

Ada S. Nelson Elementary School

Student/Parent Handbook



Nelson Tigers

2024 – 2025

Principal Tenishua Ortega
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TIGERS ROAR!!



Los Nietos School District

8324 S. Westman Avenue

Whittier, CA 90606

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Rancho Santa Gertrudes, Principal Kelly Collazo

Los Nietos Middle School's STEAM Academy, Principal Shanonn Brann-Zelaya

Los Nietos School District

"Working Together for Student Success"



PRINCIPAL'S MESSAGE

Dear Nelson Parents, Guardians, and Students,

Welcome Back Tigers! Team Nelson has been hard at work this summer preparing for your return, and we are thrilled to welcome you back for another exciting school year. As we gear up for the 2024-2025 academic year, we are excited to introduce several new programs and continuing initiatives aimed at enriching your child's educational experience and fostering their growth in the 6 C's: Communication, Critical Thinking, Collaboration, Creativity, Character, and Citizenship.

New Programs and Initiatives:

1. **Positive Behavior Intervention and Support System (PBIS):** Our PBIS program focuses on promoting positive behavior and creating a supportive learning environment. This year, we are re-introducing an attendance incentive program to encourage students to arrive at school on time every day. We firmly believe that attendance matters and strive to support our students in developing positive attendance habits.
2. **TeleHealth Counseling Services:** We are excited to continue our partnership with Hazel Health to provide TeleHealth counseling services to support the social, emotional, and behavioral needs of our students. Through this program, students have access to confidential counseling services to address a variety of concerns and mental health needs.
3. **E-Sports Program:** We are thrilled to continue E-Sports as an interactive and competitive gaming program. E-Sports provides students with the opportunity to channel their passion for gaming into a collaborative and inclusive environment, fostering skills in problem-solving, teamwork, and communication, as well as STEAM (Science, Technology, Engineering, Arts, and Mathematics) skills.
4. **Music and Arts Education:** In addition to our existing music curriculum, we are introducing arts education to unlock students' creativity, build self-confidence, and provide essential life skills. Research shows that exposure to music and arts education enhances students' academic performance and overall well-being.
5. **After-School Learning Opportunities:** We are expanding our after-school program to offer a variety of learning opportunities beyond the classroom. From academic enrichment programs to clubs and activities, there will be something for every student to explore their interests and passions.

We are committed to providing a supportive and enriching environment where every child can thrive academically, socially, and emotionally. Together, we will continue to build positive relationships, uphold high standards for engaging instruction, and prioritize the well-being and success of every student.

Important Dates:

- Tuesday, August 13: Class lists will be posted at 2:00 p.m.
- First Week of School Dismissal is at 1:00 p.m. EVERYDAY!
- Wednesday, August 14: First Day of School! Open campus in the morning. Gates will open at 7:30 a.m. for breakfast.
- Wednesday, August 28: Back-to-School Night (1:00 Dismissal...More info to come)
- Friday, September 6th: Fun Friday Flag Assembly and Tiger of the Month Celebration at 8 a.m. and Coffee with the Principal. ALL parents are ALWAYS welcome to attend!

We are TEAM NELSON! Here's to an AWESOME and SUCCESSFUL year TOGETHER!

Tenishua Ortega Principal

NELSON'S VISION & MISSION STATEMENTS

Vision Statement

Our vision is to have ***all students learn*** in a safe, supportive, challenging, and encouraging environment that empowers them to become life-long learners as well as responsible productive individuals in the community.

Mission Statement

The Nelson Community (teachers, staff, students, parents and community members) will:

- Provide a variety of learning strategies to meet or exceed the California academic standards
- Encourage critical thinking in all curricular areas
- Value collaborative/reflective teaching and learning
- Appreciate and respect the home culture of students
- Maintain rules and procedures to ensure the physical safety of every child
- Embrace our BIG THREE School Wide Expectations: Be Respectful, Be Safe, & Be Responsible, so that every student feels included, valued and accepted.

**WE WILL HIT THE LEARNING
TARGETS TOGETHER IN ORDER TO
ENSURE STUDENT SUCCESS!**



Teachers

Teacher	Grade	Room #
Rosa Mercado	TK	TKB
Linda Banks	Kindergarten	TKA
Lynn Duffy	Kindergarten	KA
Raquel Walker	1st	KB
Carina Martinez	1st/2nd	3
Ana Ortiz	1st	4
Sandra Hernandez	2nd/3rd	5
Cathy Bailey	RSP	6
Claudia Gonzales	2nd	7
Sonia De Anda	3rd	8
Richard Mireles	3rd/4th	9
Steven Risser	4th	10
Andrea Etherton	5th	11
Christina Ayala	5th/6th	15
Monica Velasquez	6th	16

Office Staff

Tenishua Ortega, Principal	Administrative Office
Guadalupe Guijarro, Secretary	Administrative Office
Jeanette Martinez, Health Clerk	Administrative Office



BELL SCHEDULES

2024-2025 Nelson Elementary School Bell Schedule

School Start Time

Mon. - Fri. 8:00 for all TK-6th

Dismissal

TK 2:15 daily / 12:45 Tuesday (Min. Day)
 Kinder 2:15 daily / 12:45 Tuesday (Min. Day)
 1st-6th Grades 2:30 daily / 1:00 Tuesday (Min. Day)



Recess Schedule

TK 9:35- 9:55
 Kinder.- 3rd Grade 10:00-10:20
 4th - 6th Grades 10:25- 10:45

Daily Lunch Schedule

Grade Level	Before Lunch Transition/Handwashing	Lunch	Lunch Recess
TK	10:55-11:00	11:00-11:20	11:20-11:40
Kinder.	11:10-11:15	11:15-11:35	11:35-11:55
1st Grade	11:20-11:25	11:25-11:45	11:45-12:05
2nd Grade	11:30-11:35	11:35-11:55	11:55-12:15
3rd Grade	11:40-11:45	11:45-12:05	12:05-12:25
4th Grade	11:55-12:00	12:00-12:20	12:20-12:40
5th Grade	12:05-12:10	12:10-12:30	12:30-12:50
6th Grade	12:10-12:15	12:15-12:35	12:35-12:55

Minimum Day Lunch Schedule



GENERAL INFORMATION

MORNING PROCEDURES

Nelson offers a before school program through the Boys & Girls Club. Students who are enrolled in this program may be dropped off at school at 7 AM. All other students may arrive at school at 7:30 AM for our breakfast service in the school cafeteria.

7:30 Gates open. Students report directly to the cafeteria. Students will be picked up at 7:55 and walk to their classes. Breakfast is eaten in the cafeteria.

8 AM Tardy bell rings. All students need to be in their seats. Instruction begins promptly at 8 AM.

Any student who arrives after 8:00 must report to the front office to receive a Tardy Pass.

BREAKFAST AND LUNCH PROCEDURES

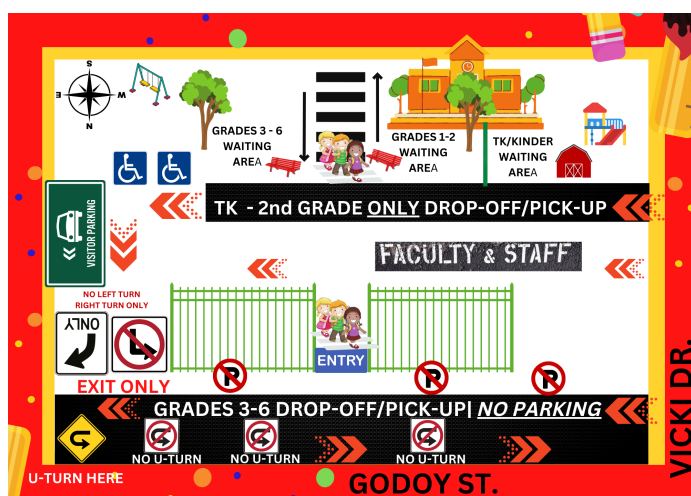
Nelson offers a free breakfast and lunch program, which provides a balanced meal for those who wish to participate. **Parents are NOT to go into the cafeteria to feed or eat with their child. Our cafeteria staff will assist children when needed.** If your child brings a lunch from home it needs to be nutritious. All snacks must meet the Wellness Policy guidelines. Please see page 19 for a list of acceptable snacks. If a student arrives after 8 AM they may take their breakfast out to recess to eat.

ARRIVAL AND DISMISSAL TIMES

Students may not be dropped off before 7:30 a.m. unless participating in our before school program. School is dismissed at 2:30 for all students on Mondays, Wednesdays – Fridays. Tuesdays are early dismissal days. **School is dismissed at 1:00 every Tuesday.**

DROP-OFF & PICK UP

When entering the drop-off lane, please wait in line and follow the directions of our school safety staff. The drop off line on Godoy is a **NO PARKING/DROP OFF ZONE ONLY**. Please do NOT park your vehicles on Godoy directly in front of the school to walk students inside. We have staff to safely escort students into our campus. Pull all the way forward and keep pulling forward as space opens up. Always follow the directions of our school safety staff.. Students may be dropped off from the parking lot area in front of the office or on Godoy Street. **PLEASE DO NOT DROP STUDENTS IN THE FRONT PARKING LOT near Godoy Street. THIS IS FOR STAFF ONLY. DO NOT DROP YOUR CHILD OFF ACROSS THE STREET AND HAVE THEM CROSS IN FRONT OF OPPOSING TRAFFIC. THIS STOPS THE FLOW OF TRAFFIC AND IS VERY UNSAFE. PLEASE USE THE CROSSWALK AT ALL TIMES. DO NOT STOP OR LEAVE YOUR VEHICLE UNATTENDED AT ANY TIME.** You may park in the front visitor parking lot or on Vicki Street on the side opposite the school in order to walk your child. We appreciate your cooperation in this matter. See below for a map:



PM PICK UP

Please follow the procedures as outlined on the map. **Do not stop in the RED ZONE or leave your vehicle unattended at any time.** You may park on Vicki Street opposite the school or in our visitor's parking lot on the east side of campus adjacent to our school field. **Please do not pick up your child from Vicki Drive as it is very dangerous and cars drive too fast. PLEASE DO NOT PARK ON GODOY STREET ON THE SCHOOL SIDE AS THIS IS FOR STUDENT DROP OFF/PICK UP ONLY.** Thank you in advance for your cooperation. Please see the Principal if you are able to volunteer your time as a valet. We need your help to ensure all of our students are safe!

ATTENDANCE MATTERS

Regular attendance is imperative to ensure success at school. Students must arrive on time, prepared for class and attend school on a regular basis. **In order for your child to be considered for perfect attendance he/she must be in school every day from 8:00 until 2:30.** If your child is absent from school, please contact Nelson School, at (562) 692-0615. Students returning from an absence must bring a written statement signed by the parent or doctor. Students with excessive tardies and/or absences will be referred to the Student Absence Review Team. 3 Tardies=1 Truancy.

If you pick up your child early from school, even 10 minutes, they will not be eligible for perfect attendance awards and incentives. All students are required to attend school every day from 8:00 until 2:30 with the exception of an illness.

Assignment of students to classrooms: Every effort is made to meet the needs of each child when making classroom assignments. We try to balance the ratio of boys and girls, academic levels, and special needs. Class changes will **NOT** be made until after the first 30 days of school have taken place. If your child has needs we may not be aware of, please take time to meet with the principal. Please do not specify a teacher, but instead describe your child's needs and every effort will be made to place your child appropriately.



LOST AND FOUND

All outer apparel, such as coats and sweaters, and other items, such as binders, backpacks, and lunch pails should be labeled with your child's full name. The lost and found cart is located near the cafeteria. Items not claimed will be given to a charitable organization.

GRADING POLICY

At the end of each trimester (approximately 12 weeks of school) a report card is issued to students. About half way through each trimester a progress report is sent home. Parent-Teacher conferences are held twice a year once in the fall and once in the spring. **Report cards will be sent home on 11/15/24 and during spring conferences the week of 3/17 – 3/21, and 6/5/25.**

HOMEWORK

It is the policy of the district for teachers to provide and encourage homework when it is needed. Most teachers assign homework Monday through Thursday. Homework should be an outgrowth of classroom discussion and planning with the children and should be based on the pupil's needs, interests and abilities. It is not necessarily written work or a book assignment, but may also include community activities, trips, personal interviews, gathering specimens or materials, or purposeful activities with parents. All classwork and homework is meant to assist students in mastery of the California Content Standards. **The full cooperation and understanding of the parents is necessary for the program to succeed.** To provide good learning opportunities and to promote educational growth, homework should be: 1) Meaningful to the student, 2) Appropriate to the student, class, subject and grade level California Content Standards, 3) Reasonable in quantity and quality. It is important that homework is brought back to class on a regular basis. As part of the daily homework each student is expected to read independently each night.



Daily Reading Homework Expectations:

- Kindergarten and First Grade: 20 minutes
- Second and Third Grade: 30 minutes
- Fourth – Sixth Grade: 1 hour

Maximum Daily Homework Time Expectations:

Kindergarten: 30 minutes
First and Second Grade: 45 minutes

Third: 60 minutes
Fourth – Sixth Grade: 1.5 hours

READING IN AND OUT OF SCHOOL:

Decades of internationally based research shows that students who read more read better. They develop more expansive vocabularies and achieve higher levels of reading and writing development. This is particularly true for students who have daily opportunities to read, year after year.

Daily time to read in school is not a frill or waste of classroom time; on the contrary it is one of the best ways for your child to:

- Learn new vocabulary and information
- Increase speed and fluency (that is, read smoothly and accurately)
- Improve comprehension
- Notice author's writing styles (which in turn helps their own writing)
- Develop a greater interest in reading and learning
- Develop a love of reading



Therefore, a major part of our reading program will be daily quiet reading time during which students read books of their own choosing. During that time, your child's teacher will be monitoring your child's reading development through individual reading conferences. **Your child will also be expected to maintain a reading record and to read at home each evening.** Our reading program will also include whole-class and small group work.

Your child is expected to have a book at school every day, one he or she has selected from his or her classroom library, the public library, or your home library. Our main goals are for your child to enjoy reading for pleasure and information and to become a stronger, more flexible reader. Please join me in helping create an environment in which our children can enjoy books for a lifetime.

How to Help with Homework

Homework is assigned to strengthen skills, help develop study skills and extend learning. Homework will be assigned every night except Friday. Students will not have class time to do homework. You can help your child develop their full potential and prepare themselves for their future.

Make sure your child has:

- The same place for homework to be done every day.
- A quiet place to work with good light.
- A regular time each day for doing homework.
- Basic supplies always available (paper, pencils, pens, erasers, markers, ruler, crayons), aids for good organization (assignment calendar, book bag, folders, notebook, etc.).
- Your expectation that they will complete the homework.
- Your positive motivation for small incremental successes.

Questions to ask your child:

- What is your assignment today?
- Is the assignment clear? If not, suggest calling the school or a classmate.
- When is it due?
- Do you need special resources (a trip to the library, access to a computer, supplies)?
- Have you started today's assignment? Finished it?
- Is it a long-term assignment, project, or report?
- For a major project, would it help to write out the steps or make a schedule?
- Would a practice test be helpful?



special

Other ways to help:

- Look over your child's homework, but don't do the work.
- Meet with the teacher early in the year and find out about homework policies.
- Review teacher comments on homework that has been returned.
- Contact the teacher if there is a homework problem you cannot resolve
- Congratulate your child on a job well done!

I. Talk with your child about shared experiences:

Parents can deepen their children's understanding of the world by talking with them about the experiences and memories they have shared. Parents should talk with children about their studies, homework, and school experiences. The experiences should be varied as a variety of experiences help children develop different sorts of knowledge. These experiences should be surrounded by talk. Communicative parents give children opportunities to talk too, encouraging their children to think and talk about the world around them. Language frames the world that the child knows; the richer the language, the richer the child's world.

II. Listen to your child read to you:

Children begin to see themselves as readers when they are provided opportunities to share books with others. Invite your child to share their favorite library and personal books with you by reading them aloud to you. Talking with your child about the book will increase his or her understanding of the book.

III. Read aloud with your child:

Giving your child direct contact with books by reading stories aloud is a very important activity for building the knowledge required for eventual success in reading. There is more to reading to children than just saying the words. Reading aloud is a social event, a shared activity in which children are encouraged to ask questions and talk about the story. Children of all ages benefit from hearing stories read aloud.

IV. Have your child see you read:

Children get the impression that reading is valuable when they see their parents enjoying and benefiting from reading. When parents read newspapers, magazines, and books at home and check out library books for themselves as well as for the children, they set a powerful example and emphasize the importance and pleasure of reading. A family reading hour, when parents can read the newspaper or their favorite magazine or novel and when children can read their own books, works well in many homes. In addition to giving everyone a time to read, a family reading hour underscores the importance you attach to reading. Because you value reading, your children can learn to do the same.

V. Show the importance and use of writing at home:

When children are read to, they almost automatically learn about the written language as well. Providing opportunities and purposes for writing will enhance your child's interest in writing. Ideas to suggest for writing activities include journal or diary writing, shopping lists, story writing, and thank-you-notes.

VI. Monitor your child's television and Internet viewing:

Establish guidelines for the amount of television that is watched and the types of shows that are viewed. Do the same with Internet access. Whenever possible, watch the programs or surf the net with your children. When parents and their children watch television or interact with the Internet together, discussion can take place about what has been seen or read. In this way, children can better understand the programs, and parents have the opportunity to discuss family values as they relate to television or Internet experiences.

CLOSED CAMPUS POLICY

In order to provide a safe environment for students, a closed campus policy has been implemented district-wide to include the following:

- All visitors and parents must enter through the front office, check-in and sign-in with our Raptor screening platform. Per Board Policy 1240: Volunteer Assistance, volunteers must have cleared fingerprints and TB testing if you will be a tier II volunteer. Please complete our Volunteer screening application located in the front office. Thank you for understanding and ensuring our kids' safety.
- Visitors/parents on campus must wear a visitor badge while on campus and turn it back in as you exit the campus.
- You must present a California Driver's License, be listed on the student EMERGENCY Card, before the child will be released to you. The office staff will call the classroom to have the child released where they will come to the office to meet you. Please do not go to the classroom to pick up your child. Students will not be released to anyone under age 18. **This is for the safety of YOU and your CHILD.**
- Make a plan where you will drop off and pick up your child. Please wait at the gate outside the school campus for your child to be dismissed from school. The campus is NOT to be used as a pass way for middle school or high school students.

STUDENTS ON SCHOOL GROUNDS

When students are dismissed, they are to leave the school grounds immediately unless they are participating in after school classes or under the direct supervision of a teacher or other staff member. We do not provide any after school supervision, unless your child is enrolled in **BOYS & GIRLS CLUB OR A NELSON AFTER SCHOOL CLUB/PROGRAM**. **It is your responsibility to pick up your child ON TIME everyday.** If your child is left for longer than 10 minutes after school is dismissed, the school has the right to call Pico Sheriff to come pick up your child.

MEDICATION

Children who need to take medicine, must leave it in the nurse's office, and it will be administered by the school health clerk or school secretary. Medications are not permitted without a doctor's written prescription.

SCHOOL TELEPHONE AND CELL PHONES

Student use of the telephone is for emergencies only. Make arrangements with your child ahead of time about rainy day plans, minimum day plans, etc. Such calls are not considered emergencies. Use of cell phones (or any other electronic devices) **are not permitted** during the school day. All phones and other electronic devices including Apple watches must be **turned off** and will remain in your child's backpack throughout each school day. Phones will be returned prior to dismissal. **Nelson Elementary School and/or your child's classroom teacher are not responsible or liable for your child's phone. Each student who brings a cell phone or any other electronic device, does so at his/her own risk.** The unauthorized use of cell phones and/or other electronic devices will result in the device being taken away by staff or administration. Depending on what the device is being used for, the student may face disciplinary action. If an electronic device is taken away the student's parent will need to make arrangements with the classroom teacher and/or principal to pick up the phone.

PARENT INVOLVEMENT

Research shows that parental involvement is a critical factor to student success. The more a parent helps a child, the more all parents, educators, communities, and our nation will get in return. Parent volunteers provide an extra set of hands, a caring individual who can offer needed one-on-one support, or perhaps, a listening ear is always valued in our school community. At Nelson we believe parents are partners with teachers, staff, and administration in the education process.

Your involvement is critical to the success of your child.

Several parent groups exist at Nelson Elementary including School Site Council, District Advisory Committee, English Language Advisory Committee and the Parent Teacher Council (PTC). Elections and meeting dates for these advisory committees will be sent home and posted in the office

CLASSROOM OBSERVATIONS & VOLUNTEERING

We encourage parents to visit our classrooms and would like to make you feel welcome. To protect your child, however, all visitors must sign in at the office and pick up a visitor's pass. Classroom visits must be arranged ahead of time with the teacher. No one will be allowed in a classroom without this identification. Class instructional time is protected. Parent volunteers may be asked to leave if instructional time is interrupted. Please do not go to your child's classroom to drop off forgotten items such as a lunch or backpack or to give your child a message about after school pick up. All items should be left in the office and will be delivered to the student during recess or lunch. Any non-emergency messages will be delivered to students during recess or lunch or immediately before dismissal. If you need to speak to your child's teacher, please call the office or notify the teacher in writing/email/dojo if you wish to make an appointment. **Please see the Los Nietos Volunteer Policy on page 12.**

Nelson's Observation Policy

Parents may request to observe their child in the classroom.

Process parents must follow:

1. Parents may make a request to the principal to observe their child in the classroom. The observation request needs to be in writing either in an email or a written letter given to the school.
2. The principal will arrange a time that is accommodating to the principal and the classroom teacher. The observation can be scheduled up to two weeks from the parent request.
3. The parent and principal will visit the classroom at the designated time together. The parent will not make observations without the principal present.
4. The parent and principal will stand in the back of the classroom, or in an area that is not distracting to the instruction, and have no interaction with the teacher or students, including the parent's child.
5. The observation will last for up to 20 minutes in length.
6. The parent will leave once the observation time is complete.

Nelson's Volunteer Policy

Per Board Policy 1240: Volunteer Assistance, **volunteers must have cleared fingerprints and TB testing if you will be volunteering on a weekly basis.** Please fill out the volunteer screening application located in the front office. Thank you for understanding and ensuring our kids' safety.

Purpose of Volunteering: To support your child's teacher, not to be with or work with your child. We believe it is important for children to build confidence and independence.

Process volunteers must follow:

1. A teacher may allow volunteers in their classroom based on the needs of their class.
2. The teacher and volunteer must arrange ahead of time the date and time the volunteer will be coming to the classroom so as to not disrupt the instruction taking place.
3. The volunteer must check in at the front office, sign-in through the Raptor volunteer platform, place a volunteer sticker prominently on their person and go straight to their destination..
4. The teacher will set-up ahead of time what the volunteer will be doing in the classroom or in the workroom and place that work in a location of their classroom that the volunteer knows to find their task for the day.
5. The volunteer will go to their assigned area and complete the task to the best of their ability in the time agreed upon between the teacher and volunteer.
6. The volunteer period should not exceed an hour in length unless the teacher requests more time and the volunteer is available.
7. The volunteer will not interact with the students unless the assignment the teacher gives the volunteer requires it.
8. The volunteer will not conference with the teacher and/or assistant in the classroom before, during, or after the volunteer period.
9. The volunteer will leave the campus once their volunteer period is over. The volunteer will sign out in the volunteer binder and throw away their volunteer sticker before leaving the campus.
10. If the volunteer does not follow the above expectations the principal will revoke his/her volunteerism.



SCHOOL RULES & EXPECTATIONS

ELECTRONIC EQUIPMENT

- **IPads, DS, Switch, or Playstation handhelds, and other electronic devices are not allowed on campus at any time.**
- Cell phones will be turned off and placed in backpacks at the start of each school day and may be turned on at the end of each school day
- Students who bring cellphones to school do so at their own risk
- Cell phones may not be used during school hours
- Unauthorized use of cell phones will result in the phone being confiscated. A parent or guardian must make arrangements to personally pick up the phone from the teacher or principal



GAME/BALL RULES

- Trading cards of any kind (such as Pokemon, Sport Trading cards, etc.) are not allowed on campus.
- No marbles allowed on campus.
- Fidget Spinners are not allowed unless an agreement has been made between a parent and teacher and is used in class appropriately.
- One person per swing. You must be seated, facing the field.
- Students may swing in one direction (front to back) only
- Students may not push other students on the swings
- Count to 30 swings for another student to get a turn on the swing.
- Leave your home play equipment at home. No balls, jump ropes, or other sports equipment may be brought from home.
- Balls should not be thrown, kicked, bounced or hit into cars, rooms, hallways, windows, fences, backstops, or unsuspecting people.
- Balls should be kicked only on the grass field. No kickball on the blacktop.
- Handball with a utility ball is the only game permitted on the handball wall.
- Tag, dodgeball, tackle football, wrestling, baseball, and softball are not permitted at recess.
- Play safely on the bars. No chicken-fighting, pulling, cherry-drops, standing or tickling.
- Jump ropes are to be used for jumping only.
- Hit tetherballs with your hands only. Waiting players must stand clear of the full circumference of the tetherball court's circle.
- Tetherball players must play according to published Nelson school rules. **NO SITTING OR HANGING ON THE TETHERBALLS.**
- Soccer balls and kick balls are the only balls intended for kicking.
- Utility balls are the only ones intended for handball and foursquare.
- 9 Square in the Air ball can be checked out in the front office and must be returned at the end of recess.

**We treat others
how we want to
be treated.**



Nelson's Behavioral Matrix

<p>Expected Classroom Behaviors:</p> <ul style="list-style-type: none"> • Demonstrating good listening • Following directions quickly and the first time • Beginning work promptly • Working quietly - completing work without disturbing others. • Focusing on and completing work in a timely way • Keeping arms, feet, and body to yourself – in your own space • Making requests politely or asking for help when needed in a nice way • Waiting to be called on to speak • Walking safely • Staying appropriately in your own space • Using an appropriate tone, volume, and pitch of voice • Talking with others positively and supportively • Accepting consequences quickly and appropriately • Apologizing appropriately • Treating classroom furniture, books, and other materials with respect • Treating others' personal property with respect • Asking adults for help to solve serious problems or stay safe • Being kind to others • Cooperating with others • Sharing with others • Joining others appropriately • Being aware of your own feeling and the feelings of others • Treating others with dignity and respect • Telling the truth • Responding appropriately to answering a question wrong or getting a bad grade • Giving and accepting a compliment appropriately 	<p>Incentives and Rewards:</p> <ul style="list-style-type: none"> • PBIS incentives • Praise or compliments • Positive phone calls or notes home • Positive notes to students, in their mailboxes, in their classroom planners • Treasure box – daily, modularly • "No Homework" certificate/pass • Tickets for drawings, buying rewards • Giving the student an additional responsibility or having him/her run an errand • Letting the class have five minutes at the end of the class period as free time • Letting the student visit the principal for a special treat or reward • Dojo Incentives
<p>Intensity 1 (Bothersome) Offenses:</p> <ul style="list-style-type: none"> • Passive off-task behavior (e.g., head on desk, staring out the window) • Not listening/not paying attention • Leaving seat without permission • Not being in a designated or specified area • Talking out of turn • Calling/shouting/blurting out answers • Teasing • Talking to neighbors/others without permission • Distracting others • Teasing/pestering • Poor attitude/rudeness 	<p>Corrective Responses:</p> <ul style="list-style-type: none"> • Teacher visual, non-verbal, or physical prompt • Teacher proximity • Teacher redirect • Teacher warning • Teacher puts name on the whiteboard • Teacher uses a "Stop & Think" prompt • Student is moved to another seat in the classroom • Student needs to apologize to teacher/class • Student need to write an action/remediation plan • Teacher ends activity for the student; makes him/her watch other students until they have completed their activity • Teacher calls home with student from the classroom • Note sent home with parent signature required
<p>Intensity 2 (Disruptive) Offenses:</p> <p>Continuing Intensity 1 Behaviors, OR Additional Offenses:</p> <ul style="list-style-type: none"> • Bullying/Verbally threatening behavior • Lying 	<p>Corrective Response AND a Consequence, such as:</p> <ul style="list-style-type: none"> • Move the student to another seat in the classroom • Loss of extra privileges • Loss of free time (on a graduated scale) • Student needs to model the appropriate behavior

<ul style="list-style-type: none"> • Cheating • Not following directions/Passive or active • Poor attitude/rudeness • Talking to neighbors/others without permission • Chronic socializing with peers • Leaving seat without permission • Talking out of turn • Inappropriate tone or volume of voice • Calling/shouting/blurting out answers • Teasing • Distracting others 	<ul style="list-style-type: none"> • Teacher ends activity for the student; makes him/her watch the other students until they have completed their activity • Letter to parent – written by the student • Notes home written by teacher • Detention • Phone contact with parent • Parent/teacher conference • Parent/student/teacher conference
<p>Intensity 3 (Defiant) Offenses:</p> <p>Continuing Intensity 2 Behaviors, OR Additional Offenses:</p> <ul style="list-style-type: none"> • Not following directions/Significant defiance • Bullying/Verbally threatening behavior • Taunting • Physically threatening behavior • Physical aggression/fighting with intent to cause bodily harm 	<p>Consequences:</p> <ul style="list-style-type: none"> • Student writes an action/remediation plan • Student needs to model the appropriate behavior where the infraction occurred • Note home written by the administrator and the teacher • After-school Detention • Parent/teacher conference • Parent/student/teacher conference • In-school suspension • Out-of-school suspension
<p>Intensity 4 (Dangerous) Offenses:</p> <p>Continuing Intensity 3 Behaviors, OR District/School Code of Conduct Offense:</p> <ul style="list-style-type: none"> • Possession of a weapon • Brandishing a weapon • Physical aggression resulting in injury • Throwing objects that cause injury • Bullying/Physical and mental torment • Damaging property • Failure to report possession of weapon • Failure to report violent intent • Failure to report possession of narcotics • Theft of school or personal property • Trespassing 	<p>Administrative Response:</p> <ul style="list-style-type: none"> • In-school suspension • Refer to counseling • Parent/student/teacher conference • Call law enforcement • Out-of-school Suspension • Expulsion

Consequences for Inappropriate Behavior

Students who choose not to follow the BIG THREE and/or school rules will receive the appropriate consequence according to the infraction. Parents will be notified of all serious offenses.

1. Verbal Warning
2. Time out in a Buddy Teacher's Classroom
3. Nelson Inappropriate Behavior Referral–Level 2*
4. Nelson Inappropriate Behavior Referral–Level 3
5. In-School Suspension
6. School Suspension

Students who commit one of the following offenses will receive an automatic office referral and may be suspended from school:

1. Fighting with visible marks
2. Biting
3. Scratching with visible marks
4. Damage to personal or school property

DISCIPLINE OFFICE REFERRALS

Students may be sent to the office with a discipline referral when all attempts to improve the student's behavior have proven to be unsuccessful. A student may also be referred if the problem is so severe that it requires immediate office attention and action. Students will always be given the opportunity to state their side of what took place.

SUSPENSION

The school Principal has the right to suspend a student for a period of up to five consecutive days for each offense. In cases of this type, an informal conference between the Principal or his/her designee, the student, and any other appropriate persons will be conducted. If, after the investigation into the incident and conference is completed, the Principal decides that the suspension is necessary, it will become effective immediately. The Principal will attempt to notify parents by telephone before this action is taken. A copy of the suspension notice will be sent to the parents with the student.

EXPULSION:

The school Principal has the right, and in some cases, is required to recommend to the district Superintendent that a student be expelled (expulsion). In cases of this type, an administrative hearing panel will convene and action will be taken by the Board of Education. If a student has violated a school rule and is subject to expulsion, both the student and his/her parents will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedures.

INAPPROPRIATE STUDENT BEHAVIORS

As prescribed by the Education Code schools shall adopt rules and procedures, which are consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. State statutes, as it pertains to this handbook, focuses on Education Code 48900 and Education Code 48910.

Education Code 48900, Grounds for Suspension

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, in alcoholic beverage, or gin intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commensurate with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section

11014.5 of the Health and Safety Code.

- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.

48900.2 Sexual Harassment: sufficiently severe or pervasive as to have a negative impact upon academic performance or to create an intimidating, hostile, or offensive educational environment.

48900.3 Hate Violence: a pupil in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if it has been determined that the pupil has caused, attempted to cause, or threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.

48900.4 Prohibited Actions: in addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if it is determined that the pupil has intentionally engaged in harassment, threats, or intimidation,

48900.7 Terroristic Threats: a "terroristic threat" shall include any statement whether written or oral, by a person who willfully threatens to commit a crime, which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$ 1000.00).

Penal Code 417.27 Laser Pointers: prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further, prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

GROUND FORS FOR EXPULSION

Violation of Education Code 48915 (a) requires the principal to recommend a student for expulsion. This includes:

1. Causing serious physical injury to another person, except in self- defense.
2. Possession of any knife as defined in Education Code 48915 (g), explosive or other dangerous object of no reasonable use to the student.
3. Robbery or extortion.
4. Assault or battery.

Violation of Education Code 48915 (c) requires the principal to recommend a student for expulsion and requires the Board of Trustees to expel the student. This includes:

1. Possessing or selling or otherwise furnishing a firearm.
2. Brandishing a knife.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.

BULLYING

Nelson has an anti-bullying policy. Everyone has the right to feel physically and emotionally safe at school. There will be severe consequences for anyone who bullies another student. The staff at Aeolian is committed to creating and preserving a physically and emotionally safe environment.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over time.** Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.



PBIS INCENTIVE PROGRAM

This is a newly implemented program designed to systematically change staff and student behaviors to create a more positive and thriving learning environment. As a school community it is important that we work together for student success.

Principal's Attendance Award & TOTM Lawn Sign: Monthly Tiger-of-the-Month Assemblies for special recognition given to students by their teachers and Perfect Attendance Lunch with the Principal at the end of each trimester.

AR Superstar Party & ST Math: Each Trimester, students that are meeting their AR Reading goal and/or ST Math Goal for that trimester will be recognized for their outstanding achievements.

Reading Incentives: A variety of incentives will be given out throughout the year to promote reading including but not limited to:

- Special reading related prizes including keychains and dog tags
- At the monthly TOTM Assemblies there will be a special Aztec Reading Coupon Drawing for a new book

End-of-Year Awards: Awards are given at the end of the year to students based on Academic Achievement, Attendance and School Service.

Attendance Awards: Perfect attendance awards are given at the end of each trimester during our TOTM assembly. Recipients will be invited to have lunch with the principal.

Perfect attendance is defined as: Zero absences, zero tardies, and in attendance all day long. A student must be in attendance at school from 8:00 until 2:30 to earn a perfect attendance award.



WELLNESS POLICY

At Nelson we believe a healthy body is the key to a healthy mind. This year we will institute a wellness policy. We want to standardize birthday and holiday celebrations at our school. The reason for the policy is to make sure that not only are we creating healthy minds and bodies but also to be in compliance with the diet regulations of the California Department of Education and snacks and celebrations do not infringe on instructional time.

As you know our congressional district has one of the highest percentages of childhood obesity and childhood diabetes in the state. For the past several years Nelson has not only met but also in many cases exceeded the state and federal goals for student achievement in the areas of physical fitness. Our work is not done. Each year the federal government raises the expectations. Together as a community we must work hard to meet these goals. Every minute of every school day counts if we are to meet the rigorous standards set by the government. One way we can achieve our goals is to create healthy bodies for our students..

Please review the items below. All teachers and staff members will be abiding by and enforcing this policy. Please post the following items in an easy accessible place so you may refer to it often.

- Students may not bring nuts to school at **ANY TIME** (due to life threatening allergies)
- **Celebrations/Holidays: All food on campus will come from our Nelson Café or school approved vendor.**
- Birthday celebrations may not take place during instructional hours. All birthday celebrations must happen at the end of the school day and must be approved by your child's teacher.
- Parents who wish to celebrate their child's birthday may send in treats and snacks, but non-food items are preferred. For example, books, crayons, pencils, erasers, stickers, etc. **All items must be dropped off in the front office and will be delivered to the classroom at the appropriate time.**
- All celebrations (birthdays, holidays, etc.) need to be pre-approved by the classroom teacher at least 24-hours prior (NO EXCEPTIONS)



Approved Healthy Snacks

Granola bars	Teddy Grahams	100% Fruit Juice	Fruit	Yogurt	Raisins
Fruit snacks	Pudding	Plain Popcorn	Vegetables	Jello	Baked Chips
Pretzels	Cheese	Low calorie snacks packs	Crackers	Rice Cakes	Cereal



Unhealthy Foods:

*(The following foods are discouraged or **NOT ALLOWED***)*

Candy	*Hot Cheetos/Takis	*Gum	Cup Cakes	*Lucas Candy
Soda	Fried Snacks	High Sugary Drinks	*Beverages of any kind in glass bottles	*Nuts



DRESS CODE

- Students are encouraged to wear NELSON t-shirts and sweatshirts on Fridays! ON FRIDAYS WE WEAR RED!!
- Wear tennis shoes or other closed-toe shoes (any color). Sandals, flip-flops, platform shoes, and shoes with wheels are not permitted.
- Blue jeans with excessive holes, oversized, or with worn-out knees are NOT permitted.
- Safety and appropriateness of student clothing will be considered.

All clothing must be clean, in good repair, and fit well. The following clothes are NOT acceptable for school wear:

****Anything that distracts from instruction and learning is strictly prohibited.**

Tops:

- No visible bra straps
- Oversized shirts
- Spaghetti strap tank tops
- Halter tops
- Shirts that expose bare midriffs or are see-through
- Shirts with inappropriate slogans or artwork (i.e., references to drugs, alcohol, smoking, offensive language, sexual references).

Bottoms:

- Sagging or dragging pants (even if worn with belts)
- Short shorts/skirts—Students stand up straight and put their arms to their sides with their fingers stretched...shorts must be to the fingertips or longer. Anything shorter will not be allowed. **“Raise your hands & touch your toes, if anything shows, GO CHANGE YOUR CLOTHES!”**

Hats:

- Hats, caps, or any other headgear are not to be worn in the classroom.

Shoes:

- High heels.
- Backless shoes
- Sandals (open toed)
- Shoes with Wheels
- Steel-toed boots

Accessories:

- Excessive jewelry, including dangle and/or hoop earrings
- Large belt buckles
- Make-up
- Distracting hair accessories

Students found to be out of compliance with the dress code will be provided with appropriate loan clothing from the Nelson Closet. If this is not possible; the student will call home for another change of clothes.



Family School Partnership Act Brochure

What is the Family-School Partnership Act? The Family-School Partnership Act is a California law that allows parents, grandparents, and guardians to take time off from work to participate in their children's school or childcare activities. The law (*Labor Code* Section 230.8) first took effect in 1995.

What opportunities am I offered under this law? If the following criteria are met, you may take off up to 40 hours each year (up to eight hours in any calendar month) to participate in activities at your child's school or day care facility:

You are a parent, guardian, or grandparent who has custody of a child enrolled in a California public or private school, kindergarten through grade twelve, or licensed child day care facility.

You work for a business that has 25 or more employees at the same location.

How should I account for my time off work? The law allows you to use existing vacation time, personal leave, or compensatory time off to account for the time you use participating in your child's school or childcare activities. You may also use time off without pay if permitted by your employer. The employee, not the employer, chooses from the options that are available.

How can I take advantage of these opportunities? Let your employer know in advance that you would like to take time off to participate in activities at your child's school or childcare facility.

If both parents of a child are employed by the same employer at the same work site, does the law allow them to take time off together for the same school or child care activity? The parent who first gives notice to the employer has priority for the planned absence, although the other parent may also participate if the employer approves.

Does the law apply to parents who work the night shift or only to those who work the day shift? What about part-time employees? All parents working full time, regardless of the shift they work, are allowed up to 40 hours per year. Because a night worker normally sleeps during the day when school is in session, that employee might ask for approval of an absence during the night shift in order to rest adequately for participating in activities at his or her child's school or child care facility. Part-time workers are allowed a proportionate number of hours. For example, half-time workers may take up to 20 hours a year. Teachers, even though they might work only ten months out of the year, are considered full-time employees and may take up to 40 hours per year.

What kinds of school or childcare activities may I participate in with my child? Under the law *any* activity that is sponsored, supervised, or approved by the school, school board, or childcare facility is acceptable. Examples might be volunteering in your child's classroom; participating in parent-teacher conferences, Back-to-School Night, Open House, field trips, or extracurricular sporting events sponsored by the school, school board; and assisting in community service learning activities/events.

Does my employer have the right to refuse my request for time off to participate in activities at my child's school? If your employer has 25 or more employees at the same location, he or she cannot refuse the request. All such employers must comply with the law and allow you to take off up to 40 hours a year to participate in your child's school activities. At least one of the options—using vacation, personal leave, compensatory time off, or time off without pay—must be provided to the employee.

My employer has an incentive bonus program for employees who take no unpaid leaves of absence. If I take time off to participate in activities at my child's school or child care facility, will my doing so count against me? Yes, it probably will count against you.

What should I do if I feel that my employer has discriminated against me for taking time off to participate in my child's school or childcare activities? Your employer may not fire you, demote you, take away your benefits, deny you a promotion, or in any other way discriminate against you because you have chosen to participate in activities at your child's school or child care facility. The law provides for civil penalties and compensation to the parents if such discrimination occurs. The law does not, however, give enforcement powers to a specific governmental agency. If you feel you have suffered discrimination, contact the Fair Employment and Housing Commission at 1-800-884-1684 or <http://www.fehc.ca.gov> or consult an attorney.

Please Read, Sign, and Return Form Below

Nelson Elementary School Student/Parent/Staff Agreement

Dear Parents/Guardians:

Please take time to review this student handbook with your child. Then, read and complete the information below:

“My child and I have read and discussed all the school rules and policies within the Nelson Elementary School Student/Parent/Staff Agreement 2024 – 2025. Our signatures below signify that we will follow all school rules and policies in order to ensure a successful and safe school year.”

Date _____ Teacher Name _____ Grade _____

Student Name _____ Student Signature _____

Parent/Guardian Name _____ Parent/Guardian Signature _____

**PLEASE RETURN THIS PAGE TO YOUR CHILD’S CLASSROOM
TEACHER THE FIRST WEEK OF SCHOOL. THANK YOU!**

