

*Welcome To
Anna Mae "Mas" Nichols
Elementary School
2009-2010*



*School Motto: Dream It. Believe It, Achieve It!
9560 Braun Road
San Antonio, TX 78254*

Phone: 210/397-4050

Fax: 210/767-5951

www.nisd.net/nichols

Sylvia Swayne, Principal

Jack Funkhouser, Vice Principal

Northside Independent School District

Dr. John Folks, Superintendent

Dear Parents,

Welcome to Anna Mae "Mas" Nichols Elementary and to the 2009-2010 school year. We look forward to the opportunity of making this school year a very positive experience for you and your child. We are confident that the partnership between the Nichols staff and Nichols Elementary parents will be a successful combination in ensuring a wonderful school year for your child.

This packet of information is a supplement to the NISD Student-Parent Handbook. The Nichols Information Packet will provide you with information pertinent to Nichols Elementary School. We ask that you please review this Nichols Information packet and the NISD handbook carefully and discuss the contents with your child. The Nichols Information Packet should serve as a resource in seeking information regarding campus policies, services, and activities. We are always available to answer any questions you may have that are not fully explained in the District handbook and/or this information packet.

Please fill in the information located at the end of this packet and return it to school along with the Notice found in the NISD Student-Parent Handbook.

We hope that you find Nichols Elementary School to be a school that strives to provide a happy and productive learning environment where everyone "Dreams It! Believes It, and Achieves It!".

Sincerely,
Sylvia Swayne
Principal

P.S. Your patience with traffic the first couple of weeks of school is appreciated. There is usually a 50% reduction in parent pick-ups after this time period.

SCHOOL STAFF

Olga Thompson, Principal's Secretary
Deanna Gonzales, Attendance Secretary
Rebecca Ball, Nurse
Maritza Dokken Office Assistant

Edmundo Garcia, Head Custodian
Patricia Brown, Cafeteria Manager

Kindergarten

Erica Layton
Shiloh Dean
Michele Pendley
Misty Bennett
Irene Rosado

1st Grade

M'Lee Perales
Wanda Mann
Monica Rodriguez
Frances Smith
Melissa Lowry

2nd Grade

Shannon Ballantyne
Jennifer Boyen
Ann Taylor
Crystal White-Pena
Joy Bosquez
Sonya Villarreal

3rd Grade

Patricia Barron
Mona Blancas
Elizabeth Flores
Debbie Spicer
Sarah Olvera

4th Grade

Miguel Maldonado
Mary Mata
Alisha Thomas
Tara Safoutin
Brenda Saldana
Melissa Pierce

5th Grade

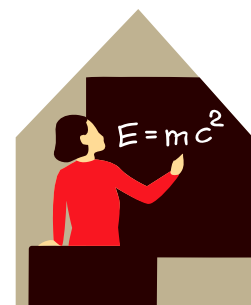
Grace Mewhinney
Shannon Padgett
Tracy Shaw
Matt Morelli
Joshua Kuhlmann

Specialist Team 1

David Bertsch (PE)
Sandi Vasquez(Counselor)
Lorelei Davis (Music)
Laura Donnel (Counselor)
Elizabeth Rush (Librarian)
Terry Ford (GT)
AnnMarie Fries (Library)
Elizabeth Holguin (Math)
Laura Kaarlsen (Art)
Victoria Kays(Technology)
Mike Messer (Technology)
Holly Ritenour (PE)
Yolanda Zepeda (Reading)

Specialist Team 2 (Special Ed. & At Risk)

Sarah Aguiar
Rosario Aranda
Kathy Bailey
Mary Baker
Christina Buentello
Peggy Rangel
Mikako Coker
Cozette Davila
Pamela Espinoza
Dona Fox
Jon Freiger
Mary "Mimi" Fisher
Kristine Hilliard
Kris Hennon
Nancy Hight
Isabel Jones
Lynn Lindskog
Dee Marquez
Ruby Stein



School Doors Open: 7:15 a.m.

K, 1st, 3rd, 4th & 5th grade students report to the hallway outside their classrooms

2nd grade students report to the cafeteria

Breakfast: 7:15 a.m. -7:35 a.m. (Students not in line for breakfast prior to 7:35 will not be served breakfast)

Students enter the classrooms at 7:35 a.m.

School Starts: 7:45 a.m.

Tardy: If not in class by the 7:45 a.m. bell

Lunch: 10:55 a.m. – 1:00 p.m.

(Check your child’s schedule for the exact time)



Dismissal:

All classes will be dismissed at 2:45

All students should be picked up by 3:00 p.m. each day.

Important Dates to Remember

School Pictures:

September 29 and February 17

September 30 and February 18

ALE, Kinder, 2nd & 4th grade

ECC, 1st, 3rd, & 5th grade

PTA Meetings at 6:30 p.m.:

September 8, 2009

October 13, 2009

December 8, 2009

February 9, 2010

April 13, 2010

May 11, 2010

Early Release Days (School is dismissed at 11:45):

September 18, 2009

October 9, 2009

November 6, 2009

February 5, 2010

April 9, 2010

May 7, 2010

Traffic Patterns:

1. The front parking lot on Braun Road is for parents, visitors and office staff. **The side parking lot on Old Tezel is for buses, daycare vans and staff only.**
2. The left lane of the drive in front of the school should be left open at all times in case of an emergency and to facilitate free flow of traffic.
3. Cars should not be parked in the driveways and left unattended.
4. Parents may drop off and pick up students at the front crosswalk in front of the school from the right lane only. One of the coaches will be at the crosswalk.
5. Students walkers may enter and exit the campus from the sidewalk at the back of the campus that is located on Autumn Storm. This is not a parent pick up location for car pick up. Please do not park back there for the safety of children.
6. School Zone flashing lights are installed on Braun Road. **If you are traveling from 1604 on Braun Road only the right hand lane may turn into the Nichols driveway.** Please help keep the streets and driveways safe. Thank you for your cooperation. *The GreenBriar subdivision would like for people to refrain from using their subdivision entrance in the morning as a way to make a U-turn on Braun Road.*



School Bus Service: School bus service is made available to students who live two or more miles from school or who live where they must walk in hazardous traffic areas. Therefore, children living in subdivisions across the street from the school will be provided bus transportation. Bus information and routes may be found at www.nisd.net.

No children are to cross Braun Road because it is considered a hazardous traffic area.



Dismissal at the End of the School Day: Make sure your child's teacher receives a **written note** on how your child is to go home every day. If you need to change your child's routine at all, please send a note to your child's teacher, otherwise we will follow the normal routine for your child.

After School Care: After school childcare is available in the school cafeteria through the Family Endeavors, ASK program. ASK is not a District sponsored organization. They provide childcare from 2:50 p.m. to 6:30 p.m. and there is a charge for their service. For more information you may contact them at 431-6466. The program at Nichols has a direct phone number that can be used during ASK business hours, 523-5277. Website information is www.safamilyendeavors.org

Bike Riders: Students who ride their bikes must park them, lock them in the bike rack and immediately go to their prescribed areas. Bike riders must walk their bikes while on the school grounds.

Scooters and Roller Blades: Students may ride scooters to school but they must walk them on the school grounds. Scooters must be secured in a student's back pack during the school day. If they cannot be secured in the back pack then they may not come to school.

School Supplies: Supply lists are available in the office and on the web at www.nisd.net. All items can be purchased at neighborhood stores except for school planners for grades 2-5. Planners are to be purchased in the school office for \$5.00, cash only please.

School Spirit Shirts: School spirit shirts are available in the school office for \$10.00, cash only please. School spirit shirts can be worn every day but our designated school spirit day will be on Friday. We encourage everyone to purchase a school spirit shirt and show their **Mustang Pride**.

Telephone Use: Students will be allowed to use the telephone for emergencies only. Some things considered an emergency for students is forgetting a house key, or glasses. Homework, field trip permission forms, and wanting to go to a friend's house after school are not considered emergencies.



Visitors: For the safety and security of your child, Northside ISD has implemented a new visitor tracking system at many of our elementary schools. The purpose of this system is to ensure that adult visitors on campus do not pose a threat to any students.

The Raptor system will require that all parents/guardians, visitors, or volunteers who would like to enter the building during normal hours of operation to present one of the following at the front desk:

- Valid Drivers License (any state)

- State-Issued ID Card
- Work Visa
- Permanent Resident Card (Green Card)

The ID will then be scanned and a badge with the visitor's picture, date, time, and campus location will be printed. All visitors will then wear the badge while on campus and return it at the end of the visit.

Individuals who may be affected by the implementation of the visitor management system are encouraged to visit with campus administration regarding campus visitations.

If you are coming to visit the school, all visitors must enter through the front doors of the school and register at the office. Parents and all other visitors are required to sign in to attend **any campus event including 5th grade promotion** held during the school day. Please keep in mind that this is for the safety of all children on the campus.

Our parents are always welcome to come and observe their children in their classroom after making arrangements with the classroom teacher. Please limit classroom visits to an hour once or twice a week.

Please feel free to have lunch with your child in the cafeteria anytime. During your visit, all students remain in the cafeteria. Nichols staff is on duty to help you, if needed. Thank you for your cooperation!

Appointments: Children who need to leave school for appointments will be called to the office upon your arrival. Please send a note with your child to the classroom teacher prior to the appointment. **Parents are required to present a photo ID such as a driver's license or state-issued ID card when they wish to sign their child out of school.** For the welfare of our students, teachers cannot release students to anyone without office authorization. **Office authorization will be given only to parents and other adults listed on the current medical emergency card.** It is the parent's responsibility to update the medical emergency card information as changes occur.

Attendance: If your child is absent from school, please call the school before 9:00 a.m.; we ask that you do this for your child's safety. We will also be asking you the reason for the absence. When your child returns to school please send a note to the teacher with the reason and date of the absence. Excused absences are illness, medical appointments or death in the immediate family. Children should not have un-excused absences from school. If your child has medical appointments please ask the medical office for notes to excuse the absence.



Perfect Attendance:

Perfect attendance may be awarded to students at the end of each 9-week grading period who have not exceeded one tardy or one partial day absence during the 9-week period that is not categorized as a documented appointment with a health care professional.

Medical Release and Emergency Information: It is very important that we have current emergency information on every student. Please notify the school when you have a change of address or telephone number (at home or business) and if there is a change in the name of the person to be contacted if you are not available.

Medications:

1. Medications should be brought to the clinic by an adult in a properly labeled prescription container. Under no circumstances are medications permitted to be sent back home with children. This policy was developed with the safety of children in mind.
2. Long term medications (those with longer than a two week duration) will be given with the parent's permission and a physicians order. Long term forms are available in the clinic.
3. Short term medications (those with a two week duration or less) will be given with the parents written permission.



Food Allergies: Any student who suffers from food allergies should contact the school nurse, the classroom teacher, and the cafeteria manager. The school nurse will consult with the district physician on an individual basis as to the best procedure for that student to follow.

Cafeteria: The cafeteria serves breakfast and lunch every school day. Breakfast is served from 7:15 a.m. until 7:35 a.m. If a child is not in line for breakfast by 7:35 a.m. they will not be able to have breakfast at school. Cafeteria meal tickets may be purchased from the cafeteria manager. If you purchase cafeteria meals for your child and do not wish for them to use the cafeteria ticket to purchase ice cream or desserts please let Patricia Brown, cafeteria manager, know and she will enter that into the computer so that your child can only purchase meals.



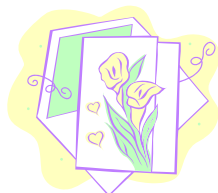
EASY STEPS TO ENROLL:

Online Payments Available in August: The Northside Independent School District has expanded the Online Payment System to include 92 campuses. PaySchools, a secure online pre-payment system, lets you put money into your student's account anytime, anywhere by electronic (e-check) or credit card.

1. Go to the NISD Parent Connection website at:
<http://www.nisd.net/parentconnection/>
2. First time users:
Click the "New Users Tour" link and choose the applicable school.
3. To make a payment:
Click the "To Make a Payment" link and choose your corresponding school.

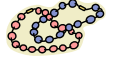
Foods of Minimal Nutritional Value (FMNV): Parents can continue to choose the type of food they send to school for their own child, but may not send food for other students. FMNV will be allowed at two school parties and on the last day of school.

Birthdays: Classroom teachers recognize student birthdays in a variety of ways. Parents may send pencils, stickers and other **non food items** to school for their child's class to help celebrate their birthday at school. **No balloons or flowers may be delivered to students.**



Invitations: Teachers or students may not pass out invitations to select children. Either all the class must receive one or all the boys or all the girls must receive one. This is done for good reason, it is never pleasant to be the one who is uninvited.

Valuables: Every year people ask me about wearing jewelry to school. My best answer is always that if it is valuable to you it is best kept at home. Many times a necklace, ring, or earring is lost on the playground and never seen again.



IPOD, MP3 players and video games must not come to school.

Animals on Campus and in the Classroom

Animals may not be brought on the school grounds unless a teacher makes a specific request and the administration approves. Animals brought to school are to remain in the crate/container/cage. **Dogs are not allowed on campus—even leashed.**



Conferences: All parents are requested to attend a conference close to the end of the first nine weeks of school. This first conference will be a student led conference where the student explains how successful they are at school. These conferences have been highly successful and resulted in many rave reviews from parents. Student led conferences allow the student the responsibility of sharing their strengths and possible areas where they may need assistance. Parents are encouraged to ask for conferences throughout the school year as questions or concerns arise. A parent or teacher may



request conferences any time during the school year, however, these conferences must be pre-scheduled. The teacher cannot be expected to stop instruction to their class when a parent happens to come by unexpectedly. Also, faculty meetings are scheduled and it is very important that the full staff attend. If you drop by, you may find that the teacher cannot speak with you at that time. Conferences must be face to face when discipline or behavior problems are persistent or of a serious nature. It is to everyone's advantage that you discuss concerns with the teacher before calling an administrator. If the matter cannot be resolved at that level, please call me.

General Student Grooming Guidelines:

All clothing must be modest and reflect the importance of education.

1. Shorts may be worn to school. In grades 3-5 they should be no more than four inches above the top of the kneecap. This also applies to skirts, dresses and culottes. There should not be a cut or slit in the clothing that extends beyond the four inch limit.
2. Clothes may not be significantly oversized.
3. Tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see through garments are not permitted.
4. All pants are to be full length (Capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no "sagging" or "bagging"). Tight fitting pants, (e.g., tights, Spandex, bicycle pants) are also prohibited.
5. Cut-offs and intentionally frayed pants are also prohibited.
6. Indecent /inappropriate patches, writings, or drawings on clothing are prohibited.
7. Headwear must not be worn in the building.
8. Hair must be neat and clean. Unconventional colored, multi-colored or spiked or Mohawk hair styles are not permitted.



Please keep in mind that students have recess everyday and go to PE every other day. Rubber soled shoes or tennis shoes are the safest shoes for your child to wear. If students are wearing a skirt or dress on PE days they may wish to wear shorts under their skirt. Please make sure that all tops/shirts extend past the top of your students pants, shorts, or skirt when they lift their arms. Exposed midriiffs in PE are not appropriate.

Discipline:

As partners in your child's education, we are responsible for preparing the young minds we touch – socially as well as academically. As a result we, the professional staff at Nichols Elementary, have studied the philosophy of Love and Logic and its advantages for nurturing responsible problem solvers. We agree that the values fostered through Love and Logic will ultimately prepare our children for life well past their time spent at Nichols.

These values include focusing on their varying strengths to build self-esteem, making responsible choices that contribute to a positive learning environment for all, and respecting the relationships we create along the way. In a Love and Logic classroom, students thrive in a caring atmosphere that encourages them to rise to the teacher's high expectations. Students find comfort in the teacher's role as a consistent facilitator. Because a Love and Logic teacher understands that children are individuals, students are allowed to work in a manner that best suits their specific needs while remaining within the firm, clear parameters set at the beginning of the year. Students are modeled empathy while still being held accountable for their choices, so that the seed of responsibility is planted. Lastly, Love and Logic teaches adults as well as students that the only thing we can control is ourselves and the way we handle the natural effect of our choices.

We have made the commitment to incorporate Love and Logic at Nichols Elementary, but to achieve its fullest effect our hope is that you will embrace this philosophy as well. As we travel this road, together we can prepare your child for a successful journey through life.

We, the learning community of Nichols Elementary,
Believe each day's outcome is connected to the choices we make;
in the ability we possess to solve problems responsibly;
in the strength we have to ask for help;
and in our respect for each other's dignity.

Toys/Gadgets/Dangerous Weapons: Toys, stuffed animals, playground equipment, soccer balls, and or basketballs may not be brought to school. Your child is always encouraged to bring books to read. No one may bring a weapon or toy item associated with weapons for any reason any time. Fireworks, firecrackers, or poppers may never be brought to school. Boy Scouts may never bring their Boy Scout knives to school. Water guns may not be brought to school. Students who bring weapons to school will be automatically suspended from school or referred to the Alternative Education Program. Please seriously review all of the above with your child.

Recess: Each grade level established a recess schedule. Students are asked not to bring their own basketball, football or other play equipment from home for recess.



Library: Parents are invited to sign up for a library card and check out books at the Nichols library.

Parents Assisting in Learning (PALs): Please consider becoming a PAL. Parents are

encouraged to volunteer their time at school. There are many ways parents may volunteer. Some ideas are to tutor students, help teachers make instructional materials, Xeroxing, serve as a room parent and/or field trip chaperone. All parent volunteers must fill out a volunteer application and a criminal history check and be cleared prior to volunteering. To fill out the volunteer background check form to be cleared to volunteer you can find the form at <http://www.nisd.net/schools/volunteer/> or come into the school library and fill it out on one of the school's computers.



Parent Connection: Parents are able to View your student's daily grades and attendance for the current year, as well as his or her standardized test results (TAKS, SDAA, SAT, etc.), and academic history (courses and grades). The **historical** academic information reflected in the CMS system shall not be considered the student's official school record for transcript, GPA or other purposes. If you believe **current** year information to be inaccurate, please contact your child's school so that it may be corrected. You can find the Parent Connection site at <http://www.nisd.net/parentconnection/> The Parent Connection is available in early September.

Field Trip Chaperones: Parents who attend or chaperone a NISD field trip should be cleared through a NISD volunteer background check. **These volunteer background checks must be completed and cleared each school year by anyone who wishes to volunteer at school or chaperone a NISD field trip.** You may find the online volunteer background check form at <http://www.nisd.net/schools/volunteer/> . Depending on the field trip location the number of attendees/chaperones may be limited. If you are interested in attending or chaperoning the field trip please talk to your child's teacher in advance of the field trip.



Student Parent Handbook: Please take time to read the District Handbook online this year and discuss it with your child.. If you would like a hard copy of the handbook please let your child's teacher know. Return the signature page receipt to your child's teacher on the second day of school. We are required to keep this page in your child's permanent record folder.

Parental Permission for Web Publishing:

All of Northside Independent School District's campuses are able to use the Internet's rich resources, and also publish information on the Internet. As part of many technology applications employed across the curriculum, the school may wish to publish a variety of teacher and student products on the Internet. The types of products may include, but are not limited to: creative writing, artwork, slide and audio/visual presentations produced by students and their teachers.

We will not publicly publish grades or student test scores, student's last names, home addresses, phone numbers, or materials protected by federal regulations. If we choose to use a digital image of your child, it will only be if your child is in a group of people. The images will not be identified by name, only by a generic label such as: Ms. Smith's Class. Your child's first name only may be used to identify a project. In this case, no digital image of your child will accompany the name.

In order for your child's work or digital image to appear on a Northside Campus Web page, we need your written permission. Please sign and return the Parent Agreement Form for Publication of Information on the Internet. If you have any questions or concerns, please contact the Campus Instructional Technologist, Mike Messer at Nichols Elementary, 397-4050.

REMINDER OF FORMS THAT NEED TO BE RETURNED TO SCHOOL.

1. Medical Emergency Form
2. Parent Information Release Authorization – a yes on District publications allows your child to have school pictures, be in the yearbook and recognized on campus for awards as well as have their school work hung in the classroom.
3. Handbook Acknowledgment Form
4. Parent Agreement for Acceptable Use of the Districts' Electronic Communication System (Students may not use the telephones, participate in computer literacy or use any campus computers without this form.) This form is on the same page as the District Acceptable Use
5. School Insurance form if you are going to purchase school insurance.
6. Parent Agreement Form for Publication of Information on the Internet

Online Form: If you wish to volunteer at school in any capacity including being a PAL or chaperoning a field trip go to: <http://www.nisd.net/schools/volunteer/> for the volunteer background check.



**PARENT AGREEMENT FORM FOR PUBLICATION
OF INFORMATION ON THE INTERNET**

Student: _____

Grade: _____

Classroom Teacher: _____

My child's work may be electronically displayed and published by the Northside Independent School District. Photographs of my child in a group setting, may be electronically displayed and published by the Northside Independent School District. My child's name (first name only) may be used in association with published work.

Circle one:

Yes

No

Parent / Guardian Signature

Date: