene un código de vestimenta. SIN EMBARGO, se requiere
que los estudiantes usen ropa apropiada para la escuela. No se permitirán camisetas que
muestren violencia o imágenes inapropiadas. Se les pedirá a los estudiantes que se cambien a
una camiseta de NCES y se notificará a los padres.

#### HORARIO DE CAMPANA

#### La entrega comienza a las 8:00 am de lunes a viernes

#### A menos que su hijo/a esté inscrito/a en el programa LEARNS de Temprano.

Desayuno	8:00am - 8:30 am
Lunes	8:45 am - 1:30 pm
Martes - Viernes	8:45 am - 3:10 pm
Día Mínimo	8:45 am - 12:25 pm
(Noche de Regreso a Clases y Casa Abierta)	
Día Acumulado	8:45 am - 12:50 pm



#### **Morning Arrival / Drop Off**

Parents will drive through the driveway and drop off their student(s) at **Gate 3**, which is located at the far end of the administration building. This will be the dropoff area for students.

#### **Dismissal**

Parents will form a line on Paloma and pick up their students in the front of the school at **Gate 2**, TK, Kinder, and 1st in front of **Gate 3**, which is at the far end of the administration building

- Please be patient on Paloma
- You can park across the street at Victory Park and walk over
- Please do not cut the line on Paloma

#### Before School Arrival / Dismissal - LEARNS

Parents dropping off their students before school for LEARNS can do it at **Gate 1**, which is off of Paloma across from the park. Parents picking up students from LEARNS after school can do so at **Gate 2** in the front of the administration building.

#### Meals

Breakfast begins everyday at 8:00am. Breakfast and lunch are free for all students. However, we ask that you please complete the Data Confirmation on the Parent Portal to help us keep this opportunity available in the future. N

#### **School Supplies**

- NCES will have some supplies available for students and families
- School supply donations are welcomed. Please contact the teacher

#### Water

• Send students to school with a refillable water container (There is a filling station on campus) • There is a supply of bottled water in the main office for students

#### **Communications**

NCES will communicate several ways with the community

- Principal will send out a weekly message Sunday evening about events coming up that week School website will have updated calendar
- Principal's message will also be sent to families via email and text

# ACTIVIDATION OF THE PROPERTY O

#### Pasadena Unified School District

#### Parent Portal Access Form

The Parent Portal is designed to allow parents access to their student's information. Access to Parent Portal will provide parents/guardians the opportunity to view student data and information through the Internet. Student data may include but not be limited to grades, attendance, medical, demographics and discipline from the District's student information system Aeries. This information is only accessible by knowing the student's ID Number, Telephone Number, and Verification Code (VPC). By setting up an account and/or logging onto the Parent Portal, you agree to abide by the Pasadena Unified School District rules and regulations. Use of this system and its services are strictly limited to authorized account holders ONLY. All users are to be responsible for their student's information codes and passwords. PUSD will only provide login information to parents or guardians. PUSD will not be responsible for unauthorized access if the user has not been careful with their information. Ways to protect your information include but are not limited to: Do not give anyone your password. Do not write your password down. Close the browser when you are done. If you wish to continue to use the Internet, open a new browser window. Do not choose a password that is easily guessed by someone else such as a spouse's, children, grandchildren, or pet's name, birth date, anniversary date, address, social security number, etc. Suggestions on passwords include combinations of letters and numbers or upper and lower case letters.

Parents will be able to access the following information for their child:

- · Attendance
- · Grades/Gradebook · Classes
- · Report Cards
- · Demographics
- · Medical
- · Contacts
- · Teacher/Counselor Email
- · Transcripts
- · Test Details/Test Scores · Grad Status
- · College Entrance Requirements

For parents to create an account and access the Parent Portal, they must visit the school's administrative office to confirm and obtain the following:

- Identity verified by school admin staff and Parent Access Request form submitted to site for approval
- 2. Student's Permanent ID Number
- 3. Verification Pass Code (VPC)
- 4. Telephone number on record with their child's school

Revised: 10/15/2018

# **INNOVATIVE TECHNOLOGY SERVICES**

# **PUSD Parent Portal Access Form**

Please print			
School:			
Students Name: (First)	(MI)	(Last)	
Students Permanent ID:			
Parent/Guardian Name:			
Mailing Address:			
Primary Phone:			
Email Address:			
Signature:	Date:		
*PUSD will only provide login information to stude account must get the information directly from the			; access to a Parent Portal
For School Office Use Only:			
Authorized staff below confirms identifica	ation of the parent/gua	rdian was verified	
DATE:			
VERIFIED BY: (PRINT NAME)			
PARENT/GUARDIAN VERIFIED BY: (CHECK ONE)			
CA ID / DRIVERS LIG	CENSE		
OTHER ID (nlease s	necify):		

# **School Rules and Policies**

#### Attendance / Absences

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect his / her grades and academic achievement.

#### **Notification of Absences**

If your child is absent please call 626.396.5660 x 60093 or provide a written excuse from home when returning to school. Excused absences include: illness, quarantine, doctor's appointment, attending a funeral, religious holiday and others per EC 46014 and 48205. Per EC 48260, EC 48261 & EC 48263 a student is considered truant after three tardies of more than 30 minutes each time or after three absences without valid excuses.

#### **Extended Absence**

If you know that your child will be absent for 5 or more consecutive days, please contact the office so we can arrange an Independent Study Agreement.

#### **Tardies**

Students arriving after the tardy bell are tardy. Each tardy means valuable instructional time is lost. If your child is tardy he or she should report to the office for a tardy slip.

#### **Visitors on Campus**

Visitors are allowed on campus. However, please coordinate with your student's teacher one to two days in advance if you would like to visit the classroom.

# Homework Policy

Pasadena Unified School District has developed homework policy and guidelines based on evidence-based research, the purpose of homework is:

- To practice skills or reinforce knowledge that has been learned in the classroom in order to help students master a specific skill
- To reflect on what was learned in the classroom
- To be used as a way for students to prepare for future classroom activities
- To transfer knowledge and extend skills learned in one context or subject area to another situation

Grade Level	Homework Guidelines
Kindergarten 10 minutes + 15 minutes of reading	
1st and 2nd Grades	20 minutes + 15 minutes of reading
3rd Grade	30 minutes + 20 minutes of reading
4th -5th Grades	40 minutes + 20 minutes of reading

#### Discipline / Student Behavior Outlook:

At Norma Coombs we believe that working as a team to address students with challenges ensures success for the student. We will establish a relationship between the teacher, parent, student, RTI / Wellness Coach and when needed the Principal. We will use our current programs to talk with students and to get them to reflect upon their behavior so they can continue with being successful at school.

# School Discipline Philosophy

The school staff has collaborated to adopt school-wide guidelines of expected behavior for all of its locations. Our aim is to develop a student behavior that is respectful, safe and has integrity. The following guidelines have been developed.

#### Rewards

Rewards for appropriate behavior may include being recognized as a role model for other students; earning positions of responsibility and leadership; receiving a positive note or call home; obtaining public recognition; earning Lions tickets for modeling the correct behavior. We will also have Student of the Month assemblies as well as Perfect Attendance recognition monthly.

#### Consequences

Consequences for misbehavior may include a verbal warning, loss of special classroom privileges, a student/parent/teacher conference; referral to Guidance Assistant, referral to the RTI Teacher, and/or suspension from school.

# To follow are some school guidelines

#### **Umbrella Rule**

When no rule exists, follow the directions/decisions of the playground supervisor or teacher.

Auditorium			
-Sit with your back against the chair -Keep your feet in your space -Walk in this area only	-Walk in and sit quietly -Attend or appreciate the presentation or activity -Clap appropriately -Use inside voices for the Pledge of Allegiance	-No food or drink in this area -Walk in and out quietly -Take your belongings with you	

Cafeteria		
Respectful	Responsible	Integrity

-Use an indoor voice -Talk only to people at my table -Use table manners -Use polite words -Sit appropriately -Keep my hands to myself	-Clean up after myself -Raise my hand to ask questions -Use kind words -Touch only my tray -Keep hands to myself	-Do the right thing, even when it is not popular -Be honest respectful and responsible, even when no one is watching
-Sit and wait for directions		

Classroom			
Respectful	Responsible	Integrity	
-Always walk -Store belongings in the designated areas -Keep hands and feet to yourself -Follow directions	-Listen and engage -Take turns -Use indoor voices -Use kind words -SLANT: sit up, look, and listen, ask and answer, nod, and track	-Arrive at school on time and be prepared to work -Take care of materials -Complete work neatly and in a timely manner -Participate in all classroom activities -Respect your classmates and teacher	

Hallways				
Respectful	Responsible	Integrity		
-Listen to adults -Be polite -Use good manners -Walk quietly -Walk face forward -Walk on the bench side of the hallway	-Go where you need to go -Have only the supplies you need -Keep hands and feet to myself	-Help other when possible - Respect members of the school -Think before you act		

Playground			
Respectful	Responsible	Integrity	

- -Use kind words
- -Have good sportsmanship -Take turns
- -Use equipment appropriately -Eat only at table areas

#### **Play Structure**

-Tagging and chasing games are only allowed during PE

#### Slide

- -Slide on your bottom only
- -Wait: do not slide until the slide is clear
- -Travel down the slide only
- -Keep gravel/ bark off the slide

#### **Swings**

- -Remain seated in swing
- -Keep both hands on the chains
- -Swing forward and back (not sideways)
- -If you are waiting please wait a safe distance from the swing and count 20 forward 20 back
- -Jumping out of the moving swing is prohibited
- -Pushing another person is not allowed

- -Follow all the playground rules even when no one is looking
- -Use playground equipment properly
- -Resolve disputes cooperatively
- --Eat snacks on gray tables by the cafeteria
- -Sort all trash, recyclables, and compost in the appropriate container
- -Be a friend by including others

# Drop Off/ Pick Up

Respectful	Responsible	Integrity
-Students may begin arriving at 8:00am to eat breakfast -Supervision begins at 8:00 am -Students must be signed out by a parent or guardian before leaving campus -Enter the school through the west gate (Gate 3) -Disabled access is available in the front of the school and disabled parking is available in the staff lot	-Line up on Paloma, do not park on Paloma -Be patient with other drivers/ pedestrians -Plan in advance so that your can drop your child(ren) off in a timely manner	-Arrive on time -The parking lot is reserved for staff only 8:00am - 3:00 pm -Park only in marked spaces

Restrooms				
Respectful	Responsible	Integrity		
-Go, Flush, Wash, Leave -Students are to go to the restroom in pairs (selected by a teacher) -Students need a pass to be in the restroom at all times -Games are not allowed in the restroom -Vandalism will not be tolerated -Report water spills	-Use quiet voices -Clean up after yourself -Report to the office if the restroom needs attention -Don't wait for others to come out	-Use toilet tissue as intended -Use restroom for personal needs only -Return promptly to classroom or playground		

# **Programs and Enrichment**

#### **Ceramics**

The ceramics teacher Ms. Alma is a highly skilled professional who loves working with our students. She will work with specific classes in the fall and others in the spring semester

#### PΕ

Students from all grade levels will participate in PE weekly.

#### Music

Taught by Ms. Phan, the music teacher works with our students in music.

#### Interventions

Norma Coombs implements a pull out intervention program for specific students in Math and English Arts as well as for English Learners.

#### Choir

It is held after school and is directed by Ms. Aimee Cunningham.

#### **LEARNS**

PUSD before and after school program available. Please contact Leketa Riley, Norma Coombs LEARNS Site Coordinator at riley.leketa@pusd.us.

# Special Academic Programs

#### **English Language Learners**

English Learners are assessed using the ELPAC annually to measure language acquisition. English Learners are instructed during designated ELD time and language supports using language objectives to support language demands during content area instruction.

#### **GATE**

Gifted and Talented students (GATE) receive differentiated enrichment from our instructional coach. Students are pulled out of class and engage in a myriad of higher level activities as well as off campus activities.



## Special Academic Programs continue

#### **Special Education**

The Pasadena Unified School District provides Special Education Services to children identified as having special needs. The extent of participation in services is dependent on individual education program needs. Parents or guardians who feel that their child might need Special Education services should talk first to their child's teacher or with school administration so that a referral can be made.

# **Getting Involved!**

#### **Parent Teacher Association**

Join Norma Coombs PTA in serving our community! Parental and family involvement has proved to be such an important part of a child's education. NCES PTA plans many community building and fundraising activities each year. We hope you will help us enrich the Norma Coombs experience for your students by volunteering and helping to raise funds for school supplies, field trips, events and teaching materials. To join please email: <a href="mailto:ncesptsapresident@gmail.com">ncesptsatreasurer@gmail.com</a>

#### AAPC - African American Parent Council

The Norma Coombs African American Parent Council aims to honor and embrace the identity and experience of our African American families while using cultural strengths to promote educational excellence. Community building, advocating and collaboration are the tools that the AAPC implements to assist and encourage students, parents and families to strive for high quality academic achievement.

# **ELAC - English Language Advisory Committee**

Parents participate in the English Language Advisory Committee to address issues specifically related to English Learners. The committee typically reviews EL data and programs and advises the principal, school staff, and SSC on programs and services for English Learners to assure the needs of ELL students are being met.

#### SSC - School Site Council

The council is a school governance body that strives to improve student achievement through review and approval of the SPSA, oversight of funding for specifically funded accounts, dissemination of information about school events, and planning of current and future programs.

#### **NCAF - Norma Coombs Annual Fund**

Annual Fund is an organization designed for the sole purpose of raising money for the school to offset budget deficits and provide enrichment. Parents plan an annual giving drive for school families and the local Norma Coombs community.