

**N.O. NELSON
ELEMENTARY SCHOOL**

**STUDENT HANDBOOK
2014-2015**



**1225 WEST HIGH STREET
EDWARDSVILLE, IL. 62025**

PHONE: 618-656-8480

FAX: 618-655-1063

WWW.ECUSD7.ORG/NELSON

DR. TANYA PATTON, PRINCIPAL

Dear Nelson Families,

The Nelson School staff would like to welcome you to the 2014-2015 school year! Last year was a great success, and we are looking forward to building and improving upon it.

We welcome our returning families to another year during in which we will continue to focus on moving your child forward in preparing him/her for the challenges that lie ahead. In addition, we say “Welcome” to our new families, and we invite you to become an important part of the Nelson School family!

Our promise to our Nelson School families is that we will love, nurture, and educate your children as we guide them to their fullest potential. We will do it in this order because it is our belief that children must feel loved, safe, and nurtured in any environment before they can learn in that environment. We invite you to join us and become an active member of your child’s future.

Nelson Elementary School, along with all District 7 schools, values excellence in instruction, a strong belief in sound character development, and the safety and welfare of our students.

We understand that an orderly educational environment, where students feel safe and nurtured, allows students to interact in a positive and productive manner. Such an environment also allows students to focus on working to the best of their ability.

The strength of our school lies with the educational triangle of students, parents, and educators working together in order to create a positive educational environment. Together, we develop clear channels of communication between home and school in order to best serve the individual needs of each child.

Remember – education is teamwork – not a one person operation. Working together, we can ensure a strong foundation for the future success of our students.

We are proud of our school and are pleased to welcome you as a member of the Nelson School family.

Sincerely,
The Nelson Faculty & Staff

MISSION

Nelson School, along with members of the community, strives to create a family school environment, that works together to promote the safety and social, emotional, and academic growth of all students. Our objective is to create foundations for life-long learners and productive citizens. These cooperative efforts will enable all students to become both successful and responsible citizens in our diverse society.

ABOUT US

Our mascot: Nelson, the Tiger Cub

Our school theme: “Kids count here!”

Our Motto: “I will do my best, use good manners, and cooperate with everyone at school.”

FOR YOUR INFORMATION

School Phone:	656-8480
School Day:	9:15 a.m. – 3:30 p.m.
Office Hours:	8:00 a.m. – 4:30 p.m.
Bus Lot Phone:	656-0125

Nelson School classes begin at 9:15 a.m. If a student is tardy for any reason, the parent or guardian must bring the student into the office for a late pass. Students will need a tardy pass to be admitted to their classroom.

To ensure safety of all children, please do not send students to school before 8:45 a.m., unless students are enrolled in Kid Zone. No supervision is provided until that time.

Your cooperation with the following school policies and those stated in the District 7 Handbook will be appreciated. They are in place to assure a safe and effective school environment.

ABSENCES/ACADEMIC ACHIEVEMENT/STUDENT SAFETY

We consider attendance and punctuality to be of the utmost importance for a successful school year. Absences and tardies directly affect a student's academic achievement. Parents will be requested to have a conference with the principal if absenteeism or tardiness becomes excessive.

When a child is absent, parents are asked to notify the school by phone (656-8480) between 8:00 and 10:00 a.m. You may also access the Report Attendance tab on our web site to notify our attendance secretary.

ATTENDANCE POLICY

Parents have the LEGAL responsibility of ensuring that their child attends school regularly. This responsibility requires that parents actively monitor their child's school attendance.

A parent who knowingly permits a child to miss school without valid reason or who gives false information regarding the child's absence may be in violation of the law and can be reported to the Madison County Truancy Board.

Excused and Unexcused Absences

1. Excused Absences

- Illness of the student
- Doctor or dental appointment for student
- Death in the student's immediate family
- Certain religious days
- Court appearance
- College visits for high school juniors and seniors
- Family trip, provided the following guidelines are followed:
 1. School is notified in advance of the absence
 2. Student obtains assignments in advance of the absence
 3. All assigned work is turned in upon returning to school
 4. All assigned work is made up at direction of individual teachers

2. Unexcused Absences - All absences not classified as excused will be considered unexcused or truant.

Compliance with Attendance Requirements

1. All students who leave school for a doctor's appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.

2. All students who are absent for five or more consecutive days must provide written documentation from a healthcare provider for the absences to be considered excused absences.
3. Any student who has been absent for 10% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal.
5. Students whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the Superintendent or his designee. The parent or legal guardian should submit written requests related to such absences related to deployment or leave for military service to the Building Principal.

Because the safety of our students is our highest priority, all students who are picked up before the end of the school day must be **signed out in the school office before leaving the building.**

Please keep us informed of any changes in your phone number, custody status, address, emergency numbers, or any special security situations involving the care of your child.

VACATIONS DURING THE SCHOOL YEAR

Any time a student is out of school, it will impact the learning process. When vacation is unavoidable, please contact the school concerning the dates. Since teacher lesson plans (daily, weekly, and monthly) are determined by student knowledge, daily progress, etc., homework for extended times usually cannot be provided. If students need to be out for an extended time, homework will be sent home when they return. Students will be given the same number of days they are out to complete and return the homework.

CLASSROOM VISITATION

You are encouraged to visit your child's classroom. Please contact your child's teacher at least one day prior to your visit. **Please feel free to visit as often as you like during the school year. No younger siblings should accompany you during your visit at school or on field trips.**

PARENTS/VISITORS

Parents and visitors are required to check in with the School Safety Officer located at the entrance of the building. Everyone must show a photo ID and obtain a visitor badge. You should then proceed to the main office. All books, lunch money, etc., will be delivered to your child by office personnel. Parents should not be in the hallway between 9:15 a.m. and 3:30 p.m. without a visitor badge.

SAFETY ALERT PROGRAM

In order to improve communication with parents, District 7 implements a safety and weather alert system. The system will consist of four components: an email safety alert system, a safety alert hotline, a telephone broadcast system, and a web alert system.

Safety Alerts - Violence

The system will be used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the district and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

Safety Alerts - Weather

The system will be used to alert parents to cancellation of school due to inclement weather.

Safety Alert Notification

A message will be posted on each alert component stating one of the following:

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in four ways:

- Subscribe to the email alert system at www.ecusd7.org/alert/subscribe.asp
- Call the Alert Hotline at 655-6090
- Parents will receive messages by phone on the numbers listed on their child's Student Information Sheet
- Visit the District's website at www.ecusd7.org/alert

Subscribers to the Email Alert system will not be able to reply to the system. Callers to the hotline will not be able to leave messages.

Pick-up Procedures in the Event of the Evacuation of Students to an Alternate Facility

- 1. Prepare your child.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
- 2. Keep your child's emergency contact information up-to-date.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Information Sheet. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
- 3. Remain calm.** It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.
- 4. Do not call school and tie up the school phone.** Information will be disseminated to parents through the school district's Telephone Broadcast System, Email Alerts, Web Alerts (www.ecusd7.org), the District's Alert Hotline (618-655-6090).
- 5. If possible, walk from your home.** Parent parking areas will be congested. Ride with another parent if possible.
- 6. Park only in areas designated for parents.** Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.

- 7. Do not attempt to pick up your child directly from the student assembly area.** Parents and authorized adults must first report to the Student Request Table.
- 8. Bring a government-issued, photo ID with you to the Student Request Table and Student Release Table.** Students will only be released to their parents or to an adult designated on the child's Student Information Sheet.
- 9. Talk to the Parent Information Officer if you have any questions.** This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.
- 10. Pick up all students for whom you are authorized.**
- 11. Sign out at the Student Release Table. The staff will locate and bring your child to you.** No student will be released without a parent signature, noting time of release, destination, and phone number.
- 12. Leave the campus immediately after being reunited with the student.**
- 13. Information from the school district on retrieving student property that may still be left on school property will be forthcoming.**

PARENT/TEACHER COMMUNICATION

Parents can be informed of their child's progress by keeping in close contact with the teachers. Many teachers send home samples of student work and other communications, or they will phone the parent as needed.

Parent conferences are scheduled each November for all parents. However, conferences may be set up whenever necessary. Please contact your child's teacher to set up a meeting date any time you have a concern.

LOST AND FOUND

If your child has lost a lunch box, clothing item, etc., please have her or him check the Lost and Found Box outside of the cafeteria. Parents are encouraged to check the box at any time. All items not claimed are donated to charity at the end of the first and second semester. It is extremely helpful to ensure that your child's name is on all of his/her belongings.

CLOSING OF SCHOOL

District 7 will implement its automated calling system informing parents of school closings. You may also listen for announcements on the following radio and television stations:

RADIO STATIONS - KMOX AM 1120, WBGZ AM 1570, WSIE FM 88.7.

TELEVISION CHANNELS - KMOV CH. 4, FOX 2 NEWS, KSDK CH 5, KTVI NEWS 30, ECTV (LOCAL ACCESS CHANNEL) 993.

If the weather becomes inclement after school is in session, the district will decide about early dismissal by 11:00 a.m. if at all possible.

MESSAGE/PHONE USE

As a general rule, neither children nor staff members can be called out of class to take a phone call. Messages will be sent to staff members' voice mail unless it is an emergency.

VOLUNTEERS

Volunteers are an invaluable resource for any school. Schedules for volunteers will be arranged by the individual teacher.

Volunteers are always welcome and needed. **Please make other arrangements for siblings when you are volunteering within our building or on field trips.**

As a safety measure, all volunteers must complete a volunteer form before being allowed to volunteer within our building. Volunteer forms can be obtained in the school office.

STUDENT PICK-UP

We would like to insure that your child returns home safely in the afternoon. Report to your child's teacher or the school office, by **note or phone call**, any time your daughter or son is to go home other than by regular means. You may also email transportation changes, absences, etc., by accessing our website and clicking on the Report Attendance tab. If no word is received from the parent, the child will go home by regular means. **Please understand that due to the age of our students, we must have a note from parents.** Please take responsibility to inform your child's day care provider if he/she is not attending.

Parents are urged to make necessary arrangements for transportation, etc., before their child leaves for school in the morning.

Carpool Dismissal Procedure:

Parents are not to go to the classroom to meet their child at afternoon dismissal time. Parents who are picking up their children should access the carpool line via Terry Avenue. Once the dismissal bell has sounded, and students arrive at their dismissal site, students will be dismissed to their parents in an orderly fashion. If you would like to wait in the carpool line, your child will be escorted to your car. If you would like to walk up to the building to pick up your child, please park in a parking space; do not park in the carpool line.

Please do not access the carpool line via High Street as this area is for school buses only and creates an unsafe environment for our students. The carpool line can only be accessed via Terry Avenue.

Students will not be sent to Hoppe Park during dismissal. Parents must either access the carpool line or pick up their children from the carpool area.

Bus Dismissal Procedure:

All bus riders are dismissed from the front entrance of our school building via the gym.

BUS CONDUCT

Proper bus conduct is very important – it may save your child's life.

Any bus disruption that creates an unsafe situation, abuse to others, or a distraction to the bus driver will be reported to the principal by the bus driver. Students will be asked to report to the principal's office. If, after an investigation, a student is found to be at fault, disciplinary action shall occur in the following ways.

1. Parents will be notified.
2. Parents may be asked to attend a conference.
3. Bus suspension may occur.

STUDENT DRESS

Students should dress in attire that is appropriate for school. Clothing should be neat, clean, and suitable for the weather conditions. Children should be adequately dressed for outdoor recesses in all seasons. Students are not permitted to wear clothing that is offensive in any way, disruptive to the normal routine of the school, or that creates health and safety hazards. Hats, bandanas, and other “headgear” should NOT be worn in the building. In addition, loud and distracting hair color is prohibited.

For safety reasons, it is recommended that students wear tennis shoes to school. However, students must wear tennis shoes on the days they have P.E.

RESPECT FOR OTHERS

Everyone at Nelson School is expected to behave in a manner that shows respect for themselves, the students, and for adults in the school. Respect must also be shown verbally. Courtesy and appropriate language are expected of students. Threats, rudeness, disrespect, and use of vulgarities are all strictly prohibited.

Inappropriate or aggressive body contact is strictly prohibited. Fighting, or any physical contact, is never acceptable at school and may lead to a suspension. Theft and/or abuse of the property of the school or others is also considered a serious offense.

SCHOOL-WIDE EXPECTATIONS

1. Treat others the way you want to be treated.
2. Obey all adults.
3. Help keep our school clean, safe, and a fun place to learn.

GENERAL CLASSROOM BEHAVIOR

Students are expected to maintain appropriate school behavior at all times. In the classroom, this means following the directions of the teacher and observing the class rules. Teachers will communicate their classroom rules and the possible consequences and rewards. Parents are encouraged to discuss these rules with their children.

HALLWAY/RESTROOM BEHAVIOR

1. No one should disturb the school by making noises, running, or using loud voices in the halls.
2. Classes going from one room to another should remain quiet and in line. Students will **WALK** in the halls at all times.
3. There should be no loitering or loud noises in the restrooms.
4. Students are responsible for any damage done in the restrooms or other parts of the school.
5. Students must have permission from a staff member before proceeding to other parts of the school.

TOYS, RADIOS, GAMES, ANIMALS, ETC.

It is strongly recommended that toys, electronics, cell phones, games and other non-school related items not be brought to school. These items should only be brought to school when a teacher has specifically given his/her permission. Items brought for this purpose are to remain in the student's backpack until the appropriate time. Bringing such items to school frequently lead to disputes over ownership, trading, breakage, and theft. Parents are asked to assist us by checking to ensure that such items are not brought to school. Nelson School will not take responsibility for these items being broken, traded, lost or stolen.

Animals are not to be brought to school unless a teacher specifically asks a child to bring a pet. Then, the parent must bring the pet to school and take it home. No animals are ever allowed on the bus.

MEDICATION POLICY

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request

for Medication to be Administered at School form. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has authorized the student to carry and self administer the medication and has completed and signed the form entitled "Request for Medication to be Administered at School." If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may carry and self administer an epinephrine auto-injector. If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan. Please see the building principal or nurse regarding the District's medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the **only source** for school personnel to know **whom** to contact in the event of a serious injury or illness, and exactly **how** to contact these persons. It is **imperative** that the information on this form **be kept current** at all times.

Students with Diabetes

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share information regarding the student's diagnosis, recommended treatment and required medication upon the initial diagnosis or any change to the treatment plan. Parents must provide the student's health care provider's instructions concerning the student's diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

Students with Life Threatening Food Allergies

The District has implemented a life threatening food allergy management program which identifies students with life threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic

reactions to food, and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents of students with life threatening allergies must provide the District with written documentation from the student's health care provider which identifies the allergy upon diagnosis and annually thereafter.

ILLNESS

Children are required to go home if they run a fever of at least 100 degrees or if they vomit while at school. It is important to keep emergency card phone numbers current so we can reach someone to pick up an ill child as soon as possible. If the child is sent home with a fever or develops one while home with an illness, he/she must stay home from school for 24 hours after the fever breaks in order to avoid a relapse.

TEXTBOOK RENTAL

The textbook rental fee is \$80 per year. If possible, this should be paid at the beginning of the school year when you register your child for school.

SCHOOL MEALS PROGRAM

The school offers a nutritious breakfast and lunch program. The prices for breakfast, lunch, and milk are:

Breakfast: \$1.05 Lunch: \$2.30 Milk: \$0.60

The cafeteria has implemented a Point of Sale system, which allows prepayments to be designated as breakfast and lunch meal credits, account cash, or a combination of the two. A la carte items, including milk and snack items, will only be able to be purchased from prepayments if some of the funds are designated for account cash.

The Food Service Department has implemented *myLunchMoney*, a service that allows parents to prepay for their child's school breakfast, lunch, and ala carte food items using their credit or debit card. You can use this service by accessing www.myLunchMoney.com. *The service is optional.*

Please make a note on payments sent in stating how you would like the funds to be designated (e.g., meals only; 10 lunches, balance to account; or account cash). ***Payments made without instructions will be credited to account cash.***

We ask students and parents to observe the following guidelines regarding lunches:

1. Unless the office is notified of any temporary problems, all children should eat a complete lunch.
2. Soda should not be sent to school in lunches. All beverages should be in plastic containers or cans, never glass.

If a student forgets lunch money, he or she may borrow money from the cafeteria. All money borrowed is expected to be paid back the following school day. Borrowing is limited to two days in a row.

Lunch can still be paid for on a daily basis. However, if you send money, please put it in a zip-lock bag with your child's name on the outside.

CAFETERIA PROCEDURES

1. Keep the eating area clean of debris, food, and liquids. Make sure the area is clean for the next person.
2. Raise your hand and wait to be recognized.
3. Students may not go back to the classroom or leave the cafeteria without permission.
4. Good table manners are expected.

PLAYGROUND

Students must follow the directions of the playground supervisor at all times. Games that involve tackling and rough contact play are not permitted.

Playground equipment should be used in a careful manner, and students must follow the supervisor's directions regarding restrictions on certain pieces of equipment.

It is strongly recommended that students wear tennis shoes to school. Sandals and flip-flop type shoes are dangerous when students are on the playground; they often cause students to fall and injure themselves.

PLAYGROUND SAFETY RULES

1. Do not throw pea gravel, rocks, sticks, etc.
2. Keep hands to self.
3. Get permission to leave the playground.
4. Behavior that could injure the student or another child will not be allowed.

BACKPACKS

Each student should bring a backpack to class everyday. It is recommended that it does not have wheels, as these do not fit into the lockers. Please keep their backpacks in a special place at home. This will help your child assume responsibility for his/her supplies. Please check it each evening for information.

SPECIAL OCCASIONS

If you wish to bring treats to celebrate special occasions, please follow these guidelines:

- Make sure that the treats are commercially wrapped. Due to health concerns, homemade treats cannot be shared with classmates.
- Due to severe allergies in some classrooms, it may be necessary for the school nurse to check the ingredients of snacks brought for all students in a classroom.
- Contact the teacher in advance to determine student allergies and the appropriate time to bring treats for celebrations.
- Do not send drinks.
- Do not bring siblings to classroom parties.

If your child is planning a party away from school, please do not distribute invitations in class. Students who are not invited feel hurt, and classroom issues sometimes occur.

BOOK CLUBS

Throughout the year, order forms for children's literature will be provided. If you are interested, please make checks payable to the individual book club for the exact amount and return it to your child's teacher in a sealed envelope.

IMPORTANT INFORMATION

School Phone: 618-656-8480

School Fax: 618-655-1063

School Web Site: www.ecusd7.org/nelson

Dr. Patton's e-mail: tpatton@ecusd7.org

District-Wide Offices: 618-656-1182

Superintendent

Assistant Superintendent - Curriculum

Assistant Superintendent - Business Operations

Assistant Superintendent - Personnel

Director of Student Services & Special Education

Director of Information Systems & Services

Food Service

First Student Bus Company: 618-656-0125

School Calendar 2014-2015

August 14, 2014	First Day of School - Full Day Student Attendance
September 1, 2014	Labor Day - No Student Attendance
October 10, 2014	Madison County Institute Day - No Student Attendance
October 13, 2014	Columbus Day - No Student Attendance
October 17, 2014	First Quarter Ends - Half Day Teacher Inservice No Student Attendance
November 11, 2014	Veterans Day - No Student Attendance
Parent Conferences, November 24-26, 2014	
<ul style="list-style-type: none">Monday, November 24 (5:30 p.m. until 8:30 p.m.)Tuesday, November 25 (1:00 p.m. until 7:30 p.m.) No Student AttendanceWednesday, November 26 (8:00 a.m. until 12:00 Noon) No Student Attendance	
November 27-28, 2014	Thanksgiving Holiday - No Student Attendance
December 19, 2014	End of First Semester
December 22, 2014- January 2, 2015	Holiday Break - No Student Attendance
January 19, 2015	Martin Luther King, Jr. Holiday No Student Attendance
February 16, 2015	Presidents Day - No Student Attendance
February 27, 2015	District 7 Teacher Institute Day - No Student Attendance
March 13, 2015	End of Third Quarter
March 30-April 3, 2015	Spring Break – No Student Attendance
May 20, 2015	Last Day of Student Attendance (If all seven [7] snow days are used, last day for students is June 1, 2015)